



CERTIFIED SALES LEADER (CSL) 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 institute@cpsa.com

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 6 years cumulative work experience which includes at least:
 - 2 years independently managing customer accounts; and
 - 2 years people leadership experience; OR
- I have 10 or more years of experience teaching sales and sales leadership in a post-secondary institute; OR
- I have 10 or more years of sales leadership experience;

Section 3: Education and Professional Development*

- I have a university degree; AND
- I have 35 hours of professional development aligned with sales leadership competencies;

* If you have 10 years of sales leadership experience, 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 university degree (if less than 10 years of sales leadership);
- Evidence of 35 hours of professional development aligned with sales leadership competencies (if less than 10 years of experience in sales leadership);
- An up-to-date copy of my CV or LinkedIn url _____ ;
- Evidence of 2 years of meeting or exceeding sales targets;
- 2 letters of reference from immediate supervisors or customers; and
- I have paid the CSL application and examination fee.