

The APICS CLTD Learning System is a comprehensive professional development and exam preparation program. It consists of eight reading modules and interactive, web-based study tools that reflect the APICS CLTD Exam Content Manual (ECM). This program provides a comprehensive body of knowledge and standards for those in the logistics, transportation and distribution industries.



learn.apics.org/cltd

MODULE CONTENT

Module 1: Logistics and Supply Chain Overview

- Managing logistics as a cohesive system
- Understanding tradeoffs to present a logistics strategy that aligns with the organizational strategy
- Finding the most effective mix of revenue producing services for the cost of providing that service
- Developing strong relationships across the supply chain
- Designing key performance indicators to encourage desired behaviors
- Using continuous improvement to exceed customer expectations

Module 2: Capacity Planning and Demand Management

- Understanding the concepts behind forecasting and its application to logistics decisions
- Creating efficient forecasts to better align supply to demand
- Translating demand information into high-level capacity plans for warehousing and transportation
- Collaborating between procurement and logistics
- Understanding key processes, including S&OP, MPS, MRP and DRP
- Delivering customer service at a consistent level

Module 3: Order Management

- Planning, designing and controlling processes which manage and execute customers' orders
- Implementing a customer relationship management (CRM) process
- Understanding key logistics systems, such as EDI and TMS to enable visibility throughout the order process
- Tracking and measuring supplier and carrier performance to improve efficiency and effectiveness
- Managing relationships with the supply chain partners
- Developing a customer service management strategy
- Enhancing long-term customer satisfaction and creating lifetime customers

Module 4: Inventory and Warehouse Management

- Maintaining inventory levels to align with the business strategy and goals, supporting the coordination of supply and demand, while protecting inventory value
- Creating an inventory management strategy that meets competing goals of minimizing inventory costs and maximizing customer service
- Managing the movement of materials and goods into and out of storage efficiently, safely, and with minimal inventory damage
- Adapting to new distribution channels and customer expectations by creating new processes that deliver the desired results
- Implementing efficient and effective warehouse processes, while utilizing appropriate warehouse technology
- Using appropriate packaging to promote safe and efficient materials handling during storage and transportation

Module 5: Transportation

- Understanding transportation fundamentals, including key stakeholders, intermediaries and carriers involved in transporting product from origin to destination
- Understanding the characteristics of the different transportation modes to make appropriate selections based on speed, availability, dependability, capability, frequency and cost
- Moving goods and services throughout a firm's supply chain, between where products are produced and where they are consumed, while allowing for competitive growth
- Effectively manage the entire transportation process—from long-range strategies and operational planning to day-to-day execution
- Utilizing transportation technology to manage and control visibility and communication between multiple stakeholders and transportation managers

Module 6: Global Logistics Considerations

- Identifying macroenvironmental factors of global logistics that impact countries and organizations around the world to better manage logistics service providers, related transportation costs, and substitute product offerings
- Working knowledge of international trade theories and practices, including trade agreements and trading blocs
- Understanding the infrastructure, systems and regulations of the countries to which goods are imported/exported
- Understanding customs clearing and documentation requirements for each shipment as dictated by each country and transportation mode used
- Preparing all required documentation needed to ensure shipments arrive safely, securely, without damage, and on time at their final designation
- Using the Harmonized System Classification codes to properly specify the goods for export and dictate the corresponding tariff rates charged
- Identifying which financing and payment options are most appropriate and amenable to the parties involved
- Deciding what currency will be most appropriate for global trade participants, balancing levels of risk exposure between buyers and sellers

Module 7: Logistics Network Design

- Designing the network of warehouses and transportation lanes to enable supply to be provided at the place and time of demand
- Analyzing transportation and distribution requirements, while understanding key tradeoffs, to assist in planning and deployment of network
- Using decision support tools to determine the optimal number, location, and type of warehouse facilities
- Employing modeling techniques to help find the right balance among competing needs of involved stakeholders
- Implementing risk management strategies to minimize uncertainty and provide more reliable organizational results
- Creating prevention and mitigation plans, as well as providing business continuity if a risk event occurs

Module 8: Reverse Logistics and Sustainability

- Developing a comprehensive reverse logistics strategy
- Recommending whether the reverse logistics strategy can be handled internally by creating a central returns center or by hiring a third-party provider to coordinate the activities
- Managing product returns in ways that turn the reverse flows into quantifiable value streams, to contribute to profitability and strengthen commitment to sustainability and social responsibility
- Demonstrating social responsibility that is valued by customers, shareholders, and the community, to help the organization be a good environmental steward for the long-term
- Implementing sustainability initiatives to impact the organization's triple bottom line (TBL)
- Choosing suppliers and other supply chain members according to the organization's commitment to implement sustainable processes and practices

