

HIGHER EDUCATION  
CONSORTIUM FOR  
**STUDENT AFFAIRS  
CERTIFICATION**



# **CONTINUING EDUCATION PROVIDER HANDBOOK**

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# Reference Guide

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## Table of Contents

<b>Introduction</b>	<b>4</b>
a. About the Higher Education Consortium for Student Affairs Certification	4
b. About Student Affairs Educator Certification	4
c. Certification Maintenance and Recertification Requirements	5
d. Online Platform for Providers - Applications and Program Submissions	6
e. Consortium Approval of Continuing Education Providers and Programs	6
f. Statement of Impartiality and Equal Opportunity	6
<b>Continuing Education Program Requirements</b>	<b>8</b>
a. Methods of Delivery	8
b. Types of CE Activities	8
c. Programs not eligible for CE credit	9
d. Categories of CE credits	9
e. Timing/Calculation of CE credits	10
f. General CE Program Requirements	10
g. Category-specific requirements	11
<b>Continuing Education Provider Requirements</b>	<b>15</b>
a. Types of CE Providers	15
b. Pre-Approved CE Provider Requirements & Application Process	15
Eligibility Requirements	16
Pre-Approved CE Provider Status Application Process	16
Pre-Approved CE Provider Status Maintenance and Termination	18
Annual Maintenance Fees	18
Audit & Renewal Process	19
Status Termination	19
Pre-Approved CE Provider Fees	20
c. Single-Program CE Provider Requirements	20
<b>Applying for CE Credit for Educational Programs</b>	<b>21</b>
a. Pre-Approved Provider Programs	21
b. Single Program CE Programs	21
Single Program CE Application Requirements	21
Single CE Program Application Fees	22
Late or Rushed Single-Program CE Applications	23
c. Program Approval - Obligations of CE Provider	23

d. Application Denial and Appeals	24
<b>Use of CSAEd Logos and Marks for CE programs</b>	<b>26</b>
<b>APPENDIX A: Sample Proof of Completion Certificate for Participants</b>	<b>27</b>
<b>Appendix B: Guide to Using Prolydian Online System for CE Providers</b>	<b>28</b>
Creating a Prolydian Account - for all provider types	28
Applying for Pre-Approved Provider CE Status	29
Submitting CE Programs as a Pre-Approved CE Provider	31
Submitting Single Program CE Applications	33

## **Introduction**

### **a. About the Higher Education Consortium for Student Affairs Certification**

The mission of the Higher Education Consortium for Student Affairs Certification is to promote and advance student affairs and services in higher education by assessing and recognizing individual educators who demonstrate competency in established domains, commit to ongoing learning and professional development, and comply with the code of ethics. Established in 2021, the Consortium is a collaboration among ACUHO-I, ACUI, AFA, ASCA, NACA, NASPA, and NIRSA dedicated to promoting and advancing the student affairs and services profession in higher education.

The Consortium Board of Directors provides oversight and governance for student affairs certification programs, including establishing and revising related policies, monitoring certification scheme-related policies, and making determinations regarding essential certification-related decisions. The Consortium is solely responsible for all essential decisions related to the development, administration, and ongoing maintenance of all Higher Education Consortium for Student Affairs Certification programs.

The Consortium reserves the right, at its discretion, to change the standards, policies, and procedures for the certification process at any time, including those pertaining to continuing education (CE). It is important that continuing education providers refer to this handbook for current information and updates. All changes and updates will be posted on the certification website ([www.studentaffairscertification.org](http://www.studentaffairscertification.org)) in the “CE Provider” section, and/or will be communicated directly to continuing education providers via email. CE Providers are strongly encouraged to check the website often and be attentive to emails sent from the Consortium.

### **b. About Student Affairs Educator Certification**

Student Affairs Educator Certification is granted and maintained by the Higher Education Consortium for Student Affairs Certification (Consortium; Certification Consortium). The Consortium’s credentialing program includes one core Student Affairs Educator Certification (CSAE<sup>TM</sup>) and six specialty area certifications in Campus Activities, Campus Housing and Residential Life, Campus Recreation, College Unions, Fraternity and Sorority Life, and Student Conduct Administration. The Consortium and its founding partner professional associations (ACUHO-I, ACUI,

AFA, ASCA, NACA, NASPA, and NIRSA) established this certification program to formally recognize individual student affairs and services educators' ongoing learning and to support their advancement, as well as to benefit the overall student affairs profession.

For more specific information for applicants and candidates for certification, please refer to the current version of the Candidate Handbook found on the Consortium's website at <https://studentaffairscertification.org/get-certified/candidate-handbook>.

### **c. Certification Maintenance and Recertification Requirements**

Continuing Education credits are a vital component of certification maintenance. A certificant's maintenance period begins once they become certified or upon approval of recertification. Certificants must recertify every five (5) years to maintain active certification status with each credential they earn.

Certificants wishing to recertify at the end of their five-year maintenance period must complete and submit the following number of approved continuing education credits (CEs):

- Core Student Affairs Educator Certification (CSAEd™): 50 total CE credits (42 Core CE credits and 8 Social Justice and Inclusion CE credits)

An individual holding a specialty certification must complete and submit the following number of approved continuing education credits in addition to the Core Certification requirements as stated above.

