

## CSP Applicant Self-Check List

1. NSA or GSF association active membership, continuous, in good standing, for the last 12 months.
2. Proof of attendance of one NSA/GSF association convention within the last 10 years. (For NSA events, your NSA database record will substantiate.)
3. Proof of 2018 convention session attendance: **1. Business Ethics, 2. How to Earn Your CSP, and 3. Professional Competencies.** In lieu of live session attendance, provide proof of purchase of 2018 session recordings (For purchase of recordings, your NSA database record will substantiate.)
4. List minimum 250 paid presentations within the last ten years.
5. Within the last ten years, show five years annual speaker income equal to or exceeding \$50,000.
6. For salaried presentations, include employer letter on company letterhead specifying:
  - a. Employer contact information
  - b. Annual pay for submission years
  - c. Percentage of time spent presenting
7. For self-promoted presentations, provide collateral marketing material with presentation dates.
8. Include names and contact information for a minimum of 20 individual clients who will complete an evaluation of the presentations you listed.
9. Submit working public or unlisted YouTube link of a live unabridged presentation – minimum 45 minutes – maximum 60 minutes.

## Application Tips and What to Expect

**More is better...** Presentations can be discarded from the list, as non-qualifying.

- Payment is not in alignment with your usual fee (Page 10 How to Earn Your CSP®)
  - Work that does not qualify as a presentation (Page 11 How to Earn Your CSP®)
1. Minimum 250 qualifying, paid presentations are required. You may want to provide more than 250 presentations.
  2. Minimum five years, within the last ten, in which annual income meets or exceeds \$50,000. You may want to show qualifying income for more than five years.
  3. Minimum 20 client evaluations must be returned to NSA. You may want to include more than 20 clients who will be contacted. Clients sometimes don't provide the promised evaluation.

### What to Expect

- Immediate payment confirmation email
- Email notification within five business days that application is under review
- Email notification when your application has been accepted as complete; You will receive an evaluation link that you will send to your clients on the presentation spreadsheet.
- Email notification for client review phase when the first 20 client reviews have been received, scoring is complete, and you have moved to video review phase
- Email update on incomplete client review status by March 1, 2018, for your follow-up
- Committee notification if your client review score fails to meet minimum
- Committee notification when video review (final) phase is complete