



## CERTIFIED SALES LEADER (CSL) EXEMPTION REQUEST FORM

*\*This form is for those with 10 years of more of experience in sales team leadership who are requesting an exemption from the final CSL exam*

- 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](mailto: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 10 or more years of sales leadership experience; OR
- I have 10 or more years of experience teaching sales and sales leadership in a post-secondary institute.

### Section 3: Education and Professional Development

- I have 35 hours of professional development aligned with sales leadership competencies.

### Section 4: Checklist:

I have attached the following to my application:

- Proof of legal name (required if not already a member of CPSA);
- The [CPSA Sales Institute Code of Ethics](#);
- An up-to-date copy of my CV or LinkedIn url \_\_\_\_\_ ;
- Evidence of 35 hours of professional development (*this can include evidence that you attended sales conferences or seminars, in-house training, attended workshops, completed an executive education program, developed or presented seminars/courses*);
- 2 letters of reference from immediate supervisors or customers;
- Evidence that you met or exceeded sales targets for 2 years (*a reference letter can evidence this if it specifically mentions that you met or exceeded sales targets for a period of 2 years or you can provide sales awards, performance dashboards or performance reports*); and,
- I have paid the CSL application and exemption fee.