

# MSSC Recertification Process

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## Overview

MSSC requires that full CPT and CLT Certifications for individuals be subject to recertification every five years. There is no recertification process for individual MSSC modular certificates.

To renew a full certification, individuals must submit a recertification application online via their online account at <http://candidates.msscusa.org> (for candidates and instructors that are not MSSC-authorized) or <http://instructors.msscusa.org> (for MSSC-authorized instructors). You will not have access to recertify until 90 days prior to your expiration date.

NOTE: If your certification expires in 2015 or 2016, you qualify for a minimum 90-day extension. To receive the extension, you must login to your account (see above) and fill out a short questionnaire by March 31, 2015 or 3 months BEFORE your certification expires whichever comes later. (Example, if your certification expires February 2, 2015, you must complete the questionnaire by March 31, 2015. If your certification expires November 12, 2015, you must complete the questionnaire by August 12, 2015.

There is a non-refundable application fee of \$75 for each certification scheme; if applying for recertification in both CPT and CLT and making payment for both at the same time, the total non-refundable application fee is \$100.

The recertification process is point-based. Continuing education and/or employment in a field related to manufacturing or logistics qualifies for recertification points. Individuals must accumulate at least 100 recertification points over the five years since certification to qualify for recertification.

## Recertification Point System

There are four categories of recertification points. Click the name to jump to that section.

1. [Continuing Education \(CE\)](#)
2. [Industry Certification \(IC\)](#)
3. [Employment \(E\)](#)
4. [Extra \(X\)](#)

## Related Fields

To qualify for recertification points each of the above activities must be in a “related field.” A related field is a sector or subsector of manufacturing or logistics in which the job tasks and responsibilities are directly related to one of the key activities of the CPT or CLT certification.

- For a list of related fields, [click here](#)
- For a list of CPT key activities, [click here](#)
- For a list of CLT key activities, [click here](#)

*Throughout this document, you may click any highlighted word for more details. If you click “Back to top” it will bring you to this page.*

## Continuing Education (CE)

MSSC recognizes three types of continuing education: 1) for-credit college courses, 2) non-credit college courses and 3) third-party provided training (e.g., training provided by equipment manufacturers, employers, unions, military or other third-party providers). Training must be in a field related to manufacturing or logistics.

Type of Activity	Proof Required	Recertification Points
CE: <a href="#">For-credit course</a> (≥ 3 hours)	Transcript or certificate of completion showing passing status & course description	20
CE: <a href="#">For-credit course</a> (< 3 hours)	Transcript or certificate of completion showing passing status & course description	10
CE: <a href="#">Non-credit course</a> ; <a href="#">Certificate course</a>	Transcript, certificate of completion or <a href="#">form letter</a> signed by instructor & course description	10
CE: <a href="#">Third-party training</a> ; <a href="#">Employer training</a>	Certificate of completion or <a href="#">form letter</a> signed by instructor or HR department & course description	10
CE: <a href="#">Military training</a>	Joint Service Transcript (JST), Verification of Military Education and Training (VMET), Enlisted Records Brief or Officer Records Brief	10

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### Related field

- A related field is a sector or subsector of manufacturing or logistics in which the job tasks and responsibilities are directly related to one of the key activities of the CPT or CLT certification
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### For-credit courses

- Offered by an accredited college or university
- Earns credits toward a degree
- Earns credits in terms of credit hours
- Usually offered over the course of a semester or trimester
- Usually earns a letter grade (A, B, C, D or F) and/or percentage (0-100%) or pass/fail status – you must pass the course to earn credited

#### PROOF REQUIREMENTS:

- Provide a transcript showing completion and credit received for the course as determined by the school
- Provide an official course description from the school's course catalogue or website

### Non-credit courses

- Offered by a college or university
- Does not earn credit toward a degree
- Usually offered as workforce training or adult education
- Usually offered in a short timeframe that is less than a semester or trimester
- May not earn a grade, but may have pass/fail or certificate of completion

#### PROOF REQUIREMENTS:

- Provide a transcript or certificate of completion
- Provide an official school description of the course from the school's course catalogue or website
- NOTE: If transcript, certificate and/or course description is not applicable, you may use this form letter; fill in the details and have your instructor sign and date it

### *Third-party training*

- Offered by an employer, union, equipment manufacturer, military, government or other educational institution
- Does not earn credit at a college or university
- Usually does not earn a grade, but may have a certificate of completion or other type of official recognition of participation

#### PROOF REQUIREMENTS:

- Provide certificate of completion or other official recognition issued by the training provider (e.g., copy of OSHA-10 card)
- NOTE: If certificate or other official recognition is not available, you may use this form letter; fill in the details and have the instructor or human resources (HR) department sign and date it

### *Certificate courses*

- For [Continuing Education](#) (CE) credits, you may include training that results in certificates issued by colleges, universities, unions, etc.
- Do NOT include training for nationally portable industry certifications listed in the [Industry Certification](#) (IC) section below; you may only earn credit for the actual certification

