



CERTIFICATION MENTOR APPLICATION

APPLICANT INFORMATION

Full Name of Applicant _____

Certification Type, Number, & Year Obtained: CPPO # _____ CPPB # _____

Mailing Address _____

Daytime Telephone _____ Evening Telephone _____

Fax Number _____ Email _____

CURRENT EMPLOYMENT STATUS

Agency _____

Official Title _____ Working Title _____

Year(s) in Present Title _____ Total Years in Purchasing Profession _____

Previous Purchasing Experience (indicate positions, employers, and dates of employment) _____

PROFESSIONAL AFFILIATIONS

SETAPP Membership Type: ___ Regular ___ Honorary ___ Retired ___ Associate ___ Student

How long have you been a member of SETAPP? _____

List contributions made to SETAPP (officer, committee member, etc) _____

List any other professional associations to which you are a member, how long you have been a member, and the degree to which you are involved (officer, committee member, etc)

BACKGROUND

Education (schools attended/graduated, degree(s), major(s), year graduated) _____

Awards, Honors, Accomplishments (list name and date bestowed upon you) _____

Articles and Publications (list titles, dates written/published and name of publication) _____

Please describe why you are interested in mentoring a fellow chapter member in their pursuit of certification _____

METHODS OF COMMUNICATION

The preferred method of communication between student and mentor is via email. The mentor should notify the student of convenient or appropriate times to be reached by telephone. Correspondence via fax or snail mail is also acceptable.

The committee will match mentors and students. The committee will notify both the mentor and student with the information regarding the person they have been matched with. The mentor is encouraged to contact the student immediately to encourage the line of communication.

Students are encouraged to contact the mentor with purchasing questions - especially those related to the certification for which they are in pursuit. In turn, mentors are encouraged to contact the student on a regular basis to discover how they may assist in studies and exam preparation.

Mentors are those chapter members who currently hold a CPPB or CPPO certification. Students are those chapter members who are pursuing their CPPB or CPPO certification, and have taken one or more of the recommended NIGP courses (GPP & IPP = CPPB, APP & PPM = CPPO) in preparation of same. CPPB mentors will be matched with CPPB students. CPPO mentors will be matched with CPPO students.

I certify to the best of my ability that the statements made herein represent true and factual information. I also agree to abide by the NIGP Code of Ethics, whether or not I am a member of NIGP. I understand that a mentor is not to exceed the management of five (5) students during a one-year time period.

Applicant's Signature _____ Date _____

***** FOR COMMITTEE USE ONLY*****

Date Application Received _____ Date Reviewed by Committee _____

Recommendation _____

Signature of Committee Chairperson _____