- Campus Activities Certification (CSAEd-CA™): 50 Campus Activities specialty CE credits
- Campus Housing and Residential Life Certification (CSAEd-HRL™): 50 Housing and Residential Life specialty CE credits
- Campus Recreation Certification (CSAEd-CR™): 50 Campus Recreation specialty CE credits
- College Unions Certification (CSAEd-CU™): 50 College Unions specialty CE credits
- Fraternity and Sorority Life Certification (CSAEd-FSL™): 50 Fraternity and Sorority Life specialty CE credits
- Student Conduct Administration Certification (CSAEd-SC™): 50 Student Conduct specialty CE credits

#### **d. Online Platform for Providers - Applications and Program Submissions**

The Consortium utilizes an online software platform, Prolydian, for all continuing education submissions and approval. All CE Providers, whether applying for Pre-Approved Provider Status or applying for a Single Program CE, will need to create an online profile in Prolydian at this website:

[https://app.prolydian.com/organizations/studentaffairscertification.](https://app.prolydian.com/organizations/studentaffairscertification)

All CE-related applications will be submitted and accepted through the Prolydian portal. All approved CE programs will be listed in the Prolydian portal where certified individuals will be able to search for approved CE programs.

A guide to using this online platform can be found in [Appendix B](#) of this handbook. Please email [ce@studentaffairscertification.org](mailto:ce@studentaffairscertification.org) if you have additional questions about accessing the platform.

#### **e. Consortium Approval of Continuing Education Providers and Programs**

To offer continuing education credits for Student Affairs Educator Certification, a CE provider must either receive Pre-Approved CE Provider status or receive approval from the Consortium for a specific CE program. All providers and CE Programs must comply with the Consortium's CE policies and processes as outlined in this handbook. The Consortium has the sole authority to determine whether a program or provider is in compliance with these policies. Continuing Education Providers are solely responsible for submitting all required information/documentation to the Consortium to demonstrate policy compliance. The Consortium retains the exclusive and final authority to approve or reject any program for CE credit.

#### **f. Statement of Impartiality and Equal Opportunity**

The Consortium's leadership and management, including its Board of Directors, endorse the principles of impartiality and equal opportunity, and commit to act impartially and equitably in relation to its applicants, candidates, and certificants, including but not limited to:

- applying its standards and requirements for exams and certifications equally to all individuals regardless of race; color; national origin; religion; sex; age; gender identity or expression; affectional or sexual orientation; veteran status; disability; marital status; personal appearance; family responsibilities; genetic information; political affiliation; place of residence or business;

- position title; source of income; caste; credit information; status as a survivor or family member of a survivor of domestic violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by law;
- implementing its policies and procedures impartially and fairly;
  - not restricting certification based on undue financial or other limiting conditions, and;
  - not allowing commercial, financial, or other pressures to compromise impartiality in certification activities.

## **Continuing Education Program Requirements**

Continuing education providers offering Student Affairs Educator Certification CE credit are solely responsible for demonstrating that their CE programs are in compliance with these policies. Providers who fail to demonstrate compliance with these policies may be sanctioned by the Consortium, including the disqualification of programs and removal of approved CE status.

Should you have any questions about the requirements or processes outlined in this handbook, please reach out to the Consortium staff directly at [ce@studentaffairscertification.org](mailto:ce@studentaffairscertification.org).

### **a. Methods of Delivery**

Continuing Education (CE) programs for certified student affairs educators are educational and professional development programs that may be delivered in the following formats:

- Live in-person educational programs
- Live virtual educational programs
- Pre-recorded programs (Please note: Pre-recorded programs will be approved for one calendar year (365 days) from the date of initial approval. If a provider wishes to continue offering the same pre-recorded program for CE credit past that 365 days, a new application will need to be submitted.)
- Hybrid programs (in one or more of the formats listed above)

### **b. Types of CE Activities**

- **Conference/Institute** - an in-person, virtual, or hybrid educational program held over the course of two or more consecutive days.
- **Workshop** - an in-person, virtual, or hybrid educational program held during one day.
- **Short Course** - entirely virtual educational program consisting of multiple modules that may take place over an extended period of time and may include live, pre-recorded, and hybrid delivery methods.
- **Webinar** - a brief, virtual educational program occurring live or pre-recorded, lasting between one and three hours in duration.

### **c. Programs not eligible for CE credit**

The following types of activities are *NOT* Eligible for CE Credit:

- Bootcamps and training specifically designed to prepare individuals for the CSAEd™ exams
- Engaging in research
- General software and technology training courses
- Matriculating through an academic course offered by an institution of higher education
- Networking events
- Roundtable discussions (without corresponding to educational programming with specific learning outcomes)
- Sales/marketing programs by student affairs-related or other vendors
- Self-study/reading books or research articles
- Volunteer service

#### **d. Categories of CE credits**

There are three categories of CE credits:

- **Core CE Credits** - these are CE credits directly related to the domains of the Core Student Affairs Educator Certification.
- **Social Justice and Inclusion (SJI) CE Credits** - these are CE credits focused on the process, outcomes, and dynamic influence of individual and institutional awareness and action to foster inclusion, create equity, and ensure access grounded in the understanding of systems of oppression and privilege and how they are perpetuated in our practice and communities. SJI CE credits count toward the Core certification (CSAEd™) maintenance.
- **Specialty CE Credits** - these are CE credits focused on the domains of Student Affairs Educator Certification as it particularly pertains to one of the six specialty certification functional areas. There are six types of specialty CE credits corresponding to the six specialty certifications. A certificant with a specialty certification must complete specialty CE credits that correspond to their particular specialty certification to maintain that specialty credential.