### *Employer training*

- Employer-provided training includes training that is recognized by other employers in the field and/or an independent third-party such as a school, the government, etc. (Examples include: OSHA-10, OSHA-30, Six Sigma, Lean, etc.)
- For work experience credit, see the [Employment](#) (E) section
- NOTE: Employer training may NOT be proprietary to a specific employer (i.e., training on a company's specific requirements, policies and procedures)
- NOTE: Employer training may NOT be basic job training specific to an employer, location or job duty (i.e., an employer training you to perform your basic job duties does not qualify for recertification points)

### *Military training*

- Military training must be directly related to manufacturing or logistics work (see [CPT](#) or [CLT Key Activities](#))
- For military experience credit, see the [Employment](#) (E) section
- NOTE: If you participated in a "Training with Industry" program that allowed you to gain work experience in a civilian environment, include that in the [Employment](#) (E) section

#### PROOF REQUIREMENTS:

- Provide Joint Service Transcript (JST), Verification of Military Education and Training (VMET), Enlisted Records Brief or Officer Records Brief that shows successful completion of training

### *Training Form letter*

- Jump to [Continuing Education Form Letter](#)

## Industry Certification (IC)

MSSC recognizes four types of industry certifications: 1) certifications issued by members of the NAM-endorsed Skills Certification System, 2) certifications accredited by the American National Standards Institute (ANSI), 3) certifications accredited by the National Commission for Certifying Agencies (NCCA) and 4) OSHA General Industry cards.

Type of Activity	Proof Required	Recertification Points
<b>IC:</b> <a href="#">NAM-endorsed certifications</a> <a href="#">ANSI accredited certifications</a> <a href="#">NCCA accredited certifications</a> <a href="#">OSHA</a>	Copy of certificate or OSHA card	10

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Below is a list of pre-approved certifications. If you possess a certification that is not on this list and does not fit into any of the education credits above, you may submit your certification for consideration. For non-pre-approved certifications to be considered, you must provide the following:

- Copy of the certification
- Description of the certification including:
  - training requirements
  - key activities covered
  - how the certification is earned (written assessment or observation, training attendance, etc.)
  - where the certification is recognized (specific company, city, state, region, nationally, internationally)
  - NOTE: Local or company-specific certificates will not qualify for recertification points
  - NOTE: Certificates earned by simple attendance will not qualify for recertification points
- Description of the organization providing the certification (link to website or published material)

NOTE: Training related to third-party certifications does not qualify for recertification points. You may only receive credit for the certification.

### [NAM Endorsed Certifications](#)

#### [Manufacturing Skill Standards Council](#)

- Certified Production Technician: Green Production (CPT or CLT eligible)
- Certified Production Technician: Safety (CLT only)
- Certified Production Technician: Quality (CLT only)
- Certified Production Technician: Process & Production (CLT only)
- Certified Production Technician: Maintenance Awareness (CLT only)
- Certified Logistics Associate (CPT only)
- Certified Logistics Technician (CPT only)

CLA, CLT or CPT Green certificates qualify for CPT recertification points for those who currently possess a full-CPT certification. Similarly, any of the 5 CPT certificates qualify for CLT recertification points for those who already possess a full-CLT certification.

#### [American Welding Society \(AWS\)](#)

- Inspectors
  - Certified Welding Inspector
  - Certified Associate Welding Inspector
  - Senior Certified Welding Inspector
- Certified Welding Educator
- Certified Radiographic Interpreters
- Certified Welding Supervisor
- Certified Welding Engineer
- Certified Robotic Arc Welding
- Certified Welding Fabricator
- Certified Welder

#### [American Society for Quality \(ASQ\)](#)

- Certified Calibration Technician (CCT)
- Certified HACCP Auditor (CHA)
- Lean (see SME)
- Manager of Quality/Organizational Excellence (CMQ-OE)

#### [APICS](#)

- Certified in Production and Inventory Management (CPIM)
- Certified Supply Chain Professional (CSCP)
- Certified Fellow in Production and Inventory Management (CFPIM)

#### [International Fluid Power Society \(IFPS\)](#)

- Fluid Power Connector & Conductor
- Fluid Power Certified Mechanic
- Fluid Power Certified Technician
- Fluid Power Specialist
- Fluid Power System Designer
- Fluid Power Engineer

#### [International Society of Automation \(ISA\)](#)

- Certified Automation Professional (CAP) Program
- ISA Certified Control Systems Technician (CCST) Program
- Certified Maintenance and Reliability Technician (CMRT) – formerly known as the Certified Industrial Maintenance Mechanic (CIMM)

#### [National Center for Construction Education and Research \(NCCER\)](#)

- Mobile Crane Operator Certification
- Pipeline Certification
- Rigger/Signal Person Certification

