NOTE: The following describes the current tools that MSSC has developed to implement its certification system for supply chain logistics workers. Based upon industry-defined, nationally validated standards, these tools include registration; assessments; courses; textbooks; teacher certification training; assessment center certification training; and MSSC credentials.

Individuals will be assessed for two credentials: the foundational-level Certified Logistics Associate (CLA) certificate and mid-level Certified Logistics Technician (CLT) Certification. CLA is a prerequisite for the full “MSSC-Certified Logistics Technician (CLT)” certification. These credentials address the core competencies of higher skilled, front-line material handling workers (entry-level to first line of supervision) across the supply chain: from factories, to warehouses, to distribution centers to transporters.

To obtain product price sheets, including volume discounts, please contact Neil Reddy, General Manager, at reddyn@msscusa.org or at 703-739-9000, ext. 221

Certification Registration

Description: Each prospective certificant (individual) wishing to participate in either the MSSC “Certified Production Technician (CPT) or the Certified Logistics Technician (CLT) Certification System must agree to and join as a “member” of the system. Since these certification systems are separate there is a “one-time” registration fee for each. The registration cost includes maintaining the repository of certificant’s assessment and credentialing records, for processing and mailing credentials, and for maintaining certificants in the MSSC community.

Assessment Center Training

Description: MSSC offers its assessments only at MSSC-certified Assessment Centers, at company sites served by trained proctors from MSSC-certified Assessment Centers, or other designated test sites. MSSC provides training for proctors, on-site coordinators and IT staff to ensure that the center offers a secure environment administered by individuals with a sound knowledge of MSSC’s on-line assessment process. Proctor/Site Coordinator training typically requires a two hour webinar delivered online. Once an organization successfully completes training, MSSC issues an Assessment Center Certification, suitable for framing and display in the center.

If proctors from an MSSC-certified Assessment Center administer assessments at a remote location (e.g., company training site) other than the Assessment Center itself, individual assessment centers may ask a fee of their own to cover the proctor’s time and out-of-pocket costs. It is the Proctor’s responsibility to coordinate with the remote site to ensure that they have the requisite secure environment and IT capability to deliver the MSSC on-line Assessments.

Centers and test sites may be technical colleges, community colleges, high schools, company training centers, universities, manufacturing extension partnerships, public “One-Stop” centers, and any other
reputable non-profit or for-profit organizations with the staff, facilities and computers capable of delivering MSSC’s on-line assessments. Assessment center certification is valid for three years.

Assessment Registration

Description: Each individual wishing to take an MSSC CLA/CLT assessment must pay a one-time registration fee. MSSC serves as the repository of individual CLA/CLT assessment and credentialing records, issues MSSC CLA/CLT credentials, and includes individuals who receive credentials in the e-mailing list for “MSSC CLA/CLT Community Updates.”

Assessments

Description: MSSC offers two assessments, one for each of its two logistics levels. The first is the Certified Logistics Associate (CLA) assessment, based upon the individual’s command of the foundational knowledge and skills. The second is the Certified Logistics Technician (CLT) based upon the individual’s command of the mid-level technical knowledge and skills. CLA certification is a prerequisite for taking a CLT assessment.

Delivered on line, each CLT assessment contains about 80 multiple-choice questions and takes about 75-90 minutes to complete. MSSC provides test scores as soon as the individual completes an assessment showing whether an individual met the “cut” scores for passing. This immediate feedback includes a diagnostic report for the individual showing how he or she scored on the 8-10 key work activities within both CLA and CLT. This information is intended for self-improvement and is provided to all test-takers whether they pass or not.

Courses

Description: MSSC does not require individuals to take MSSC-authorized courses or any other courses to take certification assessments. Both to enhance the competency of the supply chain logistics workforce and to help both students and workers increase their chances of success on MSSC Assessments, however, MSSC offers courses, one for CLA and one for CLT. MSSC offers its courses only through established organizations, not directly to individuals.

These courses are designed for a blended learning environment using both instructor led and e-learning methodologies. Instructors will have the opportunity to access the e-learning resource library and students will have the ability to enhance their knowledge and computer skills by also going through the e-learning material. MSSC offers courses only to educational institutions and companies that have either (a) a MSSC-Certified Instructor in Supply Chain Logistics (see below) or (b) have purchased the MSSC Instructor’s Package for CLA/CLT.

CLA Course: This course will consist of a textbook (in PDF format) portion and an e-learning portion. Students will be provided with a user name and password for access to the e-learning portion. The course will provide students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies. Combined with both the textbook, e-learning, and instructor materials a student will have an enjoyable learning experience and prepare at the same time for their credential. (We estimate 35 hours for this course).

CLT Course: This course will consist of a textbook (in PDF format) portion and an e-learning portion. Students will be provided with a user name and password for access to e-learning portion. This course will provide students with the training they will need to provide them with knowledge and skills that mid-level material-handling workers in supply chain logistics will need. Combined with both the textbook, e-learning, and instructor materials a student will have an enjoyable learning experience and prepare at the same time for their credential (We estimate 35 hours for this course).