2020 CLTD LEARNING SYSTEM

CLTD

CERTIFIED IN LOGISTICS, TRANSPORTATION AND DISTRIBUTION



FOR **CLTD** CERTIFICATION EXAM PREPARATION

THE CLTD CERTIFICATION

The APICS Certified in Logistics, Transportation and Distribution (CLTD) designation provides a comprehensive body of knowledge, best practices and standards for those in the logistics, transportation and distribution industries. The APICS CLTD designation serves the needs of both professionals and employers around the world by reducing the impact of industry skills gaps as well as assisting employers in developing the personnel needed to meet customer demand and impact bottom-line results.

Topics covered in this designation include:

- Logistics fundamentals
- Logistics strategy within the supply chain
- Logistics planning
- Capacity and demand management
- Order management
- Warehousing strategy
- Lean logistics
- Warehouse management
- Packaging
- Materials handling
- Transportation fundamentals including:
 - Modes
 - Routing
 - Carrier selection
 - Documentation
- Global logistics considerations including:
 - Infrastructure
 - Regulatory framework
 - Customer
 - Payment options
 - Currency
 - Tax
- Logistics network design including:
 - Facilities location
 - Layout
 - Risk management
- Reverse logistics
- Sustainability and logistics

WHY SEEK CERTIFICATION?

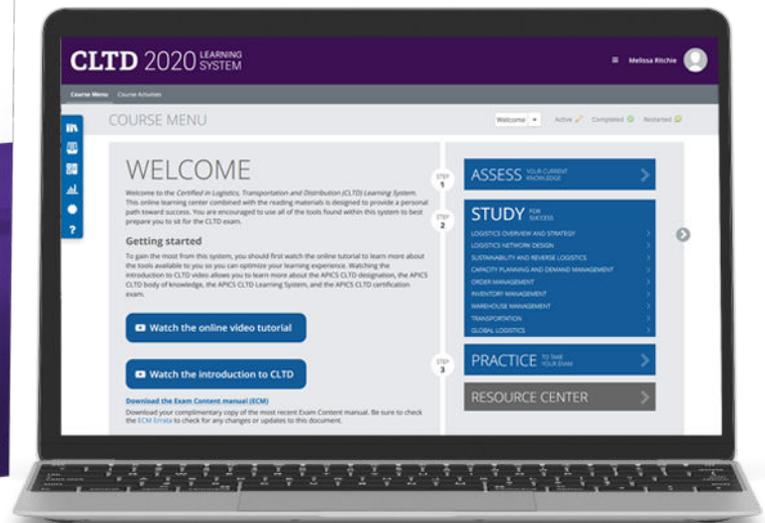
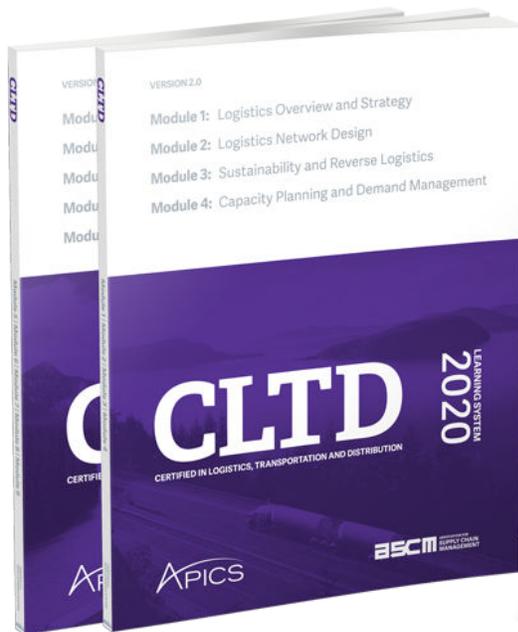
Earning the CLTD credential makes you a recognized expert in the logistics, transportation and distribution fields. Certification demonstrates in-depth knowledge of a broad range of topics to set you apart from your colleagues — proving your high level of knowledge and skills. The CLTD will make you a more valuable asset to your organization, keeping you and your organization more competitive in today's global economy.

