

**\*To apply, you must be a member in good standing of the Canadian Professional Sales Association (\$299)**

### CSA Requirements

- Pay one-time Application and Exam fees (\$445)
- Minimum of 6 months of verified sales experience in client-facing roles
- Must have CPSA Institute Sales Certificate or 35 hours of accredited pre-requisite education in sales aligned with the [Sales Professional Competency Framework](#). If you have 3 years of verified sales experience, you are exempt from this pre-requisite education requirements
- Up-to-date CV or link to updated LinkedIn profile
- A signed Letter of Recommendation from an immediate supervisor or academic adviser (faculty member)

### CSP Requirements

- Pay one-time Application and Exam fees (\$598)
- Transcripts/evidence of College Diploma
- Minimum of 4 years of verified experience independently managing client accounts
- Must have CPSA Institute Sales Certificate or 35 hours of accredited pre-requisite education in sales aligned with the [Sales Professional Competency Framework](#). If you have 6 years of verified sales experience, you are exempt from this pre-requisite education requirements
- Up-to-date CV or link to updated LinkedIn profile
- 2 signed Letter of Recommendation from an immediate supervisors or customers

### CSL Requirements

- Pay one-time Application and Exam fees (\$996)
- University Degree
- 35 hours of pre-requisite education aligned with the [Sales Leader Competency Framework](#)
- 6 years cumulative experience
  - Minimum 2 years independently managing customer accounts – meeting or exceeding targets
  - Minimum 2 years people leadership experience
- Up-to-date CV or link to updated LinkedIn profile
- 2 signed Letter of Recommendation from an immediate supervisor or customers

**If you have been a sales leader for 10 years or more, and are managing/leading a team, then you may be eligible for the CSL Exemption Pathway. Please email us at [institute@cpsa.com](mailto:institute@cpsa.com) for more information on this route.**

For more  
information, click  
[here](#)

OR

email  
[institute@cpsa.com](mailto:institute@cpsa.com)

## APPLICATION PROCESS

1. Once you have made payment, you can proceed to our **National Accreditation Portal** to upload the required documents.
2. The CPSA Institute will email you when a review of your application has been conducted. This takes a maximum of 30 days from the receipt of a complete application.
3. You will receive a confirmation email once your application has been approved with the instructions on how to schedule your online exam:
  - CSA has only one part (1) Written exam
  - CSP has two parts (1) Written exam; (2) Oral exam
  - CSL has two parts (1) Written exam; (2) Oral exam
  - CSL Exemption has no exam

All candidates must have access to a computer with a microphone, a camera and internet to do the online exam.

4. Upon successful completion of the exam and passing the required grade, you will be awarded with a digital credential. You will also receive a hard copy certificate in the mail within 4-6 weeks.

For more  
information, email  
[institute@cpsa.com](mailto:institute@cpsa.com)

**Certified Sales Associate**



**Certified Sales Professional**



**Certified Sales Leader**



**Pre-Requisites**

<b>Sales Education</b>	CPSA Sale Institute Certificate OR 35 hours of recognized professional development in sales <i>*Exemption available</i>	35 hours of recognized professional development in sales <i>†Exemption available</i>	35 hours of recognized professional development in sales
<b>Post-Secondary Education</b>	--	College Diploma or University Degree Min 4 years with experience managing client accounts	University Degree
<b>Sales Experience</b>	Min 6 months in a client-facing role	Min 2 years demonstrated	Min 6 years
<b>Meeting Sales Targets</b>	--	Min 2 years demonstrated	Min 2 years demonstrated
<b>People Leadership</b>	--	--	Min 2 years demonstrated
<b>Application Requirements</b>			
<b>CPSA Membership</b>	✓	✓	✓
<b>CV or LinkedIn Profile</b>	✓	✓	✓
<b>Letter of Recommendation</b>	1	2	2
<b>Exam</b>	✓	✓	✓ <i>‡Exemption available</i>

\*If you have 3 years of verified sales experience, you are exempt from this pre-requisite education requirement.

†If you have 6 years of verified sales experience, you are exempt from this pre-requisite education requirement.

‡If you have been a sales leader for 10 years or more, and are managing/leading a team, then you may be eligible for the CSL Exemption Pathway.

For more information, please email [institute@cpsa.com](mailto:institute@cpsa.com)