Recertification Handbook
Congratulations on receiving the CASP designation! This handbook is designed to assist you in the CASP Recertification process as well as to provide a framework for you to compile your recertification documentation.

Recertification Overview:
The recertification term is for four years. During the four year term, you must achieve a total of 60 recertification credits. Credits must be submitted within one year of the activity for credit. There are two categories in which you can earn credits:

1) Training/Continuing Education – a minimum of 40 credits
   a) Attending a live NACAS educational session, webinar, or virtual roundtable: 0.5 credits per 1/2 hour of scheduled programming.
   b) Attending a live educational session, webinar, or virtual roundtable from another higher education auxiliary service related association or instructional provider: 0.5 credits per 1/2 hour of scheduled programming.
   c) Recorded Education: 0.5 credits per 1/2 hour of scheduled programming. A short summary of what was learned during the recording must be submitted through the Activity Tracking Form.

2) Leadership & Service – a maximum of 20 credits
   a) Presenting or co-presenting an educational session: 4 credits for the first time the program is offered.
   b) Presenting or co-presenting a repeat educational session: 2 credits
   c) Authorship or Co-authorship for a published article related to CASP core competencies: 5 credits
   d) Authorship or Co-authorship for a published book or chapter related to CASP core competencies: 12 credits
   e) Member of a NACAS standing committee, commission, task force, or foundation: 4 credits per year of service
   f) Acting as a CASP Subject Matter Expert, and active during the year for at least one month: 4 credits per year of service
   g) Teaching a course related to auxiliary services (1 credit or more) either in person or on line at an accredited higher education institution.: 6 credits
   h) Officer or Board member of NACAS, NACAS Region, NACAS Education Foundation, or another higher education auxiliary service related association: 6 credits per year of service.
   i) Chair of a committee, commission, or task force of NACAS or another higher education auxiliary service related association: 6 credits per year of service
   j) Serving as a mentor for first time attendees at a NACAS Regional or National conference: 2 credits per conference

(All 60 credits may be earned in the Training/Continuing Education category, if you prefer. See section 1.)

Submitting Credits:
Your credits do not have to be earned solely through NACAS; however if you attend any of our events you can expect to receive the appropriate training credits for the following events:
• Educational Session (Annual Conference, Regional Conference or Leadership Series programs)
• General Session (Annual Conference or Regional Conference)
• Campus Tours (Annual or Regional Conferences—must include Educational Component)
• Webinars or Virtual Roundtables

NACAS In-person Events
NACAS offers credit tracking through a mobile app check in for 2017 C3X and subsequent NACAS events. You can automatically document your CASP attendance through mobile app check-in, replacing the paper sign-in sheets as well as the need to submit activity tracking forms for this event.

At each session you attend that qualifies for CASP credit (i.e., general sessions and educational sessions) you will need to complete the following instructions within the NACAS App:

1. To download the app, visit your mobile provider’s store and search for “NACASAPP” and download.
2. Once in the event app for the regional conference you are attending, make sure you are signed in using the email you registered for the conference with. Verify by clicking on the avatar icon in the upper right-hand side of the event app.
3. Then click on the 'Menu' link in the upper left-hand corner of the event app.
4. On the side menu that expands, click on 'Session Check-In'
5. Then choose the session you are attending/wish to receive credit for (note: these will not be available until the conference begins)
6. The session presenter will provide you with a unique code at the beginning of the session to give you credit.
7. No need to "check-out"; only a check-in is needed for each session you attend.

NACAS Online Programs & Non-NACAS Programs
For NACAS online programs, non-NACAS events, or non-NACAS leadership or service credits, you are required to use the online CASP Activities Tracking Form to document and submit your credit progress. You should make copies of the CASP Activities Tracking Form for your records. Please make note that supporting documentation for each credit is required and will need to be gathered at the time the credit is earned. Documentation can be uploaded directly to the online CASP Activities Tracking Form. This way, NACAS can ensure your records are kept up to date as staff can only log what you send them. Credits must be submitted within one year of the activity for credit.

Submitting Recertification Application:
Before your recertification deadline, you must submit the CASP Recertification Application. If you do not meet recertification requirements within the four year period, you will need to submit payment to retake the CASP exam. You may submit your completed Recertification Application and supporting documents in the following ways:

• Submit online at https://nacas.org/member-benefits/casp/casp-recertification/; (preferred method).
• In emergency situations, where a computer is not available, you may mail documents to CASP, 3 Boar’s Head Lane, Suite B, Charlottesville, VA 22903.

Any questions regarding CASP recertification may be directed to casp@nacas.org.

It is not required to have credits in each category, but each category does include a minimum or maximum point value. A summary of each of the categories is below.
1) Training/Continuing Education

Credits must be attained in at least four areas, including at least one operational area. A minimum of 40 credits must be obtained in this category. All 60 credits may be obtained through training. One half credit will be received for one half hour of training attended.

.5 CASP credits will be awarded per 1/2 hour of recorded programming (minimum requirement of at least 30 minutes). A short summary of what was learned during the recording must be submitted through the Activity Tracking Form.

CASP credits will be awarded for continuing education that resulted in NASBA-approved CPE credits on a 1-1 basis.

CASP credits will be awarded for completion of coursework at an accredited higher education institution on a basis of 4 CASP credits earned for each institution-defined credit hour, up to a 20 credit maximum per recertification period.

All Training/Continuing Education must relate to the auxiliary/ancillary industry or expertise in the included CASP content areas.

