

# Next Level Purchasing

*Helping Purchasers Become Indispensable*

## Senior Professional in Supply Management (SPSM) Application for Original Certification

This application is to be completed after satisfying the original certification requirements. To register for the SPSM Certification Program, visit <http://www.NextLevelPurchasing.com/spsm.html>

### Original Certification Requirements

Applicants for Original SPSM certification must pass the SPSM Exam. In addition, the applicant must have completed, with an average score of 70% or higher, each of these six online classes offered by Next Level Purchasing, Inc.:

- Mastering Purchasing Fundamentals
- Microsoft Excel For Purchasing Professionals
- Supply Management Contract Writing
- Microsoft Project For Purchasing Professionals
- 14 Purchasing Best Practices
- Savings Strategy Development

*Note: Applications must be completed, and all documentation must be submitted, in English. Once a candidate is certified, he or she must be recertified every four years. Recertification requires that you earn 32 Continuing Education Hours from Next Level Purchasing, the National Contract Management Association, the Institute for Supply Management and/or its affiliates, and/or the American Production and Inventory Control Society.*

### Class/Exam Validity Period

*Only exams passed and classes completed within five years of the postmarked date of the application can be used toward the SPSM certification.*

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## Senior Professional in Supply Management (SPSM) Application for Original Certification

NOTE: This application is to be used after completing the SPSM Certification Program, including all six online classes and the SPSM Exam. If you wish to sign up for the SPSM Certification Program, the appropriate forms to use can be found at <http://www.NextLevelPurchasing.com/registration.html>

Application must be completed and signed to avoid delays in processing. Please use ink.

### APPLICATION FOR:

Check One:  Dr.     Mr.     Mrs.     Ms.     Miss

Clearly print your name exactly how it should appear on the certificate (we will add a comma and the SPSM credentials, for example, "Charles Dominick, SPSM"). If considering using a middle name/initial, note that names with 23 or fewer characters fit best:

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### EMPLOYMENT INFORMATION:

Organization Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_

ZIP/Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Facsimile \_\_\_\_\_

E-Mail Address \_\_\_\_\_

### APPLICATION FEES (please check appropriate box):

- Prepaid (as part of SPSM Certification Program package) - USD \$0
- Regular (applicable only when individual classes and the SPSM Exam are paid for on a one-by-one basis as opposed to part of the all-inclusive SPSM Certification Program) - USD \$89

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## HOME MAILING ADDRESS & CONTACT INFORMATION:

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Country \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Home Telephone \_\_\_\_\_

Personal E-Mail Address \_\_\_\_\_

Personal Cell Phone \_\_\_\_\_

## MAIL MY CERTIFICATE & AWARD TO (check one):

(Note: If mailing preference is not specified, your certificate and award will be mailed to your home address.)

Employer

Home

## PUBLICIZING YOUR ACHIEVEMENT:

You'll get the most career value out of your SPSM Certification if you share the news of your achievement. One way of sharing the news is having your company newsletter write a story about you earning your SPSM Certification and the benefit to your organization. If your organization has an internal newsletter, please provide the contact information for the editor. We'll send your success story to them!

Company newsletter editor's name: \_\_\_\_\_

Editor's phone number: \_\_\_\_\_

Editor's email address: \_\_\_\_\_

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**PAYMENT METHOD (check one):**

Check enclosed; or

VISA

MasterCard

American Express

Discover

Name on card: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration date (mm/yy): \_\_\_\_ / \_\_\_\_

Card Security Code (3 or 4 digits, usually on back of card): \_\_\_\_\_

Address where your credit card statement is sent (you may leave blank if same as the home mailing address you specified on page 2)

