

How do I become a CASP Member?

Step 1: Visit our “Apply For CASP” page

Step 2: Submit your application

Step 3: Wait until your application has been reviewed and approved (within 2 business days)

Step 4: Pay the Application Fee via invoice in your NACAS Portal (this is sent after your application has been processed)

Step 5: Take the exam during either the June or December testing period within 2 years of applying.

How do I know if I qualify for CASP?

As an applicant, you must:

- Be employed or contracted on a college or university campus and directly provide auxiliary/ancillary services
- Have a Bachelor’s degree or higher from a U.S. or Canadian regionally accredited college or university or foreign equivalent OR five years of full-time work or military experience to substitute.
- Have four years’ full-time experience in management (within the last ten years) directly related to auxiliary/ancillary services (non-academic support services).
- Three years of these must be in higher education auxiliary/ancillary services

Is the CASP designation only for staff in certain roles?

No, CASP is designed for a variety of professionals working in auxiliary services, including those in dining, housing, campus retail, and other related areas. It’s especially valuable for individuals in leadership or management roles.

How can I prepare for the CASP exam? Can I retake the exam if I fail?

We offer preparation resources such as study sessions and materials, recommended readings, and cohort-based learning opportunities. These tools are designed to help candidates understand the core competencies covered on the exam! Yes, you can retake the exam if you fail, but you must wait at least 30 days, so we recommend just testing in the next available testing period (June and December annually).

How long does the certification last?

Once you pass the exam, you are CASP certified for 4 years. Near the end of the 4th year, you will receive a notice to recertify which just requires you to submit our recertification application and submit the Recertification Application Fee (Members \$175 / Non-Members \$350)

How do I log credits? Am I in charge of logging ALL of my credits?

In most cases, CASP participants are responsible for tracking and submitting their own recertification credits through the NACAS system. This includes logging eligible activities and maintaining supporting documentation throughout your 4-year certification cycle.

However, for all NACAS events (C3X, Regional CXs & Leadership Summits), credits are uploaded on your behalf based on the number of surveys completed for educational activities

(sessions, campus tours, etc). If this occurs, NACAS staff will upload your credits and communicate that information to you directly. We ask for 6 weeks post-conference to get everyone's credits uploaded.

For step-by-step instructions on how to log and submit your credits, please refer to the tutorial: [here](#). Be sure to review your transcript regularly to ensure all credits (whether self-reported or staff-uploaded) are accurate and complete. If you're newer to CASP, we recommend that you watch our CASP Onboarding Webinar [HERE](#).

When I retire, can I keep the CASP Certification?

Yes! CASP designees in good standing, upon retiring from professional activities, may be granted emeritus status at the discretion of the NACAS Certification Commission. The CASP Emeritus Member/Fellow is a legacy designation which does not require recertification. Emeritus members/fellows may continue to use the CASP designation with the addition of "(emeritus)" after "CASP." Designees must submit the Emeritus Application to be considered.