### [National Institute for Metalworking Skills \(NIMS\)](#)

- Machining Levels I-III
  - Measurement, Materials & Safety
  - Job Planning, Benchwork & Layout
  - Manual Milling Skills I
  - Turning Operations: Turning Between Centers
  - Turning Operations: Turning Chucking Skills
  - Grinding Skills I
  - Drill Press Skills I
  - CNC Turning: Programming Setup & Operations
  - CNC Milling: Programming Setup & Operations
  - CNC Turning: Operations
  - CNC Milling: Operations
  - Manual Milling Skills II
  - Turning II (manual)
  - Drill Press Skills II
  - Grinding Skills II
  - CNC Milling Skills II
  - CNC Turning Skills II
  - EDM — Wire
  - EDM — Plunge
  - CNC Turning Skills III
  - CNC Milling Skills III
- Metalforming Level I
- Stamping Levels II-III
  - Operate with Single Hit Tooling II
  - Operate with Compound Dies II
  - Operate with Progressive Dies II
  - Operate with Deep Draw Dies II
  - Operate with Transfer Dies II
  - Parts Inspection & Quality Control
  - Setup with Single Hit Tooling III
  - Setup with Compound Dies III
  - Setup with Progressive Dies III
  - Setup with Deep Draw Dies III
  - Setup with Transfer Dies III
- Press Brake Levels II-III
  - Operate Non-CNC Drive Press Brake Skills II
  - CNC Punch (Turret) Press Level II
  - Setup and Operate Non-CNC Mechanical III

- Setup and Operate CNC Drive III
- Slide Forming Levels II-III
  - Slide Forming Operations II
  - Slide Forming Setup & Operation II
- Screw Machining Levels II-III
  - Operate with Single Spindles II
  - Operate with Multiple Spindles II
  - Setup & Operate with Single Spindles II
  - Setup & Operate with Multiple Spindles III
- Machine Building Levels II-III
  - Machine Building Level II Mechanical Assembly
  - Machine Building Level III Mechanical Assembly
- Machine Maintenance, Service and Repair Levels II-III
  - Preventive Maintenance
  - Machine Service & Repair
  - Machine Repair/Rebuilding
  - Diemaking Levels II-III
  - Diemaking Level II
  - Diemaking Level III

#### [Packaging Machinery Manufacturing Institute \(PMMI\)](#)

- Fluid Power 1
- Industrial Electricity 1
- Industrial Electricity 2
- Mechanical Components 1
- Motors and Motor Controls
- Programmable Logic Controllers (PLCs) 1

#### [SME](#)

- Certified Manufacturing Technologist (CMfgT)
- Certified Manufacturing Engineer (CMfgE)
- Lean Certification (see Lean)
- Green Manufacturing Specialist Certificate
- Associate Engineering Manager (AEM)
- Professional Engineering Manager (PEM)
- Six Sigma Certification: Green Belt, Black Belt, Master Black Belt

#### [SME Lean](#)

- Lean Bronze
- Lean Silver
- Lean Gold

## *ANSI/ISO 17024 Accredited Certifications*

### [Association of Energy Engineers](#)

- Certified Energy Manager (CEM)

### [Board of Certified Safety Professionals](#)

- Certified Safety Professional (CSP)
- Associate Safety Professional (ASP)
- Graduate Safety Practitioner (GSP)
- Construction Health and Safety Technician (CHST)
- Occupational Health and Safety Technologist (OHST)
- Safety Trained Supervisor (STS or STSC)
- Certified Environmental, Safety and Health Trainer (CET)

### [Building Performance Institute](#)

- Crew Leader
- Energy Auditor Certification
- Quality Control Inspector Certification
- Retrofit Installer Technician

### [Construction Manager Certification Institute](#)

- Certified Construction Manager (CCM)

### [Crane Institute of America](#)

- Crane Operator: Large Telescoping Boom Crane, Over 75 Tons
- Crane Operator: Lattice Boom Crawler/Truck Crane, 1-300 Tons
- Crane Operator: Medium Telescoping Boom Crane, 21-75 Tons
- Crane Operator: Small Telescoping Boom Crane, Under 21 Tons

### [Institute for Energy Management Professionals](#)

- Certified Practitioners in Energy Management Systems (CP EnMS)

### [Institute of Hazardous Materials Management](#)

- Certified Hazardous Materials Manager (CHMM)
- Certified Hazardous Materials Practitioner (CHMP)



### [National Commission for Certification of Crane Operators](#)

- Articulating Crane Operator
- Crane Inspector
- Digger Derrick Operator
- Mobile Crane Operator
- Overhead Crane Operator
- Rigger
- Rigger Level II
- Signalperson
- Tower Crane Operator

### [Refrigerating Engineers & Technicians Association \(RETA\)](#)

- Certified Assistant Refrigeration Operator
- Certified Industrial Refrigeration Operator

### [Society of Industrial Security Professionals](#)

- Industrial Security Professional

### [Vibration Institute](#)

- Vibration Analyst
- Balancing Specialist
- Alignment Specialist

### [Professional Evaluation and Certification Board](#)

- Quality Management ISO 9001
  - Foundation
  - Lead Implementer
  - Lead Auditor
  - Master
- Quality Management ISO 29001
  - Foundation
  - Lead Implementer
  - Lead Auditor
  - Master
- Occupational Health & Safety OHSAS 18001
  - Foundation
  - Lead Implementer

- Lead Auditor
  - Master
- Environmental Management ISO 14001
  - Foundation
  - Lead Implementer
  - Lead Auditor
  - Master
- Supply Chain Security ISO 28000
  - Foundation
  - Lead Implementer
  - Lead Auditor
  - Master

