

# **Next Level Purchasing**

*Helping Purchasers Become Indispensable*

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

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>

### **Recertification Requirements**

Applicants for Recertification of their SPSM certification must submit at least 32 CEH's in purchasing and supply management topics. Applications for recertification may be submitted at any time up until the date of SPSM expiration.

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

### **Class/Exam Validity Period**

*Only classes completed within five years of the postmarked date of the application can be used toward SPSM Recertification.*

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

NOTE: This application is to be used for SPSM Recertification. 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 \_\_\_\_\_ Country \_\_\_\_\_

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

Facsimile \_\_\_\_\_

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

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

Recertification Fee: USD \$89

Grace Period Fee: USD\$20

### 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 and award 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)

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

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## **Ethics Statement (Required for processing):**

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

- CEH DOCUMENTATION – Did you include supporting documents that total at least 32 CEHs?
- APPLICATION FEES - Have you included the required application fee and additional fees, if any?
- SIGNATURE — Did you sign the application Ethics Statement?
- 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 2002  
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, 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.

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## **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>