



American Purchasing Society, Inc.



APPLICATION FOR RECOGNITION AS A CERTIFIED PURCHASING PROFESSIONAL AND/OR A CERTIFIED PROFESSIONAL PURCHASING MANAGER

Please type or print clearly and provide the information requested below.

NAME _____ BIRTH DATE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

PRESENT COMPANY AFFILIATION OR EMPLOYMENT _____

TITLE _____

BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS TELEPHONE () _____ HOME TELEPHONE () _____

FAX () _____ E-MAIL _____ CITIZEN OF _____

TYPE OF BUSINESS _____

Type of Certification for which you are applying (check all that apply)

- Certified Purchasing Professional (CPP). Answer all questions.
- Certified Professional Purchasing Manager (CPPM). You must already have earned CPP recognition and have managerial experience or be in a management position. If you have not yet attained your CPP, you may apply for both below. Fill in the top portion of this page, answer question 3 only, and complete the last page.
- Date you received your CPP recognition. _____
- Both Certified Purchasing Professional and Certified Professional Purchasing Manager. Please answer all questions.
- Certified Professional Purchasing Consultant (CPPC). You must already have earned CPP recognition or apply for both at the same time.

Answer the following questions. Where necessary, submit the requested information on a separate sheet with your application. Make certain all information is accurate and complete. Please type or print clearly. We recommend answering questions 1 through 16 on separate paper using word processing software such as Microsoft Word.

1. Have you ever been convicted of a felony? Answer yes or no. If yes, please provide the crime, date, court jurisdiction and state, sentence and current status. Conviction of a felony will usually disqualify a candidate from earning certification.
2. Please submit a list of schools you have attended, indicating your highest grade completed, if you graduated, dates attended, degree or degrees you earned, areas of or courses of specialty, and your standing in the class if known. **Submit confirmation of your attendance and diploma or degree earned.** List any other or additional courses or seminars you have taken. Use a separate sheet if necessary, but indicate here if you are doing so.

3. Please submit a complete resume or history of your employment giving sufficient detail to indicate or measure your progress, managerial ability, and business exposure. Be sure to give dates of employment, your official title, and name and title of your immediate supervisor. Indicate the number of people you supervised in each position, if any.

4. a. Do you believe you are financially responsible in both your business and personal affairs? If you were taking a job as president of a bank, what evidence could you show as examples of your financial trustworthiness?

b. Have you ever declared bankruptcy? If so, please give the date, the jurisdiction and the circumstances. Certain financial situations can disqualify a candidate from earning certification.

5. Submit a list of three personal friends (non-business), giving name, current address (including zip code), current telephone number, email address and occupation.

6. Submit a list of three or more fellow workers as references, giving name, address (including zip code), telephone number, email address, and occupation. Please, include your immediate supervisor as a reference and indicate so.

7. Submit five or six supplier references that you have a business relationship with. Give the name of each supplier, the current address (including zip code), the current telephone number, email address and the name and title of your principal contact. These contacts may be asked to comment on your business ethics. Supplier references must be provided.

8. Do you have any area of Purchasing specialty? For example, your specialty may be in negotiating, or in a particular product area, or in administration. If these or any other area, what is it?

9. Have you ever written any articles, letters, or books on Purchasing for publication? Give title and where appeared.

10. List the subjects which you feel are necessary for a well qualified Buyer or Purchasing Executive.

11. List some of the purchasing books and periodicals you have read, if any.

12. Do you belong to any professional organizations and clubs? What are they?

13. Do you have any other activities in addition to your regular employment? For example, public service, charities, club or association work, etc. Please specify.

14. Why are you applying for certification?

15. If certified, will you support the American Purchasing Society and its certification program? In what way?

16. If already certified and applying for an update give date of initial certification and date of last renewal.

Submit comments or explain any entry above deemed necessary for clarification. Submit any other data you feel pertinent.

PROFESSIONAL STANDARDS

The American Purchasing Society advocates the following principles and standards that comprise its Code of Ethics and Professional Conduct. Adherence to these standards is required for certification and serves to assure public confidence in the integrity of purchasing professionals.

Code of Ethics

1. Maintain loyalty to your employer. Pursue your organization’s objectives consistent with this code as long as no federal, state or local laws are violated.
2. Buy without personal prejudice from suppliers who offer the optimum value when all factors are considered.
3. Exercise and insist on honesty. Denounce all forms of unscrupulous business practices.
4. Avoid all conflicts of interest which would jeopardize impartiality in your business transactions.
5. Be truthful with your suppliers, potential suppliers, and all others with whom you do business.
6. Maintain high standards of personal conduct.
7. Refuse to accept gratuities offered by suppliers or potential suppliers.

Code of Conduct

1. Strive constantly to improve one’s knowledge of methods, materials, and processes that affect performance.
2. Exercise and insist on sound business principles in the conduct of all transactions.
3. Be receptive to competent counsel from colleagues and demonstrate a willingness to share in support of the purchasing profession.

I hereby apply for certification from the American Purchasing Society as a fully qualified and professional purchasing practitioner and swear that all statements made by me in this application, to the best of my knowledge, are true and factual. I agree and permit any investigation into my background that the American Purchasing Society deems necessary. I understand that I must at all times conduct myself in a businesslike and ethical way and if I do not, or if it is later discovered that there are any false statements or deception in submitting this application, an awarded certification may be revoked. My signature below affirms that I agree to adhere to the American Purchasing Society's professional standards and Code of Ethics as stated above. I have also read, understand, and agree to all rules and conditions of the certification programs as explained on the Society’s website and in the certification brochure.

Date _____ Applicant’s Signature _____

Certification Processing Fees (Fees must accompany application and are non-refundable. These fees are separate from any fees paid for the online course *Preparation for CPP & Exam.*)

Certified Purchasing Professional (CPP) for Members	\$ 294	\$ _____
Certified Purchasing Professional (CPP) Nonmember	450	_____
Certified Professional Purchasing Consultant (CPPC)	285	_____
Business Ethics for Buyer & Sellers Course	NM\$154 M\$129	_____
Essential Law for Buyers & Sellers Course	NM\$154 M\$129	_____
Math for Purchasing and Business	NM\$154 M\$129	_____
Managing Inventory	NM\$154 M\$129	_____
Certified Professional Purchasing Manager (CPPM)	285	_____
CPP Study Guide (Optional) Nonmembers	\$67 Members \$53	_____
Application for Both CPP and CPPM for Members	550	_____
Application for Both CPP and CPPM for Nonmembers	705	_____
Membership (if not already a member)	239	_____

Please remit with this completed form to:
 Certification Secretary
 American Purchasing Society
 North Island Center
 8 East Galena Blvd., Suite 203
 Aurora, IL 60506

Total Enclosed \$ _____

PAYMENT METHOD Check Enclosed

AMEX MasterCard Visa # _____ Exp. Date _____

Name on Card: _____ CCV Number _____

Credit Card Billing Address: _____ City _____ State _____ Zip _____