*NCCA Accredited Programs in a related field*

Board of Certified Safety Professionals (see listing under ANSI)

Crane Institute of America (see listing under ANSI)

National Commission for the Certification of Crane Operators (see listing under ANSI)

[Operating Engineers Certification Program](#)

- Boom Truck Crane
- Lattice Boom Crane
- Overhead Crane
- Telescopic Boom Crane
- Tower Crane

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*OSHA*

- [OSHA-10](#) in General Industry
- [OSHA-30](#) in General Industry

## Employment (E)

There are three types of employment that MSSC recognizes: 1) direct full or part-time employment in manufacturing and/or logistics, 2) employment as an instructor in manufacturing or logistics (instructor employment must be with a college, union, employer or other established third-party training provider) and 3) employment in the U.S. military in a related field.

Type of Activity	Proof Required	Recertification Points
<b>E: <a href="#">Direct employment</a> (per year)</b>	Paystub showing cumulative weeks of employment or <a href="#">form letter</a> signed by HR department	20
<b>E: <a href="#">MSSC-authorized instructor</a> (per year)</b>	Paystub showing cumulative weeks of employment or <a href="#">form letter</a> signed by HR department or Dean & list of courses taught each year	20
<b>E: <a href="#">Other instructor</a> in manufacturing or logistics (per year)</b>	Paystub showing cumulative weeks of employment or <a href="#">form letter</a> signed by HR department or Dean & list of courses taught each year	10
<b>E: Active duty <a href="#">military employment</a> in related field (per year)</b>	Joint Service Transcript (JST), Verification of Military Education and Training (VMET), Enlisted Records Brief or Officer Records Brief	10

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### *Related field*

- A related field is a sector or subsector of manufacturing or logistics in which the job tasks and responsibilities are directly related to one of the key activities of the CPT or CLT certification
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- For a list of CPT key activities, [click here](#)
- For a list of CLT key activities, [click here](#)

### *Direct Employment*

- Direct employment may include work performed as a direct employee, contract work performed, work performed through an employment agency (temporary or permanent) for a manufacturing or logistics company
- Internships, externships and apprenticeships in related fields may also qualify for recertification points
- NOTE: Other than instructors, employment must be in a job in frontline manufacturing or logistics (entry-level through frontline supervisor); employment in non-production or non-material handling related positions may not qualify for recertification points (e.g., employment as an order picker for a distribution center does qualify, employment as an receptionist for a distribution center office does not qualify.)

### *Instructor Employment – MSSC-Authorized Instructors*

- For MSSC-authorized instructors, you must have instructed at least one course per year to earn points
- MSSC-Authorized instructors are those who have completed MSSC instructor training and earned certification, if you are uncertain of your authorization status, view our [list of authorized instructors](#). If your name is not on the list or you believe there is an error in your record, please [contact us](#)
- MSSC-authorized instructors do not need to submit employment verification for MSSC courses taught, your records are on file with MSSC; you only need submit the years of instruction

### *Instructor Employment – Other*

- Instructors who teach other types of manufacturing and/or logistics courses , you must have instructed at least one course per year to earn points
- To earn points for non-MSSC courses, you must submit the [Employment Verification Form](#)
- Military trainers who provide training in manufacturing or logistics may earn credit under this category

### *Military Employment*

- Military personnel may earn points for military service (active duty, guard or reserve) if your military occupation is directly related to manufacturing or logistics
- Active duty service in a related occupation counts for full credit
- Reserve and Guard duty service in a related occupation counts for partial credit
- If Reserve and Guard members are also employed in the civilian sector in manufacturing and logistics, they may count that employment toward direct employment points.

### *Partial Year and Part-time Employment*

Full-year, full-time	20 points	Full-year part-time	10 points
9-11 months, full-time	15 points	9-11 months, part-time	7 points
6-8 months, full-time	10 points	6-8 months, part-time	5 points
3-5 months, full-time	5 points	3-5 months, part-time	2 points
Less than three months, full or part-time	0 points	Internships that are at least 6 weeks, but less than 3 months	1 point

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## Extra (X)

There are two types of volunteer activities MSSC recognizes for points: 1) general volunteer activities related to manufacturing or logistics and 2) membership on committees or panels related to manufacturing or logistics.

Certain volunteer activities that relate to manufacturing and/or logistics may qualify for recertification points. However, these activities are more closely scrutinized. To qualify for recertification points, volunteer activities must be demonstrably related to either manufacturing or logistics; general volunteerism does not qualify for recertification points. Below are examples of volunteer activities that will be considered. This list is not comprehensive. You may submit other volunteer activities for consideration.