Earning your credential will help you:

- Boost your confidence with recognition as a logistics expert.
- Master the essential knowledge for logistics, transportation and distribution professionals as defined by the CLTD Exam Content Manual.
- Expand your outlook on the logistics field and bring new ideas to your workplace.
- Remain current with global logistics trends and developments.
- Stand out from other candidates in a job search.
- Demonstrate your long-term commitment to the logistics, transportation and distribution profession.

ACHIEVE PROFESSIONAL EXCELLENCE

The 2020 CLTD Learning System provides interactive tools and content that reflects the APICS CLTD Exam Content Manual (ECM).



learn.apics.org/cltd/free-demo

APICS CLTD program benefits can be achieved in a matter of months, allowing individuals and teams a quick return on investment and long-term bottom-line results.

Current Content:

Created by APICS and a team of subject matter experts, the program reflects current industry trends and best practices.

Customized Learning:

Choose the learning option that best matches your schedule and learning style. Use pretest results with the SmartStudy tool to create a personalized study plan based on your strengths and weaknesses.

Affordability:

Save time and money by choosing one preparation program that provides the content, tests, and learning tools you need in one resource.

Ongoing Reference:

Use the CLTD Learning System as a valuable day-to-day reference manual, providing answers to a wide range of logistics and business challenges.

Maintenance:

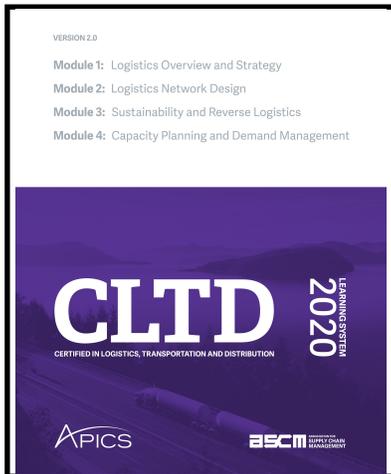
Depending on the course format, earn up to 40 professional development points toward APICS CPIM or CLTD certification maintenance. View the APICS Maintenance Handbook at apics.org/handbook for complete details.

WHAT WILL I STUDY?

The APICS CLTD Learning System delivers the most effective CLTD certification exam preparation. It is divided into nine modules across two books that reflect the entire APICS CLTD Exam Content Manual (ECM), utilizing the source bibliography references identified in the ECM as well as other current logistics reference materials.

The content is integrated with best practices in the day-to-day functions of logistics professionals that drive the improvement in distribution and transportation necessary to maximize an organization's efficiency and impact the bottom-line.

Each learning module is available in print and e-Pub format. Progress check questions are included at the end of each section to ensure that you are staying on track and retaining the information. The materials are linked directly to every practice question found in the web-based tools.