*Example: A person who holds their certification in the Campus Recreation specialty must complete 50 Campus Recreation specialty CE credits (in addition to the required 48 Core CE and 8 SJI CE credits) in five years to recertify.*

- **Categories of Specialty CE Credit:**

- **Campus Activities CE Credits**
- **Campus Housing and Residential Life CE Credits**
- **Campus Recreation CE Credits**
- **College Unions CE Credits**

- ***Fraternity and Sorority Life CE Credits***
- ***Student Conduct Administration CE Credits***

#### e. Timing/Calculation of CE credits

CE credit calculations are based on a 50 minutes per one (1.0) credit scale and must be calculated using the guidelines below. Time spent in educational programming is the only time that may count toward CE credit. Time spent in breaks or non-programmed meals do not count toward CE credit calculations.

- 25 minutes = .5 credits
- 50 minutes = 1.0 credit
- 75 minutes = 1.5 credits
- 100 minutes = 2.0 credits

CE credits for educational programs lasting longer than the times listed above will count using the same time/credit calculations. All CE credits will be awarded in .5 credit increments only, *rounding down*. (Example: a 70-minute program is worth 1.0 credit, *not* 1.5 credits)

#### f. General CE Program Requirements

To be approved for Student Affairs Educator Certification CE credit, a program must satisfy *all* of the following requirements:

- A CE program must have **clearly stated program learning outcomes** that are directly connected to at least one of the eight domains of Student Affairs Educator Certification. For more information on these domains, see “Category Requirements” below. The stated learning outcomes must specify to which domain(s) they are related.
- **Qualified presenters** - approved CE programs must be presented or led by appropriately qualified individuals. “Appropriately qualified” means that the presenter(s) have demonstrated knowledge, skills, or credentials in the area of focus being presented. Submitted proposals for a CE program need to be reviewed in the context of program qualifications.
- **High-quality, useful, written materials** must be provided to all attendees by the time of the program. Individual content providers must ensure that the content is properly sourced and cited and that they have authority to use and distribute those materials. (The Consortium will not be responsible for any infringement on intellectual property or copyright.)

- **Assessment** - Programs must offer an evaluation/assessment for participants. The evaluation *must* include questions addressing each individual program/session for which CE is offered, including at least one question that measures the stated learning outcomes. To award a certificant CE credits, the Consortium requires the provider to confirm that an attendee completes the overall program evaluation, including individual sessions.
- **Attendance/Tracking** - Providers must keep records of attendance for at least five calendar years and have them available for the Consortium's inquiry regarding attendance of any certificant, upon request.
- **Certificant Proof of Completion** - Providers must give certificants who complete a CE program a document indicating their completion of credits that includes the number and type of credits completed. This document must include the name and contact information for the providing organization, the CE Program Number (can be found in Prolydian upon approval), the name of the program, date of the program, first and last name of the certificant, number and category/type of CE credits earned by the certificant, and a signature of a representative of the providing organization. This document may be provided electronically. For an example of a proof of completion certificate, please see [Appendix A](#).

#### **g. Category-specific requirements**

- To qualify for **Core CE credit**, programs and their learning outcomes must be **directly related** to one or more of the following eight domains of student affairs and services credentialing:
  - **Foundations of the Profession:** This domain encompasses the foundational understanding of the histories and contexts of higher education systems and connects social justice, inclusive histories, and philosophies to the student affairs profession. This domain includes a commitment to research, professional standards and codes of practice, law, and organizational policies.
  - **Student Learning, Development, and Success:** This domain encompasses the application of student learning and development theories while centering and advocating for holistic student learning, development, and success. It includes the design of programs and services that retain, develop, and move students toward completion and graduation.
  - **Assessment and Evaluation:** This domain encompasses the appraisal of the quality and effectiveness of higher education work

with understanding and appreciation for different contexts, cultures, and backgrounds. Specifically, the practice of assessment and evaluation grounded in outcomes, the use of a variety of methods and tools to do so, and utilizing the data to identify strengths and opportunities for improvement in program, delivery, or actions.

