

# **Next Level Purchasing**

*Helping Purchasers Become Indispensable*

## **Senior Professional in Supply Management (SPSM) Application for Recertification**

This application is to be completed by individuals who have previously earned their original SPSM Certifications after they have satisfied the recertification requirements for maintaining the SPSM Certification. To register for the SPSM Certification Program, visit <http://www.NextLevelPurchasing.com/spsm.html>

### **SPSM Recertification Requirements**

Recertification is required every four years. Recertification involves earning thirty-two (32) Continuing Education Hours (CEH's) in purchasing and supply management topics from approved sources plus the payment of a recertification fee.

Pre-approved sources include Next Level Purchasing, the National Contract Management Association, the Institute for Supply Management, and the American Production and Inventory Control Society. Other sources will be considered on a case-by-case basis. If you wish for Next Level Purchasing to consider other sources, the two safest ways to proceed are to (a) contact Next Level Purchasing in advance of the expiration of your certification for approval or (b) submit more CEH's than required in the event that one of the non-pre-approved sources is denied.

Only CEH's earned after the date that your certification became valid may be used towards recertification.

You should submit your recertification application no sooner than six (6) months prior to the expiration of your certification and no later than the date that your certification expires.

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## Senior Professional in Supply Management (SPSM) Application for Recertification

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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 \_\_\_\_\_ Country \_\_\_\_\_

ZIP \_\_\_\_\_ Telephone \_\_\_\_\_

Facsimile \_\_\_\_\_

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

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

Regular - USD \$89

Prepaid (as part of SPSM Recertification package) - USD \$0

### HOME MAILING ADDRESS:

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

ZIP \_\_\_\_\_ Telephone \_\_\_\_\_

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**MAIL MY CERTIFICATE TO (check one):**

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

- Employer       Home

**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.**

## Application Checklist

- CERTIFICATES OF COMPLETION – Have you included copies (not originals) of certificates of completion documenting at least thirty-two (32) Continuing Education Hours earned for education in purchasing and supply management topics from approved sources?
- APPLICATION FEES and SIGNATURE — Have you included the required application fee, 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

## 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)

## Application Processing

You will receive either (a) a letter of congratulations 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

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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>