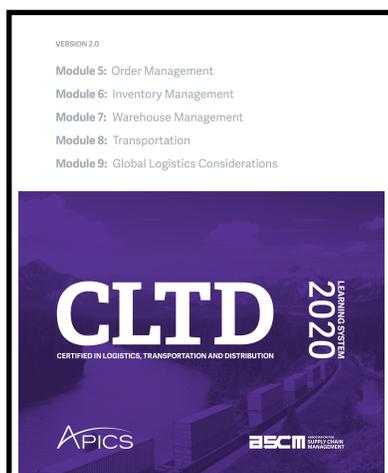
BOOK 1

Module 1:
Logistics Overview
and Strategy

Module 2:
Logistics Network
Design

Module 3:
Sustainability and Reverse
Logistics

Module 4:
Capacity Planning and
Demand Management



BOOK 2

Module 5:
Order
Management

Module 6:
Inventory
Management

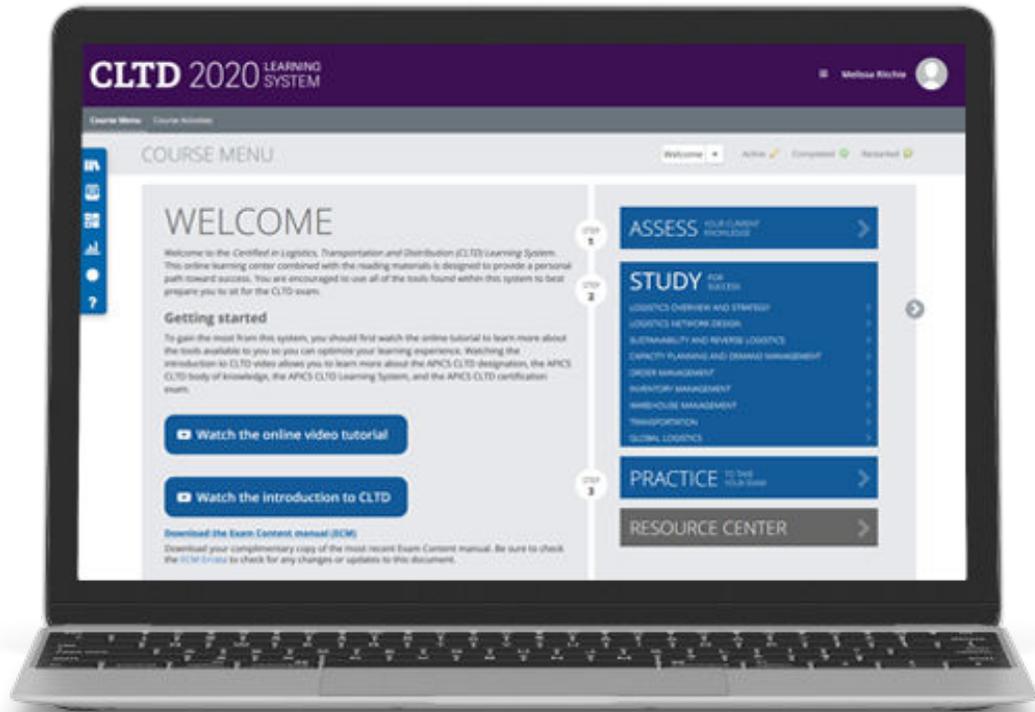
Module 7:
Warehouse
Management

Module 8:
Transportation

Module 9:
Global Logistics
Considerations

INTERACTIVE WEB-BASED TESTING AND STUDY TOOLS

The APICS CLTD Learning System provides a personal path toward success through interactive web-based study tools. These tools help you apply the concepts learned in the reading materials and test your understanding and retention of the topics. You'll have access to the web-based study tools for one year.



The Welcome Page is the starting point for your studies. From here, view the online tutorial for guidance and access all the Learning System has to offer.

STEP 1:

ASSESS your current knowledge and build a study plan.

STEP 2:

STUDY your way to success using an array of helpful tools and focus on the areas you need to study most.

STEP 3:

PRACTICE for your exam with the online tests to build confidence for exam day.

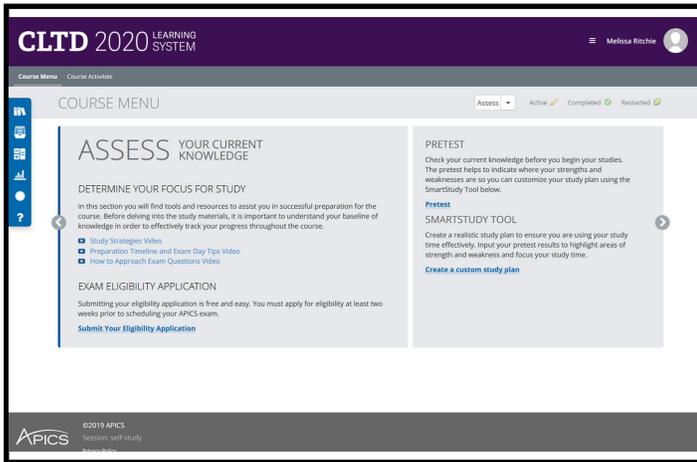
RESOURCE CENTER:

Download a complimentary copy of the APICS CLTD Exam Content Manual and access certification information, exam study tools, printable flashcards, program updates, and more.

MOBILE ACCESS:

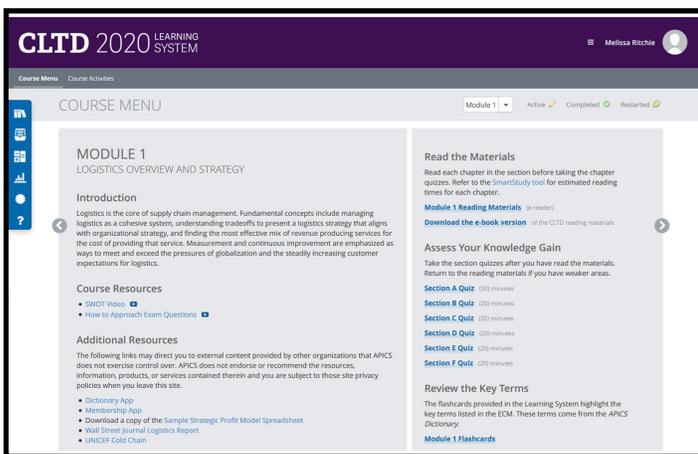
Study on the go on an iPhone, iPad, or Google Android phone or tablet.

