

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 \$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 \$25 fee for a review. If the appeal is elevated to the Appeals and Complaints Committee, there is a \$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 they expire in the same year, the fee is \$100 total.

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.

[Back to top](#)