



## Application for Recertification of SPSM\* Certification

*\*Valid for all levels of SPSM 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>*

### **Recertification Requirements**

Applicants for Recertification of their SPSM, SPSM2 or SPSM3 Certification must submit a minimum of 32 CEH's in purchasing and supply management topics; applicants may not submit courses that were submitted for previous recertification applications or courses that were taken prior to the date of their most recent certification/recertification. (i.e: An individual submitting for recertification of their SPSM2, may not submit courses taken prior to their date of certification for the SPSM2). Expiration dates for all levels of SPSM can be found on their respective formal certificates.

Applications for recertification may be submitted at any time, with no penalty, up until the applicant's current date of expiration. Applications must be officially postmarked no later than the applicant's current expiration.

**If you are nearing expiration at the time of submitting this application, we strongly recommend using a courier service and obtaining a tracking number for your application documents.**

*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.*



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

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

**Application Checklist**

- APPLICATION - Have you provided all of the requested data? Did you clearly print how your name should appear on your certificate?
- OPTIONAL** - BUSINESS CARD – This aids our Certification Dept. with address and name verification
- ETHICS STATEMENT SIGNATURE- Did you sign the application?
- 32 CONTINUING EDUCATION HOURS: DOCUMENTATION - Did you provide copies of documents indicating the valid CEH's you have earned? Acceptable documentation must include your name, the dates of participation, the name of the provider of the training, the number of CEH's, the name of the training. If you have any questions as to whether the hours will be accepted, please contact the NLPA in advance of applying for recertification or submit more than 32 CEHs.
- RECERTIFICATION FEES — Have you included the required recertification fees?
- SHIPPING FEES – Have you included shipping fees if you wish to have your recertification expedited?
- DOCUMENT RETENTION — Did you make copies of all documents submitted? We 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 (Use only one address):**

**By Postal Mail to:**

Next Level Purchasing Association  
1005 Slater Road  
Suite 101 Durham, NC 27703  
United States America

**By courier (e.g., FedEx, UPS, DHL, etc.) to:**

Next Level Purchasing Association  
1005 Slater Road  
Suite 101 Durham, NC 27703  
United States America  
Call us at +1-412-294-1990

**We now accept and prefer that all applications be submitted via email. Send to: [support@nextlevelpurchasing.com](mailto:support@nextlevelpurchasing.com)**



## Application for Recertification

Valid for all levels of SPSM 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 and write legibly.

### APPLICATION FOR:

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

In the box below, 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. **This information must be provided or your application processing will be delayed.**

### ETHICS STATEMENT:

I hereby state that I am applying for recertification of my SPSM, SPSM2, and/or SPSM3 designation(s). I certify that the documentation for the CEHs enclosed is authentic, valid, and solely earned by myself. I certify that because of the confidential nature of the SPSM/SPSM2/SPSM3 Certification Programs, I will not copy, retain, or disclose/transmit any examination questions or course content in any form to any other person 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 and/or recertification. 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/SPSM2/SPSM3 and Recertification processes as may be amended from time to time.

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



**EMPLOYMENT INFORMATION:**

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

Job Title \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

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

Country \_\_\_\_\_

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

Telephone \_\_\_\_\_

Facsimile \_\_\_\_\_

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

**HOME MAILING ADDRESS & CONTACT INFORMATION:**

Address \_\_\_\_\_  
\_\_\_\_\_

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

Country \_\_\_\_\_

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

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

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

Personal Phone Number \_\_\_\_\_

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

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

- Employer       Home



**RECERTIFICATION FEES (please check appropriate box):**

- Recertification Fee: USD \$89 (if recertification application is sent prior to expiration)
- Grace Period Recertification Fee: USA \$109 (for recertification applications submitted within the 6 months following the expiration of the applicant's SPSM/SPSM2/SPSM3 Certification)
- All-Access Training Plan**
  - Current All-Access Plan – USD \$0  
*(Applicant must have valid All-Access Training Plan at time of certification application)*
  - Expired All-Access Plan – USD \$89  
*(Applicant's All-Access Training Plan has expired prior to submission of certification application)*

**SHIPPING FEES (please check appropriate box):**

- Standard United States Postal mail-** USD \$0  
*(No Tracking number provided/available.)*
- UNITED STATES Expedited Shipping (2- Day)** - USD \$20  
*(Available only to individuals having their certificate sent within the United States. Tracking number will be provided by email at the time of shipment.)*
- CANADA/MEXICO Expedited Shipping (International Economy)** – USD \$50  
*(Available only to individuals having their certificate sent to Canada. Tracking number will be provided by email at the time of shipment.)*
- INTERNATIONAL Expedited Shipping (International Economy)** - USD \$90  
*(Available to individuals having their certificate sent to destinations outside of the United States. Tracking number will be provided by email.)*

**PAYMENT METHOD (If applicable. Please 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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**Please be sure to enclose the additional materials mentioned on the checklist for this application. Failure to submit a complete application may result in delay of processing or denial of recertification.**



## Questions

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

Next Level Purchasing Association  
1005 Slater Road  
Suite 101 Durham, NC 27703  
United States America  
Email: support@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 and a new certificate for the highest level of certification you have earned thus far, (b) a letter of denial, or (c) a request for additional information approximately four weeks after Next Level Purchasing, Inc. receives your application.

Please note: if there are any outstanding invoices due for payment on your account, your application will not be processed until payment is made.

## Documentation

Please DO NOT submit copies of your completed application. Next Level Purchasing, Inc. requires your original application, typed or written in ink. Failure to submit a completed application may result in delay of processing or denial of certification.

## 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 Association  
1005 Slater Road  
Suite 101 Durham, NC 27703  
United States America

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