Type of Activity	Proof Required	Recertification Points
X: <a href="#">General volunteer activities</a>	<a href="#">Form letter</a> signed by organization's volunteer coordinator	1-5
X: <a href="#">Committee or panel membership</a>	Published list showing your membership or <a href="#">form letter</a> signed by the chair or head of the group	1-5

### *Related field*

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### *General Volunteer Activities*

- Food bank, Toys for Tots, Salvation Army, Red Cross or similar warehouse or distribution volunteer where you catalogue, stock, retrieve, package or deliver items to various sources including other food banks, non-profit organizations, churches, shelters or households; or the coordination of other volunteers performing such activities
- Mentoring or tutoring students in courses or fields related to manufacturing or logistics
- The number of points earned is contingent upon the hours of service performed

#### PROOF REQUIREMENTS

As many of the following as applicable:

- [Form letter](#) signed by volunteer coordinator
- Certificate or letter of service issued by the organization

### *Committee or Panel Membership*

- Service on a Board, Council or Subject Matter Expert Panel for an organization related to manufacturing or logistics, including, but not limited to:
  - MSSC's National Expert Panels for Manufacturing and Logistics
  - Service on the board, council or advisory panels for any of the ANSI, NCCA or NAM endorsed certification bodies in the [Industry Certification](#) section
  - Service on committees or subcommittees of local and state manufacturing or logistics associations or chambers of commerce industry committees
  - Service on college and university industry advisory panels in manufacturing or logistics

#### PROOF REQUIREMENTS

As many of the following as applicable:

- [Form letter](#) signed by committee chair or secretary
- Certificate or letter of service issued by the organization
- Published Board, Council, Committee or Panel membership list
- NOTE: MSSC volunteers do not need to provide proof of volunteerism, just provide the years of service

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## Related Fields

Below is a list of Manufacturing and Logistics related fields. It is a large list provided by the U.S. Bureau of Labor Statistics (BLS). However, MSSC recognizes that not all companies use the same job titles. The primary factor in determining “related fields” is whether or not the job duties and functions relate to the key activities of CPT or CLT. Please use this list as a guide, but feel free to submit other job or education fields that you deem related. MSSC will evaluate and expand this list as appropriate.

### *Manufacturing*

Adhesive Bonding Machine Operators and Tenders  
Apparel makers  
Assemblers and Fabricators  
Brazers  
Brazing Machine Setters  
Buffing Machine Tool Setters  
Cabinetmakers and Bench Carpenters  
Casters  
Casting Machine Setters  
Chemical Equipment Operators and Tenders; Separators  
Clarifying  
Coating  
Compacting Machine Setters  
Computer-Controlled Machine Tool Operators  
Cooling and Freezing Equipment Operators and Tenders  
Coremaking  
Cutters  
Cutting and Slicing Machine Setters  
Drawing Out Machine Setters  
Drying Machine Operators and Tenders  
Electrical and Electronic Equipment Assemblers  
Electromechanical Equipment Assemblers  
Engine and Other Machine Assemblers  
Etchers and Engravers  
Fabric and Apparel Patternmakers  
Fiberglass Laminators and Fabricators  
Finishers  
First-Line Supervisors of Production and Operating Workers  
Food Batchmakers  
Food Processing Workers

Forming  
Furnishings Workers  
Furniture Finishers  
Garment  
Gaugers  
Grinding  
Helpers--Production Workers  
Kettle Operators and Tenders  
Metal and Plastic; Computer Numerically Controlled Machine Tool Programmers  
Metal and Plastic; Cutting  
Metal and Plastic; Drilling and Boring Machine Tool Setters  
Metal and Plastic; Extruding and Drawing Machine Setters  
Metal and Plastic; Forging Machine Setters  
Metal and Plastic; Foundry Mold and Coremakers  
Metal and Plastic; Grinding  
Metal and Plastic; Lathe and Turning Machine Tool Setters  
Metal and Plastic; Layout Workers  
Metal and Plastic; Machinists  
Metal and Plastic; Milling and Planing Machine Setters  
Metal and Plastic; Multiple Machine Tool Setters  
Metal and Plastic; Patternmakers  
Metal and Plastic; Plating and Coating Machine Setters  
Metal and Plastic; Rolling Machine Setters  
Metal and Plastic; Tool and Die Makers  
Metal and Plastic; Tool Grinders  
Metal Pickling Equipment Operators and Tenders  
Metal; Model Makers  
Metal-Refining Furnace Operators and Tenders  
Mixing and Blending Machine Setters  
Model Makers  
Molders  
Molding  
Operators  
Packaging and Filling Machine Operators and Tenders  
Paper Goods Machine Setters  
Plant and System Operators  
Polishing Machine Setters  
Pourers and Casters  
Press Machine Setters  
Production Workers  
Refinery Operators  
Riggers  
Semiconductor Processors  
Shapers  
Sharpeners; Metal Workers and Plastic Workers  
Solderers  
Sorters  
Spraying Machine Setters  
Still Machine Setters  
Structural Metal Fabricators and Fitters  
Synthetic and Glass Fibers  
Systems Assemblers  
Tapers