- **Social Justice and Inclusion:** This domain encompasses the process, outcomes, and dynamic influence of individual and institutional awareness and action to foster inclusion, create equity, and ensure access grounded in the understanding of systems of oppression and privilege and how they are perpetuated in our practice and communities. This domain includes our individual dispositions and sense of agency and responsibility for justice for ourselves, others, our community, and the larger global context.
- **Leadership:** This domain encompasses the practices of embracing institutional values and vision to empower and engage others; valuing diverse, inclusive, and equitable views and methodologies to take risks and evolve communities; adaptively approaching problems and challenges; and navigating different types of business, political, personnel, and financial pressures to create transformative change.
- **Talent Management:** This domain encompasses the competencies needed to support the talent life cycle within an organization. By applying effective talent management practices, student affairs educators attract, develop, and retain staff who are enabled and empowered to set and reach personal and organizational goals. In this work, the student affairs educator plays an active role in the continual assessment and relevant supports and interventions to develop the full potential of all staff, including full time, part time, graduate and undergraduate members. The student affairs educator addresses the individual needs of staff members to collectively engage in mission-based work that advances student learning, development, and success.
- **Crisis and Risk Management:** This domain encompasses the ability to understand, educate, plan, and apply information pertinent to emergency situations and operationalize risk management; managing uncertainty; using data; and providing direction toward institutional objectives related to crisis response and risk management.



- **Financial and Facility Management:** This domain encompasses contributing to and implementing the effective and efficient delivery of an organization's strategic and operational goals, managing financial and facility resources that help ensure a safe and productive environment to fulfill the mission of the organization, and practicing ethical and equitable management of financial resources.
- To qualify for **Social Justice & Inclusion CE Credit**, the learning outcomes must pertain to, and the program must be focused on the process, outcomes, and dynamic influence of individual and institutional awareness and action to foster inclusion, create equity, and ensure access grounded in the understanding of systems of oppression and privilege and how they are perpetuated in our practice and communities.
- To qualify for **Specialty CE Credit**, the program must be directly related to one of the above eight domains as it applies uniquely and specifically to that specialty area.
  - Campus Activities Specialty CE Credit - the learning outcomes for these programs must directly relate to one of the eight domains as it applies specifically to the functional area of campus activities and the work performed by campus activities professionals.
  - Campus Housing and Residential Life Specialty CE Credit - the learning outcomes for these programs must directly relate to one of the eight domains as it applies specifically to the functional area of campus housing and residential life and the work performed by housing and residential life professionals.
  - Campus Recreation Specialty CE Credit - the learning outcomes for these programs must directly relate to one of the eight domains as it applies specifically to the functional area of campus recreation and the work performed by campus recreation professionals.
  - College Unions Specialty CE Credit - the learning outcomes for these programs must directly relate to one of the eight domains as it applies specifically to the functional area of college unions and the work performed by college unions professionals.
  - Fraternity and Sorority Life Specialty CE Credit - the learning outcomes for these programs must directly relate to one of the eight domains as it applies specifically to the functional area of fraternity and sorority life and the work performed by fraternity and sorority life professionals.

- Student Conduct Specialty CE Credit - the learning outcomes for these programs must directly relate to one of the eight domains as it applies specifically to the functional area of student conduct and the work performed by student conduct administrators.

## **Continuing Education Provider Requirements**

### **a. Types of CE Providers**

The Consortium recognizes the following two types of organizations that may provide continuing education for Certified Student Affairs Educators. The policies in this handbook apply equally to both types of organizations, however, fees related to provider status and program application will differ.

- **Non-profit organization** (e.g., educational associations, governmental agencies, colleges and universities, and other non-profit groups that support the policies, purposes, and activities of the Consortium)
- **Corporate organization/company** (e.g., organizations, companies, manufacturers, or suppliers of goods and services that operate for profit and support the policies, purposes, and activities of the Consortium):

CE Providers can choose to apply for CE credit for their programs in one of two ways: by becoming a Pre-Approved CE Provider, or as a Single Program CE Provider.

### **b. Pre-Approved CE Provider Requirements & Application Process**

Pre-Approved Continuing Education Provider status is granted by the Consortium to eligible Providers who complete an application and demonstrate compliance with all Consortium CE policies and program requirements. The purpose of this status is to conditionally permit eligible providers to offer and grant CE credits to participants completing qualified programs. The Consortium retains the sole authority to determine if a provider qualifies for Pre-Approved CE Provider status, and sole discretion to grant, terminate, or modify that status. The Consortium also retains the exclusive and final authority to approve or reject a Pre-Approved CE Provider's program for CE credit.

Once a provider is granted Pre-Approved CE Provider Status, they are authorized to offer CE credits for each program that they determine satisfies the Consortium's CE policy requirements without additional approvals, subject to prior or subsequent Consortium approval or rejection. This status will grant CE providers the ability to submit information about their programs directly in the online portal without Consortium staff review and approval.

While any organization/provider that meets the eligibility requirements below may apply for and receive Pre-Approved Continuing Education Provider status, the

special status is intended for CE providers who offer large, multi-session CE programs at least once per year. Providers who offer smaller programs only occasionally may find that completing CE applications as a single program provider would better suit their needs and circumstances rather than applying for Pre-Approved CE Provider status.

### ***Eligibility Requirements***

To apply and become approved for Pre-Approved CE Provider status, an applying organization must meet the following eligibility requirements:

- The applicant currently develops and presents professional development or educational programs that would meet the qualifications for credit under the Consortium's CE policies.
- The applicant must sufficiently demonstrate that the organization offers and presents regularly at least one live (in-person or virtual) continuing education program per year that would qualify for credit under the Consortium's CE policies.
- The applicant must designate an authorized representative to serve as the provider's CE administrator and point of contact. This administrator will serve as the primary contact for the Consortium concerning all CE programs, applications, administration, approval, and maintenance matters.
- The applicant must submit a complete and accurate Pre-Approved CE Provider status application and pay all required fees. This application must be submitted online through the Prolydian portal. These application materials will become property of the Consortium and the application fees are not refundable.