<table>
<thead>
<tr>
<th>Core content areas include:</th>
<th>Operational areas include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>Physical Facilities</td>
</tr>
<tr>
<td>Leadership</td>
<td>Bookstores /Commercial Retail</td>
</tr>
<tr>
<td>Marketing, Communications, Business Relations</td>
<td>Food Services</td>
</tr>
<tr>
<td>Student Development</td>
<td>Card Services</td>
</tr>
<tr>
<td></td>
<td>Automated Vending</td>
</tr>
</tbody>
</table>

Supporting documentation for non-NACAS programs is required to substantiate credits. Acceptable documentation may be any one of the following:

- A letter from the organization certifying participation in the activity
- A certificate of attendance
- Verification from the hosting organization that applicant’s name is on a sign-in sheet

The intent of the recertification process is to facilitate professional and lifelong learning by updating, enhancing, or assessing knowledge and skills in specific core areas. Education should target a learning outcome beyond entry level and should apply and relate to the auxiliary/ancillary services profession, industry, or expertise. The core content and operational areas appropriate for knowledge and skill enhancement are described on the next page.
Core Content & Operational Areas:

1. **Management**
   Skill or knowledge enhancement in the following areas:

2. **Leadership**
   Skill or knowledge enhancement in the following areas:

3. **Marketing, Communication, Business Relations**
   Skill or knowledge enhancement in one the following areas:
   Effective Interpersonal and Organizational Communications, Ethical Thinking, Marketing Research, Marketing Planning, Survey and Assessment, Negotiations, Compliance, Advertising, Consumerism, Segmentation, Targeting, Positioning, Branding, Growth Strategies, Promotion.

4. **Student Development**
   Skill or knowledge enhancement in the following areas:
   Assessment and Evaluation, Community Building, Programming, Counseling, Leadership, Student Development and Learning, Outcomes, Federal Guidelines, Social Responsibility, Civic Engagement, Diversity, Recruitment and Retention.

5. **Operational Areas**
   Skill or knowledge enhancement in the following areas:
   - **Bookstores**
     POS System, Inventory Control, Human Resources, Merchandising, Sales, Cash Handling, Sales.
   - **Card Services**
     ID Services, Federal Guidelines and Compliance.
   - **Commercial/Retail**
     POS System, Inventory Control, Human Resources, Sales, Cash Handling.
   - **Food Services**
     POS System, Inventory Control, Human Resources, Health Codes, Food Preparation and Stability, Cash Handling, Safety and Inspections, Standards, Sales.
   - **Physical Facilities**

Updated May 2018
2) Leadership
In order to receive credit in this area, applicants must serve in a leadership capacity at a national or regional level in a higher education auxiliary service related association during the recertification period. Leadership is defined as participation in an organization as an officer, board member, or chairperson of a committee, commission, or task force from a higher education association. Each position counts a maximum of six credits per year. Positions on the same board, committee, or task force may not overlap; however, an individual could earn credit for participation in one committee or task force (Service) and earn credit for chairing another committee or task force (Leadership). Documentation is required. Acceptable forms of documentation include:

- A letter of documentation from the association.
- For NACAS position, documented summary of service.

NACAS Mentor
Credit will be earned for serving as a mentor for first time attendees at NACAS regional or national conferences. Two credits are earned for each conference served as a mentor. Documentation is required. Acceptable forms for documentation include:

- Documented summary of work with verification from event host or coordinator.

3) Service
Service is recognized through authorship/co-authorship of article, book chapter, or book related to the skills and industry area, through speaking engagements, or through active membership in a higher education association committee or task force. Credits are awarded as follows:

Authorship or Co-Authorship
In order to receive credit, applicants must have authored or co-authored content related to CASP competencies in a publication, an online publication, or a book. Five credits are earned for an article. An article appearing in more than one publication may only count once. A book chapter or an entire book of multiple chapters will count as twelve credits. Documentation is required. Acceptable forms of documentation include:

- A copy of the article from the publication with the applicant’s name in the byline
- A print out of the online publication
- A copy of the title page with the applicant’s name in the byline, the copyright page of the book, and (if applicable) the table of contents

Speaking Engagements
Credit will be earned for speaking assignments on CASP content areas at meetings or education programs. Credit may not be claimed for in-house staff meetings or speaking assignments that are part of work responsibility. Four credits may be earned for presentations that are being offered for the first time, due to time spent on program development. Two credits may be earned for sessions that have previously been offered. A maximum of two credits may be earned for presentations greater than two hours per day. One session presented in multiple venues is only credited once in one calendar year. Documentation is required. Acceptable forms of documentation include:

- A letter from the organization that hosted the speaking engagement
- A copy of the session description and title from the program book or website for the event

Active Membership in a NACAS Committee or Task Force
Credit will be earned for active participation in a NACAS committee, commission, task force, or foundation. Four credits are earned for each year of participation or assignment. Documentation is required. Acceptable forms of documentation include:

- Documented summary of committee work or results.

Updated May 2018
**Acting as a CASP Subject Matter Expert**
Credit will be earned for acting as a CASP Subject Matter Expert. Four credits are earned for each year of service when active for at least one month per year. Documentation is required. Acceptable forms of documentation include:

- Documented summary of work or results.

**Teaching**
Credit will be earned for teaching a course related to auxiliary/ancillary services either in-person or online at an accredited higher education institution. Six credits may be earned per course. Documentation is required. Acceptable forms of documentation include:

- A letter from the institution at which the course was offered.
- A copy of the course syllabus.