

**American Purchasing Society, Inc.**



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



**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)**

**IMPORTANT: Page 4 of this application must be signed and dated and processing fees must accompany application or application will not be processed and applicants will not be notified due to the number of applications received. Processing fees are in addition to the CPP, CPPM, and CGPP prep course fees.**

- ☐ Certified Purchasing Professional (CPP). Answer all questions.
- ☐ Certified Professional Purchasing Manager (CPPM). You must already have earned CPP recognition. If you have not yet attained your CPP, you may apply for both at the same time. Answer all questions.
- ☐ Certified Green Purchasing Professional (CGPP). You must already have earned CPP recognition or apply for both at the same time. Answer all questions.
- ☐ Certified Professional Purchasing Consultant (CPPC). You must already have earned CPP recognition or apply for both at the same time. Answer all questions.

**When an application is received by the Society:**

**Payment is processed.**

**References are contacted (CPP).**

**Applicants must take exam preparation course (CPP, CPPM, CGPP).**

**Applicants must take and pass examination included with prep course (CPP, CPPM, CGPP).**

**Points are assigned based on education, experience, and examination grade (CPP).**

**All applicants receive formal letters at each step of the certification process.**

**Answer the following questions. Make certain all information is accurate and complete. Please answer questions 1 through 10 on separate paper using word processing software such as Microsoft Word.**

1. 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 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.
2. 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.
3. 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.
4. 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.
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, giving name, address (including zip code), telephone number, email address, and occupation. Please, include your immediate supervisor and indicate so. Fellow workers may be asked to comment on their opinion of your business and purchasing knowledge.
7. Submit five or six suppliers 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 contacts 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. Do you belong to any professional organizations and clubs? What are they?
10. Why are you applying for certification? If certified, will you support the American Purchasing Society and its certification program? In what way?

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

**Certification Programs Options and Prices**

| <b>CPP Program For Member</b> |              | <b>For Nonmember</b> |
|-------------------------------|--------------|----------------------|
| Individual Membership         | \$244        | None                 |
| CPP Processing Fee            | \$294        | \$500                |
| CPP Preparation Course*       | <u>\$540</u> | <u>\$700</u>         |
| Total                         | \$1078       | \$1200               |

\*CPP Prep Course dates can be viewed at [www.american-purchasing.com](http://www.american-purchasing.com).

| <b>CPPM Program For Member</b> |              | <b>For Nonmember</b> |
|--------------------------------|--------------|----------------------|
| CPPM Processing Fee            | \$285        | \$450                |
| CPPM Preparation Course*       | <u>\$440</u> | <u>\$600</u>         |
| Total                          | \$725        | \$1050               |

\*CPPM Prep Course dates can be viewed at [www.american-purchasing.com](http://www.american-purchasing.com).

| <b>CGPP Program For Member</b> |              | <b>For Nonmember</b> |
|--------------------------------|--------------|----------------------|
| CGPP Processing Fee            | \$285        | \$400                |
| CGPP Preparation Course/Book*  | <u>\$215</u> | <u>\$300</u>         |
| Total                          | \$500        | \$700                |

\*The CGPP Preparation is made available to students once they register for it.

| <b>CPPC Program For Member</b> |       | <b>For Nonmember</b> |
|--------------------------------|-------|----------------------|
| CPPC Processing Fee            | \$285 | \$400                |

Applicants for the CPPC must have the CPP, earned at least 85% on the CPP examination, and have consulting experience.

## 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 (M)                                       | \$294          | \$ _____     |
| Certified Purchasing Professional (CPP) Nonmember (NM)  | \$500          | _____        |
| Preparation for CPP Exam Full Version Three week course with Study Guide, Instructor and Exam | NM\$700 M\$540 | _____        |
| Certified Professional Purchasing Manager (CPPM)  | NM\$450 M\$285 | _____        |
| Preparation for CPPM Three week course  | NM\$600 M\$440 | _____        |
| Certified Green Purchasing Professional (CGPP)  | NM\$400 M\$285 | _____        |
| Green Purchasing Course/Book/Exam   | NM\$300 M\$215 | _____        |
| Certified Professional Purchasing Consultant (CPPC)   | NM\$400 M\$285 | _____        |
| Membership (if not already a member)  | \$244          | _____        |
| <b>Total Enclosed</b>   | <b>\$</b>      | <b>_____</b> |

### Please remit with this completed form to:

Certification Secretary  
American Purchasing Society  
North Island Center  
8 East Galena Blvd., Suite 203  
Aurora, IL 60506

We must have hardcopy with original signature mailed or delivered to us. NO SCANS, EMAILS OR FAXES.

PAYMENT METHOD ☐ Check Enclosed

☐ AMEX ☐ MasterCard ☐ Visa # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ CCV Number \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_