

CERTIFIED SALES PROFESSIONAL (CSP) 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 education 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 4 years of verified experience independently managing client accounts and meeting or exceeding sales targets; OR

I have 6 or more years of experience in client-facing sales roles.

Section 3: Education and Professional Development*

I have a college diploma; AND

I have 35 hours of professional development aligned to the Sales Professional Competency Framework; OR

I am currently enrolled in an educational program from _____ to earn 35 hours of professional development aligned to the Sales Professional Competency Framework.

* If you have 6 or more years of experience in client-facing sales roles, you are exempt from these requirements.

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 of a college diploma (if less than 6 years of experience in client-facing roles); 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 (can include sales awards, dashboards, performance reports, or Letters of Reference);

2 letters of reference from immediate supervisors or customers;

I have paid the CSP application and examination fees.

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.