ONLINE TOOLS



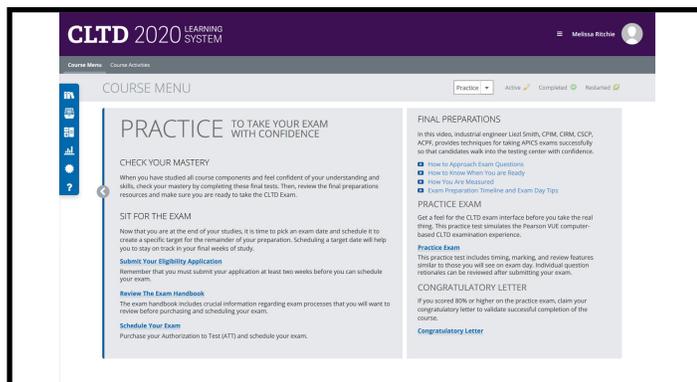
ASSESS

- Complete the Pretest to determine your current knowledge and identify areas for improvement.
- Create a SmartStudy plan using your pretest results to identify your most challenging topics and estimate study time.



STUDY

- Download the e-Pub version of the reading materials for access to the printed content on the go.
- Take the Section Quizzes to test knowledge retention and receive immediate feedback, answer rationales, and references to the relevant sections in the materials.
- Study Flashcards to reinforce your memory of key terms, concepts, and definitions.
- Review Reports that include pretest scores and section-specific quiz scores to track progress and learning gain.
- Read case studies to learn real-world application of concepts.



PRACTICE

- This section helps you complete your studies and finalize your preparations to take the CLTD exam.
- Take the Practice Exam to gain comfort and experience with the format and functionality of the computer-based CLTD exam.
- Print the Congratulatory Letter after scoring 80% or higher on the practice exam.
- Access additional information about the certification exam, study tools, and test-taking tips.

LEARNING OPTIONS

The APICS CLTD Learning System is available through self-directed, instructor-led, or corporate/group programs. APICS has designed several learning options to suit different learning styles, schedules, group sizes, and locations. Choose the format that fits your learning preference. Every learning option utilizes the APICS CLTD Learning System!

Self-Directed

The self-directed option gives you ultimate flexibility for learning—use the convenient customization tools to design a study plan that fits into your busy day. Focus on any module or topic in any depth or sequence.

Benefits

- Prepare from home, work, or while traveling.
- Study wherever you go with mobile access and e-Publisher capability.
- Create your own study plan and focus on the specific topics you need to master.
- Save time and money on travel to training sites.

Self-directed program investment

ASCM PLUS members: US \$895

ASCM CORE and nonmembers: US \$1,245

See corporate/group learning for more information on ordering for your team.

Order now at learn.apics.org/cltd/order.

Instructor-Led Courses

Offered through local APICS Channel Partners and colleges/universities, the instructor-led format combines the APICS CLTD Learning System with the guidance of an experienced instructor. APICS has a network of over 300 official channel partners worldwide. Global course listings can be found at apics.org/learning-opportunities.

Benefits

- Led by experienced and certified instructors.
- Structured classroom environment ensures that you will stay on track with your studies.
- Peer discussions help reinforce learning materials.
- Tuition reimbursement may be available from your employer or through government funding.

Instructor-led course investment

Program fees vary. Contact the partner nearest you for details.

Find a course provider at apics.org/learning-opportunities.

Corporate/Group Learning

Educate small or large groups through self-directed learning or instructor-led classes at your facility. Whether participants are local to one site or geographically dispersed, structured learning and online group reporting helps track progress and document learning gain to maximize your training investment.

Benefits

- Customize a program to meet the specific needs of your organization.
- Promote a common language across your entire organization.

Group Ordering

For more information about delivery options for your group, contact Andy Voigt at +1-651-905-2687 or via email at andyv@APICSLearningSystems.com.

Learn more at learn.apics.org/cltd/corporate.

STEPS TO CERTIFICATION

Get Started on Earning Your CLTD Certification

Complete the free eligibility application.

Submitting your eligibility application is free and easy. Eligibility applications can be completed at apics.org/eligibility and must be received two weeks prior to the day you register for the exam.

