

Registration

SALES TRAINING & CERTIFICATION

Ways to Register

-  www.cpsa.com/CourseCalendar
-  SalesSuccess@cpsa.com
-  416.408.2684
-  **1.888.267.CPSA (2772)**
-  Toronto **416.408.2685**

Register me for the following program(s):

Course _____ Location _____ Date _____

Mr. Ms. Mrs. CPSA Member Number _____

First Name _____ Last Name _____

Name to appear on the certificate (if different) _____

Business Name _____ Title _____

Years of Sales/Management Experience _____ Number of sales staff in your company _____ Type of Industry _____

Business Telephone _____ Cell phone _____ Home Phone _____


E-mail _____ Fax _____

Business Address / Street _____ City _____ Province _____ Postal Code _____

Home Address / Street _____ City _____ Province _____ Postal Code _____

Method of Payment

We require valid credit card information to reserve your seat. Charge credit card immediately
 Clearly check the appropriate box indicating method of payment. Use credit card information to reserve my seat, payment will come by cheque or money order

Amount to be paid _____  Visa  MasterCard  Amex

Card # _____ Expiry Date _____ Cardholder Name _____

Signature _____ Date _____

Cheque payable to **Canadian Professional Sales Association.**

Bill my company. PO Number _____ Attention _____

For Certified Sales Professional (CSP) Applicants only - Professional References

Name _____ Title _____

Organization _____ Phone _____

Address _____

Applicant's number of years in Sales with this company _____ Signature of Sponsor Verifying Experience _____ Date _____

Name _____ Title _____

Organization _____ Phone _____

Address _____

Applicant's number of years in sales with this company _____ Signature of Sponsor Verifying Experience _____ Date _____

Completed sales education covering the identified sales competencies

Year	Name of Course	Location	Name of Instructor	Number of hours

In submitting this application, I have read the CSP designation Qualifying Factors and Process and agree to adhere to the CPSA Sales Institute's Code of Ethics and abide by the Maintenance of Certification. The CPSA Sales Institute will waive one year of CPSA membership fees for all those pursuing the CSP designation. CSP applicants must have a minimum of two years verified sales experience and must complete their certification exams (written and oral) within one year of registering. We will provide a refund less an administration fee of \$150 for written cancellations received within 15 days from the date of your original invoice. Cancellations after 15 business days are subject to the full 100% of the program fee. This contractual agreement is between the Institute and the CSP candidate, and the relationship is maintained with the CSP candidate, regardless of who pays for the designation. Reporting on status of exam results – results will be shared solely with the candidate, as the agreement is with the individual and the privacy laws will apply.

Policy - Cancellations, Substitutions, and Transfers

If you are unable to attend the program, you may name a replacement candidate or transfer to the next session. A written request for a transfer must be submitted at least 14 days before the program start date. Within 14 days of the course, only substitutions will be accepted. If substitution/transfer requests are received less than 30 days prior to a course, you will incur an administration fee of \$100. A credit on file will be kept for 1 year from the original transfer date and must be applied to another CPSA sales training program. A maximum of 2 transfers will be accepted. We will provide a partial refund less an administration fee of \$150 for written cancellation requests received more than 30 days prior to the course start date. Non-attendance or withdrawal on or after the program start date will incur a full program fee. CPSA reserves the right to cancel a course prior to the start date or delay the start date due to low enrolment, instructor availability or other uncontrollable circumstances. Enrollment will be limited to ensure ample opportunity for full participation of registrants.