Team Assemblers  
Tenders  
Tenders; Crushing  
Tenders; Cutters and Trimmers  
Tenders; Extruding  
Tenders; Extruding and Forming Machine Setters  
Tenders; Furnace  
Tenders; Grinding and Polishing Workers  
Tenders; Heat Treating Equipment Setters  
Tenders; Painters  
Tenders; Textile Knitting and Weaving Machine Setters  
Tenders; Textile Winding  
Tenders; Tire Builders  
Textile workers  
Timing Device Assemblers and Adjusters  
Transportation Equipment Manufacturers  
Welders  
Welders  
Wood; Woodworking Machine Setters  
Wood; Patternmakers  
Wood; Sawing Machine Setters

[Click here](#) for complete government list; list includes links with job descriptions and other related fields

*Logistics (also called Transportation, Distribution and Logistics or Supply Chain Logistics)*

- Aircraft Cargo Handling Supervisors
- Commercial Drivers Licenses (CDL) for tractor-trailer truck drivers
- Conveyor Operators and Tenders
- Crane and Tower Operators
- Dinkey Operators
- Dredge Operators
- Excavating and Loading Machine and Dragline Operators
- First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
- Machine Feeders and Offbearers
- Packers and Packagers
- Heavy and Tractor-Trailer Truck Drivers ; Light Truck or Delivery Services Drivers
- Laborers, hand material movers
- Laborers, freight handlers
- Loading Machine Operators
- Material Movers
- Material Moving Workers
- Ship Loaders
- Stock
- Railroad Conductors and Yardmasters
- Rail Yard Engineers
- Truck drivers (moving materials or products)
- Underground Mining
- Hoist and Winch Operators
- Industrial Truck and Tractor Operators



[Click here](#) for complete government list; includes links with job descriptions and other related fields

NOTE: Some construction fields may be related if the skills are directly transferable. Examples are crane operators who may be qualified to operate gantry or other cranes used in the movement of containers or goods in a logistics environment.

#### *Fields that are NOT related*

The following fields are NOT considered related for the purpose of qualifying for recertification points:

- General education courses: English, math, social studies, music, art, etc.
- Jobs for manufacturing or logistics companies that are not directly related to frontline work: administrative jobs, accounting, upper level management, etc. If your job is not performed on the frontline (in a production facility, warehouse, distribution center, transportation center or vehicle), it does not likely count
- Commercial Driver's License (CDL) employment related to public transportation such as bus drivers, commuter train operators, etc.
- Construction jobs, skills or training that are not directly related to manufacturing or logistics

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## CPT Key Activities

### *Safety*

1. Work in a Safe and Productive Manufacturing Workplace
2. Perform safety and environmental inspections
3. Perform emergency drills and participate in emergency teams
4. Identify unsafe conditions and take corrective action
5. Provide safety orientation for all employees
6. Train personnel to use equipment safely
7. Suggest processes and procedures that support safety of work environment
8. Fulfill safety and health requirements for maintenance, installation, and repair
9. Monitor safe equipment and operator performance
10. Utilize effective, safety-enhancing workplace practices

### *Quality Practices & Measurement*

1. Participate in periodic internal quality audit activities
2. Check calibration of gages and other data collection equipment
3. Suggest continuous improvements
4. Inspect materials and product/process at all stages to ensure they meet specifications
5. Document the results of quality tests
6. Communicate quality problems.
7. Take corrective actions to restore or maintain quality
8. Record process outcomes and trends
9. Identify fundamentals of blueprint reading
10. Use common measurement systems and precision measurement tools

### *Manufacturing Processes & Production*

1. Identify customer needs
2. Determine resources available for the production process
3. Set up equipment for the production process
4. Set team production goals
5. Make job assignments
6. Coordinate work flow with team members and other work groups
7. Communicate production and material requirements and product specifications
8. Perform and monitor the process to make the product
9. Document product and process compliance with customer requirements
10. Prepare final product for shipping or distribution

### *Maintenance Awareness*

1. Perform preventive maintenance and routine repair
2. Monitor indicators to ensure correct operations
3. Perform all housekeeping to maintain production schedule
4. Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
  - Electrical systems
  - Pneumatic systems
  - Hydraulic systems
  - Machine automation systems
  - Lubrication processes
  - Bearings and couplings
  - Belts and chain drives

## CLT Key Activities

### *Certified Logistics Associate*

1. Demonstrate an understanding of the various roles in the global supply chain logistics life cycle
2. Demonstrate an understanding of the logistics environment
3. Operate and use equipment
4. Practice safety principles
5. Practice safety principles in the handling of materials and operation of equipment
6. Practice quality control principles
7. Employ work communication practices
8. Practice teamwork and good workplace behavior to solve problems
9. Uses relevant computer systems and applications to increase productivity

### *Certified Logistics Technician*

1. Receive products
2. Stock products
3. Process product orders
4. Prepare packages for shipment and ship products
5. Maintain control of inventory
6. Handle hazardous materials in a safe manner
7. Evaluate transportation modes
8. Perform dispatch, routing and tracking operations
9. Understand U.S. measurements and metric system conversions

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## Frequently Asked Questions

### Terms

1. What is a related field?

A: A related field is one where the skills and knowledge learned in training or the job functions directly relate to manufacturing or logistics. See [Related Fields](#) section for more information.