### ***Pre-Approved CE Provider Status Application Process***

A provider seeking Pre-Approved CE Provider status with the Consortium must submit their complete application online via the Prolydian system. One application will apply to Core, SJI, and Specialty CEs. The Consortium will notify applicants of whether pre-approved provider status has been granted within 30 calendar days of receiving a complete application in the system. Applicants will be asked to submit the following information:

- Basic Information

- Name of Organization/Provider; Mailing Address; Website; Contact Phone Number; Administrator Contact Name; Administrator Contact Title; Administrator Contact Email Address
- Application Questions:
  - Describe the process by which you select presenters for your continuing education program.
  - Describe the organization's procedure for verifying attendance or completion of programs.
  - Describe the organization's procedure for distributing certificates of completion.
  - Describe the record-keeping process that will be utilized to maintain all materials for CE programs.
  - Describe the method by which program evaluations are obtained from participants and how results are used for future program planning.
- Document Submissions - Submit the following with the application:
  - Select an example program the provider has created, developed, advertised, planned, and implemented in the last calendar year that would qualify for CE credit under the Consortium's CE policies. (If the provider offers multi-session programs/conferences, they must select one of these programs for this portion of the application.) For this program, please provide the following:
    - Title of Program; Date(s) offered; General program description; Number of registrants; Number of CE Hours of Credit offered that would have qualified under the Consortium's CE policies.
    - For each *individual session/program* offered in the program used for this application, please submit the following (this can be provided in an Excel spreadsheet format and uploaded into the Prolydian system):
      - Title of individual session
      - Individual session description
      - Start time and end time of session
      - Number and type of CE credits session would qualify for under Consortium CE policies
      - Learning outcomes for session
      - Student Affairs Educator Certification Domain(s) covered by session

- Name(s) and title(s) of presenter(s)
  - Brief bio for presenter(s) that covers qualifications to present content in the session
- Evaluation summaries for the example program. The summary must include responses to questions relating to the learning outcomes of each CE program.
- A blank evaluation form for the example program.
- Agenda, brochure, or static webpage used for marketing the example program to potential registrants.
- Sample certificate of completion distributed to participants for the provider's CE programs.
- Attestations - the applying organization will need to attest to the following:
  - The applicant will provide disability accommodations to participants. (Yes/No)
  - All in-person programs will be presented in facilities compliant with federal, state/province, and local laws. (Yes/No)
  - The provider maintains a published non-discrimination policy that applies to their continuing education programs. (Yes/No)
  - The provider maintains policies concerning program fees, refunds, and cancellations. (Yes/No)

### ***Pre-Approved CE Provider Status Maintenance and Termination***

To maintain Pre-Approved CE Provider Status with the Consortium, the provider must satisfy all requirements of the Consortium's CE policies, agreements, and instructions from the Consortium, pay all required fees, and complete the processes outlined below.

#### Annual Maintenance Fees

To maintain Pre-Approved CE Provider Status, the provider must pay the Annual Maintenance Fee by the due date identified by the Consortium. A late fee will be assessed for all payments not received within 30 days of the due date. If the maintenance fee is not paid within 90 days of the original due date, the Provider's Pre-Approved CE Provider Status will be terminated.

## Audit & Renewal Process

- Every three (3) years from the date of Pre-Approved CE Provider Status Approval, the Provider will receive an audit and renewal notification. All audit materials and forms must be submitted by the due date indicated on the notice. In the event a Provider fails to submit complete audit documentation and materials by the due date, the Provider's Pre-Approved Provider Status may be terminated. In the event the status is terminated, the provider would have to resubmit an initial application and pay the initial application fee to become a Pre-Approved CE Provider in the future.
- Outside of this three-year audit process, the Consortium reserves the sole authority and discretion to audit all CE activities and materials of Pre-Approved CE Providers at any time, and to issue requirements, correction letters, deficiency notices, and termination notices consistent with the Consortium CE Policies and agreements or directives.

## Status Termination

The Consortium may terminate the Pre-Approved CE Provider status without limitation and consistent with Consortium policies and agreements. The Consortium will notify a Pre-Approved CE Provider in writing in the event of potential violation of Consortium policy. The Pre-Approved CE Provider will have 10 calendar days to remedy the issue.

In the event the issue is not remedied by the Provider, the Consortium will notify the Provider in writing that the Pre-Approved CE Provider status has been terminated. Within 10 calendar days of the date of the termination letter, the Provider will be prohibited from offering any CSAEd Core or Specialty CE credit at any future events. Pre-recorded content that is currently available from the Provider for CE credit will no longer be able to be offered for CE credit.

Active certificants who attained prior CE credit, including receiving CE proof of completion, from the terminated Provider's in-person, virtual, hybrid, or pre-recorded events that took place prior to the termination date can apply that credit toward certification maintenance and recertification.

