



Applicant Checklist

A GUIDE FOR NATIONAL SPEAKERS ASSOCIATION CERTIFIED SPEAKING PROFESSIONAL™ APPLICANTS 2021

National Speakers Association

Applicant Check List

- NSA or GSF association active membership, continuous, in good standing, for the last 12 months.
- Proof of attendance of one NSA/GSF association convention within the last 10 years. (For NSA events, your NSA database record will substantiate.)
- Proof of 2020 subscription to the three required sessions: **1. How to Earn Your CSP, 2. Business Ethics, and 3. Professional Competencies.**
- Meet presentation requirements.
- For salaried presentations, include employer letter on company letterhead specifying:
 - Employer contact information
 - Annual pay for submission years
 - Percentage of time spent presenting
- For self-promoted presentations, provide collateral marketing material with presentation dates.
- Include names and contact information for a minimum of 20 individual clients who will complete and evaluation of the presentations you listed.
- Submit working public or unlisted YouTube link of your video; note that **requirements for 2021 have changed: Two 30-minute videos OR One 60-minute video**

What to Expect

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 do not provide the promised evaluation in a timely manner.
4. Ongoing communication via email throughout the process, including
 - Immediate payment confirmation email
 - Email notification within five business days that application is under review
 - 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 for your follow-up
 - Email notification if your client review score fails to meet minimum