2. What are MSSC Key Activities?

A: Key Activities are the main categories of standards upon which the CPT and CLT Certifications are based. You may use this list to determine if a course or job function is related to the certification. See [CPT Key Activities](#) or [CLT Key Activities](#) for detail.

3. What is a for-credit course?

A: A course delivered by a college or university that earns credit toward a degree. These types of courses are usually delivered over a semester or trimester as part of the regular school year or summer sessions. Credit is usually awarded in terms of credit hours.

4. What is a non-credit course?

A: A course delivered by a college or university that does not earn credit toward a degree. These types of courses are usually delivered outside of the regular academic calendar and are often specific adult education or workforce training courses.

5. What is the difference between recertification and certification maintenance?

A: Recertification is the same as certification maintenance or certification renewal. All three terms refer to the same process of keeping your certification current.

### Continuing Education

6. Do general education courses like English and History count toward recertification points?

A: No. Only those courses which are directly related to manufacturing or logistics may count.

7. Does OSHA training count for points?

A: Yes. You may earn points for having your OSHA-10 or 30 hour card in General Industry. This should be counted under Industry Certification. OSHA training for Construction, Maritime or Disaster Site Workers do NOT earn points at this time.

8. Do advanced courses count?

A: Yes, if they are in a related field. A course that directly builds upon your knowledge and skills in manufacturing or logistics (e.g., engineering, supply chain management, etc.) does count.

9. If I teach courses in a related field, does that count?

A: Yes, but it should be entered under [Employment](#).

10. Can I earn credit for training for other certification programs?

A: Not usually, for training toward certifications listed in the Industry Certification section, you may not earn credit for both the training and the certification. However, if the program is not on the pre-approved [Industry](#)

[Certification](#) list, but you earned a certificate of completion for the training, you may count it under [Continuing Education](#).

11. What if the course does not issue a pass/fail status or a grade?

A: Provide a description of the course and the requirements of completing the course. You may also provide a certificate of completion issued by the training provider.

12. What is the difference in a certificate and a certification?

A: MSSC uses the traditional definitions adopted by the certification and training industries. A certificate usually results from a training program and may be issued as a certificate of completion or for passing the training course. A certification results from a high-stakes assessment and is not based on training; training may be provided to help students prepare, but the basis of earning the certification is passing an assessment or observation test.

13. What if I am currently enrolled in a course that ends after my certification expires, can I count it?

A: If the course will be completed within 90 days, you can request a 90-day extension. If the course will not be completed in 90 days, and you need the points to become recertified, please contact [MSSC](#) for assistance.

### *Industry Certifications*

14. What if I have earned a certification that is not on the pre-approved list, can I earn points for it?

A: Possibly, if you have earned a certification from a national or international organization, you may submit it for consideration. MSSC will evaluate the program based upon portability, recognition in the industry and third-party review. If accepted, the certification will be added to the pre-approved list. NOTE: This may cause a delay of up to 30 days in processing your application.

15. Do certifications/certificates issued by equipment manufacturers or industry-specific organizations count?

A: Yes, currently this type of credential is counted under [Continuing Education](#). Examples of this type of certificate or training are: OSHA Forklift Training; State or city-issued forklift license; Equipment manufacturer training on how to safely use or maintain the equipment; other federal government training for hazardous materials (OSHA or Department of Transportation); etc.

### *Employment*

16. What if I wasn't employed for a full year?

A: You may earn partial points for less than full-time or less than a full year of employment as follows:

Full-year, full-time	20 points	Full-year part-time	10 points
9-11 months, full-time	15 points	9-11 months, part-time	7 points
6-8 months, full-time	10 points	6-8 months, part-time	5 points
3-5 months, full-time	5 points	3-5 months, part-time	2 points
Less than three months, full or part-time	0 points	Internships that are at least 6 weeks, but less than 3 months	1 point

17. What is considered full-time employment?

A: To be considered full-time, you must average more than 30 hours per week.

18. What is part-time employment?

A: For the purpose of re-certification, part-time employment is at least 15 hours per week but less than 30 hours.

19. If I worked for a temporary employment agency and was placed at different employers throughout the year, does that still count as a full year of employment?

A: Yes, as long as you were actively assigned to any job in manufacturing or logistics for at least 48 weeks, you may count a full-year of employment. Otherwise, you will earn partial credit as outlined above.

20. If I worked for a full-year but not for the same employer, does that still count as a full year of employment?

A: Yes, as long as both jobs are in a related field and the combined employment is at least 48 weeks.

### *Volunteerism*

21. Does any type of volunteerism count?

A: No, the volunteer activity must be related to manufacturing or logistics work.

22. What type of volunteer opportunities are there that are related to manufacturing or logistics?

A: Examples include stocking or distributing items at a food bank; collecting, sorting and delivering items for a toy drive; certain types of Habitat for Humanity jobs that may have functions similar to manufacturing or logistics or related fields (e.g., welding, safety inspections, etc.); mentoring programs where you provide instruction or advice to students in related fields; service on Boards, Committees or Panels related to manufacturing or logistics (e.g., service on MSSC National Experts Panels, participation in college industry advisory councils, etc.). For more examples, see [Extra](#) section.