Active certificants who attained prior CE credit from the terminated Provider's in-person, virtual, hybrid, or pre-recorded events that took place prior to the termination date however the Provider has yet to issue CE proof of completion to the certificants or is in the process of doing so, then the Consortium may recognize CE credits for the respective activity. This is not guaranteed and may include stipulations that the Provider must remedy the potential violation prior to the Consortium recognizing any of its in progress or future activities for CE credit.

In event a Pre-Approved CE Provider status is terminated, the Consortium will prominently and immediately publish a statement on its website stating that it is no longer an approved CE provider for Certified Student Affairs Educators.

Pre-Approved CE Providers whose status has been terminated may reapply to have their programs recognized for CE credit by the Consortium no earlier than six months since the date of termination. This will include the standard Pre-Approved or Single Program Provider application process and will include further evidence of compliance with Consortium policies.

### ***Pre-Approved CE Provider Fees***

The following fees apply to Pre-Approved CE Providers:

	Pre-Approved CE Provider Status Application Fee (one time only)	Annual Maintenance Fee	Late Fee (if maintenance fee is paid more than 30 days past due date)
Non-profit organization	\$425	\$300	\$100
Corporate organization/company	\$825	\$700	\$100

### **c. Single-Program CE Provider Requirements**

Any organization or institution that provides continuing education and professional development programs for student affairs educators that meet all necessary program requirements as outlined in this handbook are welcome to submit programs to the Consortium for approval as Student Affairs Educator Certification CE credit. An application fee will apply to each CE program submitted for approval by a single program provider. A single program CE application may cover more than one CE credit if that program is happening all at the same time or within the same larger event (example: a provider need only submit one program application for a two-day conference where 30 different CE sessions will take place).

## **Applying for CE Credit for Educational Programs**

### **a. Pre-Approved Provider Programs**

Pre-Approved CE Providers need to submit only basic information about the programs they intend to offer for Student Affairs Educator CE credit by 30 days prior to the start of the program. For each category of continuing education credit offered, the Pre-Approved CE Provider will need to complete a separate Program Submission Application within Prolydian that specifies the maximum number of CE credits of that category that a participant could earn through participating fully in the program. Further instructions and screenshots of this process can be found in [Appendix B](#).

### **b. Single Program CE Programs**

An organization that does not hold Pre-Approved CE Provider status will need to complete a separate application for each program for which it seeks to offer Student Affairs Educator Certification CE credit.

#### ***Single Program CE Application Requirements***

Single Program CE applications must be submitted online via Prolydian at least 90 calendar days in advance of the program. The application will be reviewed by Consortium staff and a decision will be sent to the provider no more than 30 calendar days after receipt of the complete application. The approval or denial letter will contain specific instructions and terms for the CE provider to follow, including instructions on how to market their CE program if applicable. The Single Program CE online application will ask for the following information:

#### **CE Provider Information:**

- Organization Name
- Type of provider (non-profit organization or corporate organization/company)
- Contact Name
- Contact Title
- Contact Email address
- Contact Phone number
- Mailing address

#### **Program Information:**

- Title of Program
- Date(s) of Program

- Start & End Time(s)
  - Method of Delivery: Live in-person, live virtual, pre-recorded, or hybrid (one or more methods)
  - Brief summary of the program
  - Learning outcomes connected to certification domains\*
  - Certification domain(s) covered by each session\*
  - Name(s) and brief bio(s) for presenters\*
- \*Note: for large multi-session programs, these items should be submitted utilizing the spreadsheet available from the Consortium.
- *Total* minutes (meaning the sum of *all* sessions within the program) of educational programming being offered (ex: 150)
  - *Total* CE credits being offered (ex: 3.0)

For each category of CE credit being offered, the provider must submit:

- *Total* minutes of educational programming for that CE category being offered (ex: 50)
- *Total* number of credits for that CE category being offered
- The *maximum* number of credits that a participant could earn in that CE category

The following documents must be submitted with the application:

- A timed agenda for the program including start, stop, and break times

### ***Single CE Program Application Fees***

Single Program CE Providers are charged a fee per program application. That fee will be determined according to the number of *total* CE credits being offered within the program and the provider's organization type.

The fee schedule is as follows for **non-profit organizations** (educational associations, governmental agencies, colleges and universities, and other non-profit groups that support the policies, purposes, and activities of the Consortium):

- 0.5 - 10 total CE Credits = \$200
- 10.5 - 30 total CE Credits = \$325
- 30 - 50 CE total CE Credits = \$450
- 50.5 or more total CE Credits = \$550

The fee schedules is as follows for **corporate organizations/companies** (i.e., organizations, companies, manufacturers, or suppliers of goods and services that

operate for profit and support the policies, purposes, and activities of the Consortium):

- 0.5 - 10 total CE Credits = \$600
- 10.5 - 30 total CE Credits = \$725
- 30 - 50 CE total CE Credits = \$850
- 50.5 or more total CE Credits = \$950

### ***Late or Rushed Single-Program CE Applications***

Single-Program CE Applications are due 90 calendar days in advance of the program start date. Rush fees will apply as listed below, if an application is submitted fewer than 90 calendar days in advance of a program, in order to account for the administrative disruption.