Instructor Training for CLA/CLT
Description: MSSC provides an intensive, 3-day course to train teachers and instructors on ways to teach MSSC CLA/CLT courses in different learning environments. This course will include an Instructor's Package which includes all the materials needed by an instructor or teacher: power point presentations, facilitator notes, exercises, visuals, unit completion times, optional delivery methods, instructions on assisting students with the MSSC online course material, and ways to use the Learning Management System. For instructors to pass this training, they will be asked to demonstrate their ability to instruct a class using MSSC teaching tools.

Individuals that receive the instructor training should have prior experience in some aspect of supply chain logistics, in industry and/or education and training. MSSC requires instructors to secure the full “MSSC-Certified Logistics Technician (CLT)” certification prior to enrolling in this training or immediately afterwards. MSSC will issue a certificate to instructors who (a) pass the Instructor Certification Training and (b) secure the full CLT Certification. MSSC will then list their names on its web site and qualify their institutions to offer to purchase MSSC courses.

Opus Works Portal Setup Fee

Description: Included in the price is a customized OpusWorks® virtual portal for your institution which provides access to MSSC’s e-Learning for CLA and CLT. The portal includes the CLA and CLT courses; PDF copies of both textbooks; PowerPoint presentations for each chapter; a virtual classroom for Instructors to post messages to and share documents with students; pre- and post-tests for each chapter; comprehensive tests for each course; and Instructor reports on student performance. Instructors will also have the ability to create and organize their own content and distribute it to students. The portal also provides access to the OpusWorks® library which includes other courses available for purchase. Additional courses available include: the Win-At-Work Series, SixSigma, Lean, Statistics, Statistical Process Control, Project Management, Juran Problem Solving, Effective Problem Solving, Root Cause Analysis and ISO 9001.

Price: $250

Textbooks

Description: The MSSC has developed textbooks for both CLA and CLT credentials.

The textbook for CLA is entitled, “Supply Chain Logistics: Foundational Knowledge,” and describes the foundational-level knowledge that front-line workers in supply chain logistics should understand. This text instructs students on the foundational knowledge they must have to be competent in the critical work activities common across all facilities within the supply chain: safety, quality control, communications, teamwork, good workplace conduct and familiarity with the key computer systems that underpin supply chain operations.

The textbook for CLT is entitled, “Supply Chain Logistics: Mid-level Technical Knowledge” and describes the knowledge and skills that mid-technical level workers in supply chain logistics should understand. This text describes a higher level of knowledge by front-line workers. The responsibilities of mid-technical level workers could go up to first line of supervision. They would require deeper, more detailed competency in supply chain logistics operations including: product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations.

Both of these texts are aligned with MSSC standards for CLA and CLT and should help individuals learn topics covered by those standards and the related certification assessments. However, these books should be viewed just as primers for their respective levels. One of their purposes is to generate interest and further education in this field, so that workers will continuously enhance their knowledge and improve the performance of their companies.
The PDF version will be available to instructors and to students enrolled in the CLA/CLT courses described above. Hard copies will be sold separately (availability of hard copies: mid-March)

**Certificates**

**Description:** MSSC issues a “MSSC CLA Certificate” to individuals who pass the CLA Assessment. An individual passing both the CLA & CLT assessments receives a full, diploma-style “MSSC Certified Logistics Technician (CLT) Certification” credential. These credentials include an “MSSC Assessment” document, suitable for sharing with an employer, which lists the skill and knowledge areas covered by MSSC Assessments. MSSC Certificates are valid for five years. MSSC credentials certify that individuals meet the “cut” score for individual modular assessments. An individual has two years to complete both assessments to be eligible for full “MSSC CLT” credential. Individuals receiving a CLT Certification will also receive a wallet card, a larger credentials and arm patch, and will receive periodic “CLT Community Updates.”

There is no charge for MSSC credentials, the costs of which are covered by the one-time registration fee described above. Note: MSSC will charge $10 per copy for reproduction, handling and mailing of each replacement or additional copy requested by credentialed test-takers.

Since the CLA standards define foundational knowledge and skills common across all aspects of supply chain logistics, the MSSC requires all individuals, whether entry-level or incumbent workers, to secure a CLA certificate before taking an assessment for CLT certification.

**Diagnostic Tool for Employers**

**Description:** MSSC offers a “Diagnostic Tool for Employers” enabling a company to benchmark its production workforce against national averages on the Key Work Activities within each of the two standards-based MSSC Assessments. Due to legal requirements to protect the scores of individual workers, MSSC prepares this report on the basis of 10 or more workers per modular assessment. This tool is an authoritative, independent reference point for a company to determine the strengths and weaknesses of its workforce in the core competencies for material handling in supply chain logistics and to set training priorities.