

## CERTIFIED SALES LEADER (CSL) APPLICATION CHECKLIST

Instructions for completing this form: Step 1) Fill out all sections of the form  
Step 2) Gather the required documents  
Step 3) Submit documents along with this form to your educational provider

### Section 1: Personal Information

First name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Last name: \_\_\_\_\_ Work address: \_\_\_\_\_  
Job title: \_\_\_\_\_ Home address: \_\_\_\_\_  
Organization name: \_\_\_\_\_ Preferred language:  English  French  
Email: \_\_\_\_\_ Please send correspondence to:  Work  Home

### Section 2: Experience

- I have 6 years cumulative work experience which includes at least:
- 2 years independently managing customer accounts; and
  - 2 years people leadership experience; OR
- I have 10 or more years of experience teaching sales and sales leadership in a post-secondary institute; OR
- I have 10 or more years of sales leadership experience;

### Section 3: Education and Professional Development\*

- I have a university degree; AND
- I have 35 hours of professional development aligned with sales leadership competencies; OR
- I am currently enrolled in an educational program at \_\_\_\_\_ to earn 35 hours of professional development aligned to the Sales Professional Competency Framework.

\* If you have 10 years of sales leadership experience, you are exempt from this requirement

### Section 4: Checklist

I have attached the following to my application:

- Proof of legal name (required if not already a member of CPSA);
- The signed CPSA Institute Code of Ethics;
- Evidence to support my exemption request;
- Evidence of a university degree (if less than 10 years of sales leadership);
- Evidence of 35 hours of professional development aligned with **sales leadership competencies** (if less than 10 years of experience in sales leadership); **or**
- I am currently enrolled in an educational program to earn 35 hours of professional development aligned to the Sales Professional Competency Framework;
- An up-to-date copy of my CV or LinkedIn url \_\_\_\_\_ ;
- Evidence of 2 years of meeting or exceeding sales targets;
- 2 letters of reference from immediate supervisors or customers; and
- I have paid the CSL application and exemption fee.

### Section 5: CPSA Membership

- I have paid the annual membership fee for CPSA membership.
- I consent to receiving email communications from CPSA regarding association or partner news and special offers. I may withdraw my consent at any time.
- I certify that I have read and agreed to the CPSA privacy policy and would like to have a profile created on cpsa.com.