

The steps towards APICS Certification are:

1. **Get an Exam Content Manual.** This manual contains additional information on the program, registration procedures, examination and fees.
2. Decide how you are going to prepare for the exam:- [Instructor led courses](#)- On-site courses- Self study
3. Get the exam dates, venues and registration deadlines from SAPICS (see below).
4. Register and pay in time. If your employer is going to pay, make the necessary arrangements with him. SAPICS cannot allow students to register for the exam without payment.
5. Registration cancellations and changes must be done **no later than 35 days before the exam date**. If you wish to cancel, this can be done **10 working days before the exam, but students will be charged the equivalent of US\$25**.
6. You will receive an exam confirmation form from SAPICS before the exam, stating your venue, date, time and subject.
7. On the day of the test, make sure that you arrive on time at the specified venue. If you are not sure of the venue, contact the SAPICS office for directions.
8. When taking the test, read each question carefully and thoroughly. Do not assume information and avoid guessing. Questions are based on the outline given in the exam content manual.