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

**Ethics Statement:**

I certify that because of the confidential nature of the SPSM examination, I will not copy, retain examination questions, or disclose or transmit them in any form to any other person. I hereby state that I am working toward my SPSM designation. I understand that taking the exam for any other purposes is strictly prohibited. I further hereby agree and understand that certification may be denied or revoked, or SPSM Examination (the "Exam") scores may be invalidated by Next Level Purchasing, Inc. in the event that Next Level Purchasing, Inc. determines that an individual has (i) falsified or misrepresented information on any certification application or registration forms, or if information provided in support of obtaining or maintaining certification is found to be in error; (ii) participated in an unauthorized disclosure of examination questions, information or materials; (iii) plagiarized questions and/or answers on the Exam; (iv) mailed, received, relayed in any fashion, or used copies of the Exam materials, questions or answers without authorization from Next Level Purchasing, Inc.; (v) retained the Exam materials after the examination; or (vi) engaged in other nonprofessional behavior or dishonesty with respect to taking, administering or the preparation of others to take the Exam which results in compromising the integrity of the examination. I further authorize Next Level Purchasing, Inc. to publish (via e-mail, Web site or print) information about my certification. I hereby certify that the information submitted on or with this form is true and accurate to the best of my knowledge, and I agree to be bound by the terms and conditions set forth herein and by any and all policies and procedures of Next Level Purchasing, Inc. applicable to the SPSM program as may be amended from time to time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**The next page indicates the additional material you must enclose with your application.**

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**Please submit all material with this application.  
DO NOT MAIL MATERIAL SEPARATELY.**

**You may attach additional sheets for any section if needed.**

## **SPSM Examination**

Provide the date you passed the exam and include the score report. You are responsible for providing a copy of the official score report received after testing.

date passed: \_\_\_\_\_

## **Application Checklist**

- SPSM EXAMINATION — Is a copy of your test score report attached?
- CLASS CERTIFICATE #1 — Is a copy of your Certificate of Completion for “Mastering Purchasing Fundamentals” included?
- CLASS CERTIFICATE #2 — Is a copy of your Certificate of Completion for “Microsoft Excel For Purchasing Professionals” included?
- CLASS CERTIFICATE #3 — Is a copy of your Certificate of Completion for “Supply Management Contract Writing” included?
- CLASS CERTIFICATE #4 — Is a copy of your Certificate of Completion for “Microsoft Project For Purchasing Professionals” included?
- CLASS CERTIFICATE #5 — Is a copy of your Certificate of Completion for “14 Purchasing Best Practices” included?
- CLASS CERTIFICATE #6 — Is a copy of your Certificate of Completion for “Savings Strategy Development” included?
- APPLICATION FEES and SIGNATURE — Have you included the required application fee and additional fees, if any? Did you sign the application?
- DOCUMENT RETENTION — Did you make copies of all documents submitted? Next Level Purchasing, Inc. will not return documents sent with applications.

**NOTE: Please send only photocopies of certificates. The original certificates are yours to keep.**

## **Mail the application, documents and all fees to:**

By Postal Mail to:  
Next Level Purchasing, Inc.  
Certification Department  
P.O. Box 1360  
Moon Township, PA 15108  
United States of America

or

By courier (e.g., FedEx, UPS, DHL, etc.) to:  
Next Level Purchasing, Inc.  
Certification Department  
1315 Coraopolis Heights Road  
Suite 1001  
Moon Township, PA 15108  
United States of America

# Next Level Purchasing

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## Questions

Questions regarding the program may be directed to Next Level Purchasing, Inc. at:

Next Level Purchasing, Inc.  
P.O. Box 1360  
Moon Township, PA 15108  
United States of America  
E-Mail: [info@nextlevelpurchasing.com](mailto:info@nextlevelpurchasing.com)

Many students ask why all of the foregoing documentation is needed. That is a valid question as Next Level Purchasing, Inc. does have electronic records of all of your work. The reason is that the SPSM Certification was developed in accordance with international standards for certification programs which require certain paperwork and original signatures. If, in the future, the market demonstrates a requirement to validate compliance with third-party standards, Next Level Purchasing, Inc. would be able to do so.

## Application Processing

You will receive either (a) a letter of congratulations, award, and SPSM certificate, (b) a letter of denial, or (c) a request for additional information approximately four weeks after Next Level Purchasing, Inc. receives your application.

## Documentation

Please DO NOT submit copies of your completed application. Next Level Purchasing, Inc. requires your original application, typed or written in ink.

## Appeals Process

Applicants may appeal decisions related to their application. Appeals must be submitted no more than 90 days after the application's date of rejection. Mail written requests with your complete application package to:

Next Level Purchasing, Inc.  
P.O. Box 1360  
Moon Township, PA 15108  
United States of America

Next Level Purchasing, Inc. will make a final written decision based on existing policy.

## Registering For The SPSM Certification Program

If you would like more information on the SPSM Certification Program, visit

<http://www.NextLevelPurchasing.com/spsm.html>

If you wish to register for the SPSM Certification Program, please visit

<http://www.NextLevelPurchasing.com/registration.html>