

**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. All reference information is kept confidential.
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. All reference information is kept confidential.
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. All reference information is kept confidential.
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	\$268	None
CPP Processing Fee	\$299	\$515
CPP Preparation Course*	<u>\$540</u>	<u>\$700</u>
Total	\$1107	\$1215

\*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	\$294	\$500
CPPM Preparation Course*	<u>\$440</u>	<u>\$600</u>
Total	\$734	\$1100

\*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	\$294	\$425
CGPP Preparation Course/Book*	<u>\$215</u>	<u>\$300</u>
Total	\$509	\$725

\*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	\$294	\$425

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