Timeline of Submission	Fee
Fewer than 90 and more than 30 calendar days in advance of program start date	\$100
30 or fewer and more than 15 calendar days in advance of program start date	\$250
15 or fewer calendar days in advance of program start date	\$350 <i>* Application may not be considered. Providers should contact Consortium staff directly before submitting a program application at this late stage.</i>

### **c. Program Approval - Obligations of CE Provider**

The Consortium retains sole authority and discretion to approve, reject, or condition a single program for continuing education credit. With respect to all programs offered and approved for Student Affairs Educator Certification CE Credit, the CE Provider must prominently display the following approval statement on informational materials for potential registrants and participants:

*"(Name of Provider) has been approved by the Higher Education Consortium for Student Affairs Certification to provide CE credit for Certified Student Affairs Educators (CSAEd™). Programs that qualify for CE credit in this program are*

*clearly identified. (Name of Provider) is solely responsible for all aspects of this program."*

CE providers must clearly identify which sessions and aspects of their program qualify for Certified Student Affairs Educator CE credit and for which category of CE credit those sessions qualify in their promotional and participant materials. It is the responsibility of CE providers to clearly communicate to participants the types and amounts of CE credits available to them through participation in their programs.

#### **d. Application Denial and Appeals**

The approval of CE programs or providers to offer CE credits for Certified Student Affairs Educators is at the sole discretion of the Certification Consortium as the credentialing body. If your application for a provider status or CE program submission has been denied and you wish to appeal, you may complete an online appeal form. This form must be submitted to the Consortium within 30 calendar days of the notice of denial. There is no fee to appeal. The appeals process and online form can be found on the website here:

<https://studentaffairscertification.org/get-certified/appeals>.

#### **e. Participant Submission of Completed CE Credits**

It is the responsibility of each certified person to track the CE credits they have earned. We encourage all CE providers to provide clear documentation and assistance to certificants. CE providers are required to maintain documentation of participant attendance for at least five calendar years. Certificants are encouraged to keep thorough records of their CE activities throughout their maintenance period.

All CE credits earned must be submitted by the certificant online via the Prolydian portal. Certificants will be required to upload the proof of attendance and documentation of CE hours (i.e., an official CE [certificate of completion](#)) from the CE provider for each submission.

A listing of approved CE programs will be made available via the Prolydian online portal. A provider's CE programs will not be listed on the online portal until receiving approval from the Consortium or unless submitted by a Pre-Approved CE Provider. Certificants are instructed to submit completed CE credits in the Prolydian portal no more than 60 calendar days after completing a CE program.



## **Use of CSAEd Logos and Marks for CE programs**

When advertising and listing Consortium-approved CE programs for Student Affairs Educator CE credit, a CE Provider may prominently display the current and corresponding Student Affairs Educator Certification logos, which may be requested by the provider upon approval of their program, in print and electronic advertising and informational material. Any other use of the CSAEd™ logos is unauthorized unless explicitly granted in writing by the Consortium.

Providers of professional development and continuing education programming must not make reference to Student Affairs Educator Certification or CE credit approval without the express approval of those credits or Pre-Approved CE Provider status granted by the Consortium and, in that case, only in conformity with the policies outlined in this handbook.

If a CE provider has any questions about use of CSAEd™ logos or marketing CE programs to registrants and participants, they should reach out to the Consortium staff at [ce@studentaffairscertification.org](mailto:ce@studentaffairscertification.org).