To be eligible for the APICS CLTD designation, you must have:

- 3 years of related business experience OR
- Bachelor's degree or international equivalent* OR
- One of the following: CTL, CSCP, CPIM, CFPIM, CIRM, SCOR-P, C.P.M., CSM or CPSM designations.

Choose a learning option that works for you.

The APICS CLTD Learning System is the foundation for all preparation options.

Try a free demo at learn.apics.org/cltd/free-demo. See page seven for more information on learning options.

Schedule your exam.

Schedule your exam appointment within the six-month window that your Authorization to Test (ATT) is valid. The CLTD exam is a computer-based exam available globally through Pearson VUE.

For information about exam fees and to apply online, visit apics.org/cltd.

Visit Pearson VUE at pearsonvue.com/apics to find the exam location nearest you.

Take the exam and receive your results.

The CLTD exam consists of 150 multiple choice questions answered within 3.5 hours. Receive your results immediately after completing the exam. With a passing score, start using your new CLTD credential to set yourself apart.

ABOUT APICS

APICS is the association for supply chain management and the leading provider of research, education and certification programs that elevate supply chain excellence, innovation and resilience. The APICS Certified in Production and Inventory Management (CPIM); APICS Certified Supply Chain Professional (CSCP); APICS Certified in Logistics, Transportation and Distribution (CLTD); and APICS Supply Chain Operations Reference-Professional (SCOR-P) designations set the industry standard. With more than 45,000 members and approximately 300 channel partners, APICS is transforming the way people do business, drive growth and reach global customers.

For more information visit apics.org.

*APICS defines the international equivalent of a Bachelor's degree as the level of study that would qualify an individual for a graduate program in the country where the undergraduate degree was earned. Dates and deadlines may vary. Visit apics.org/cltd for more information on eligibility and exam details. The APICS CLTD Learning System is not a substitute for the certification examination. If you wish to take the APICS CLTD exam, you must complete separate eligibility and registration application forms available through APICS.



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Ways Your Organization Will Benefit From Your CLTD Certification

There are many reasons to pursue the APICS Certified in Logistics, Transportation and Distribution (CLTD) designation. Once you set your certification or professional development goal, it's time to talk to your manager. Help your manager understand the value of certification and build a business case for certification and training as a worthwhile investment. Schedule a meeting with your manager and arrive prepared with the powerful talking points provided below. They demonstrate why your organization should support your efforts to prepare for and attain the CLTD certification.

1 MY KNOWLEDGE WILL BE CURRENT AND RELEVANT

Now, more than ever, logistics teams are required to assume a greater role, contributing to and advancing their organizations' bottom line. The CLTD certification recognizes this trend and takes a fresh and current look at what logistics management professionals need to know and how to put that knowledge to work. Achieving my certification means I'll be ready to take on new roles and responsibilities.

2 I WILL LEARN PRACTICAL SKILLS THAT WILL IMPACT MY JOB IMMEDIATELY

When I prepare for the certification exam with the CLTD Learning System, I won't be simply memorizing a textbook, I'll be applying concepts and understanding best practices for handling day-to-day business as well as unexpected scenarios. I'll be learning from the experiences of other logistics professionals, sharpening my skills and boosting my productivity and effectiveness.

3 THIS CERTIFICATION IS DEVELOPED WITH EMPLOYERS IN MIND

The CLTD assesses individuals based on a comprehensive body of knowledge, best practices and standards for those in the logistics, transportation and distribution industries. This certification will reflect what I need to know and how to apply it to be more effective in our organization. Growing the influence of logistics function through certification is a worthwhile investment that also increases our reputation as an organization that takes this part of end-to-end supply chain management seriously.

4 MY KNOWLEDGE AND SKILLS WILL BE GLOBALLY RECOGNIZED

We live and work in a global economy and my skills need to be globally applicable. Earning this certification will give me the recognition and flexibility to use my knowledge, skills and competencies anywhere our organization operates, now and in the future.

5 MY CERTIFICATION AND TRAINING IS PROVIDED BY THE LEADING ADVOCATE FOR LOGISTICS AND SUPPLY CHAIN PROFESSIONALS

APICS has represented the supply chain, operations and logistics community for nearly 60 years, and has over 45,000 members worldwide. Training of this caliber and reliability provides an opportunity from which our whole organization can benefit—ultimately saving our organization time and money on training and professional development.



Visit apics.org/cltd for more information