23. What if I'm not sure if my volunteer activity meets the requirements?

A: MSSC encourages candidates to submit volunteer activities that they believe may qualify. Overtime, we will develop a list of pre-approved volunteer activities based on the most commonly approved items.

### *General*

24. What if I don't have enough points?

A: If your certification expires in 2015 or 2016, you may request a one-year extension. If your certification expires after 2016, and you are concerned about having enough points, MSSC will release a new help guide that provides suggestions on ways you may earn points – anticipated release date: May 2015.

25. What happens if I request an extension?

A: If your extension is approved, you will automatically receive a new certificate available for download with a new expiration date.

26. What if my application is denied?

A: If you believe there may have been an error, you may request a detailed review within 30 days. MSSC staff will contact you to gather additional information and will notify you within 30 days if your appeal was successful. If your appeal is unsuccessful at this stage, you may request a formal appeal to the Appeals and Complaints Committee (there is a non-refundable \$50 fee for this stage of appeal).

27. Is there a fee to appeal an application denial?

A: There is no fee for an initial appeal, if you request a review within 30 days of your application denial. After 30 days there is a non-refundable \$25 fee for a review. If the appeal is elevated to the Appeals and Complaints Committee, there is a non-refundable \$50 processing fee.

28. Is there an application fee for recertification?

A: Yes, the fee is \$75 per certification, CPT or CLT. However, if you have both certifications and complete the applications at the same time, the fee is \$100 total. All fees are non-refundable

29. Why is there an application fee for recertification?

A: To cover the administrative costs of maintaining the recertification database and to process your application.

30. I'm not sure if I have enough points, how can I check?

A: MSSC strongly recommends that candidates use our checklist to calculate points before beginning your application. If you still have questions, please contact [MSSC](#) at least 30 days before your certification expires.

Still have questions? Contact [MSSC](#) for help.

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# Recertification Letter of Confirmation

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## Continuing Education

This form letter is to be used for non-traditional training courses and must be signed by the Instructor or Human Resources Department.

Date: \_\_\_\_\_ Certification (CPT or CLT): \_\_\_\_\_

Candidate ID: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Title of Course: \_\_\_\_\_

End Date: \_\_\_\_\_ Training Provider: \_\_\_\_\_

Course Description: \_\_\_\_\_  
(Or attach description  
from training provider) \_\_\_\_\_

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The Verifier must be the Instructor or HR representative of the company. By signing below, you confirm that the above named candidate is or was employed at your company for the time note above.

Verifiers  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Candidate  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Recertification Letter of Confirmation

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## Employment

This form letter is to be used for non-traditional training courses and must be signed by the Instructor or Human Resources Department.

Date: \_\_\_\_\_ Certification (CPT or CLT): \_\_\_\_\_

Candidate ID: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Candidate Job Title: \_\_\_\_\_

End Date: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Job Description: \_\_\_\_\_  
(Or attach description  
from employer) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Verifier must be the HR representative of the company. By signing below, you confirm that the above named candidate is or was employed at your company for the time note above.

Verifiers  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Candidate  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Recertification Letter of Confirmation



## Employment - Instructors

This form letter is to be used for employment verification and must be signed by the Instructor or Human Resources Department.

Date: \_\_\_\_\_ Certification (CPT or CLT): \_\_\_\_\_

Candidate ID: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Candidate Job Title: \_\_\_\_\_

End Date: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

MSSC # of MSSC  
Authorized? \_\_\_\_\_ Courses Taught: \_\_\_\_\_

Courses Taught: \_\_\_\_\_  
(Or attach list)

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The Verifier must be the HR representative of the school or Dean of the department. By signing below, you confirm that the above named candidate is or was employed at or through your company for the time noted above.

Verifiers  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Candidate  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Recertification Letter of Confirmation

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## Extra – General Volunteer

This form letter is to be used for volunteer activities and must be signed by the volunteer coordinator or other official representative of the volunteer organization.

Date: \_\_\_\_\_ Certification (CPT or CLT): \_\_\_\_\_

Candidate ID: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Volunteer Function: \_\_\_\_\_

End Date: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Volunteer Description: \_\_\_\_\_  
(Or attach description  
from agency) \_\_\_\_\_

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The Verifier must be employed by the volunteer organization. By signing below, you confirm that the above named candidate performed the volunteer services as described above.

Verifiers  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Candidate  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Recertification Letter of Confirmation

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## Extra – Membership

This form letter is to be used for volunteer activities that include service on Boards, Committees and Panels of manufacturing or logistics organizations. If you are on an MSSC Committee or Panel, you do not need to complete this form. If you are on another committee or panel and there is a published list of this group, you may provide only the list that shows your membership. If no such list exists, you must have this form signed by the committee chair or secretary.

Date: \_\_\_\_\_ Certification (CPT or CLT): \_\_\_\_\_

Candidate ID: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ Group Name: \_\_\_\_\_

End Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Volunteer Description: \_\_\_\_\_  
(Or attach description  
from agency) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Verifier must be employed by the volunteer organization. By signing below, you confirm that the above named candidate performed the volunteer services as described above.

Verifiers  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Candidate  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_