## **APPENDIX A: Sample Proof of Completion Certificate for Participants**

### **PROVIDING ORGANIZATION NAME**



### **CERTIFICATE OF COMPLETION**

This is to certify that

**FIRSTNAME LASTNAME**

has completed the following approved continuing education program

**2022 XYZ ANNUAL CONFERENCE**

January 1 – 3, 2022

New York, NY

#### CE Credits Earned

Core: 5

Social Justice & Inclusion (SJI): 2

Campus Recreation Specialty: 3

*TOTAL Credits earned: 10*

CE Program ID #s: CSAEd-123; CSAEd-CR-999

/s/ Signature of Contact Person

Contact Person Name

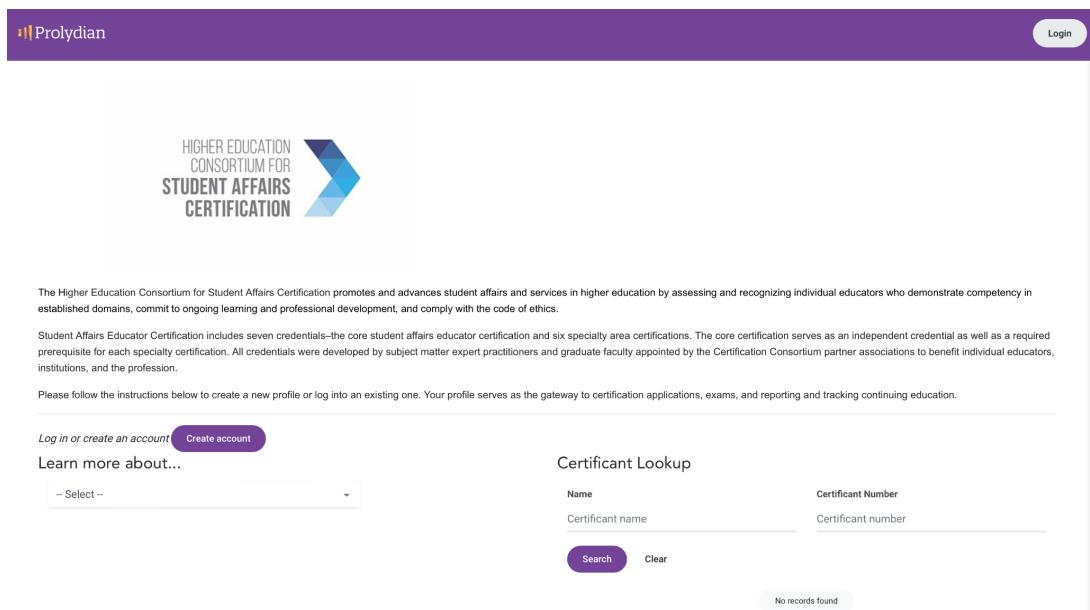
Contact Person Title/Role

email@provider.com | (123) 555-0155

## Appendix B: Guide to Using Prolydian Online System for CE Providers

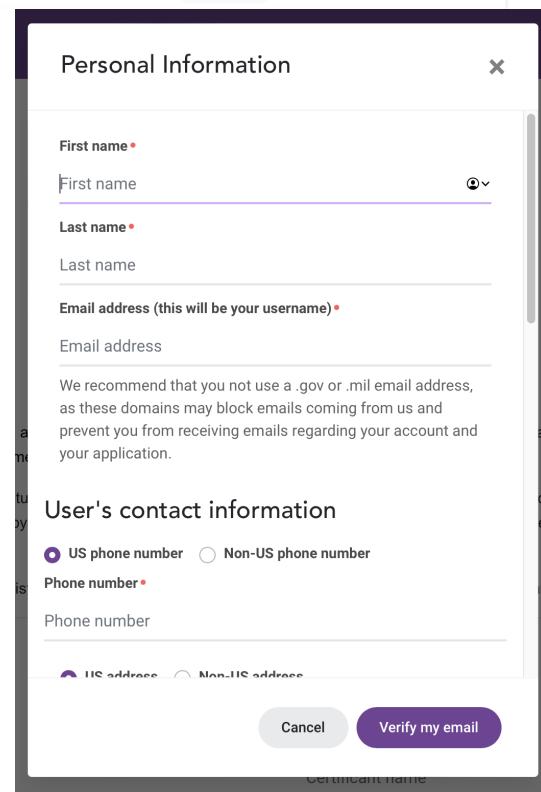
### Creating a Prolydian Account - for all provider types

1. Go to <https://app.prolydian.com/organizations/studentaffairscertification>
2. On the left-hand side, click "Create account."



The screenshot shows the Prolydian Online System homepage. At the top, there is a purple header bar with the Prolydian logo on the left and a 'Login' button on the right. Below the header, the Higher Education Consortium for Student Affairs Certification logo is displayed, featuring a blue arrow graphic. A brief description of the consortium's mission follows. On the left side, there is a sidebar with a dropdown menu labeled '- Select -'. In the center, there is a 'Certificant Lookup' section with fields for 'Name' and 'Certificant number', and buttons for 'Search' and 'Clear'. Below this, a message states 'No records found'.

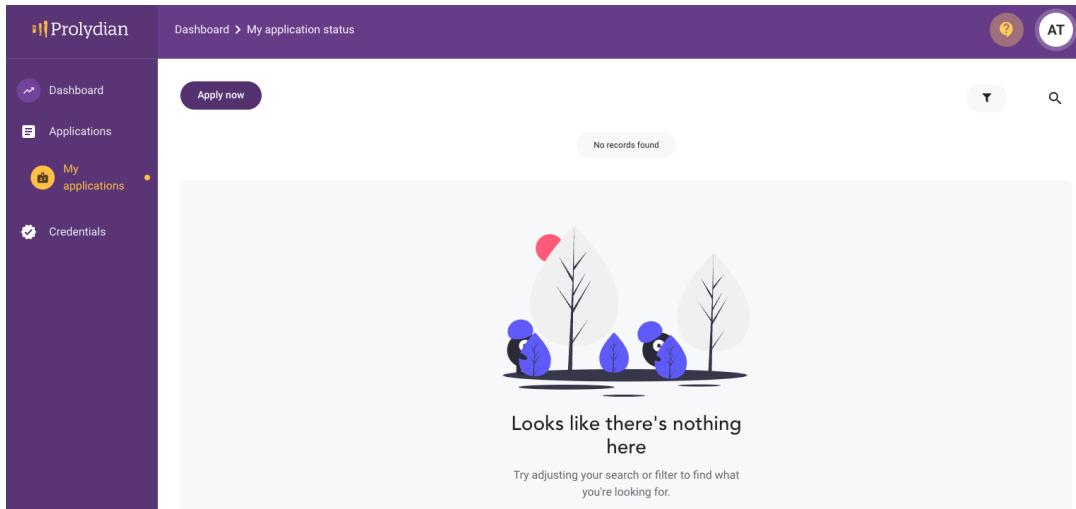
3. Complete the personal information requested and click "Verify my email."
4. You will then receive an email to create your password. Follow the instructions in the email to complete the process.
5. Login to your account with your new credentials.



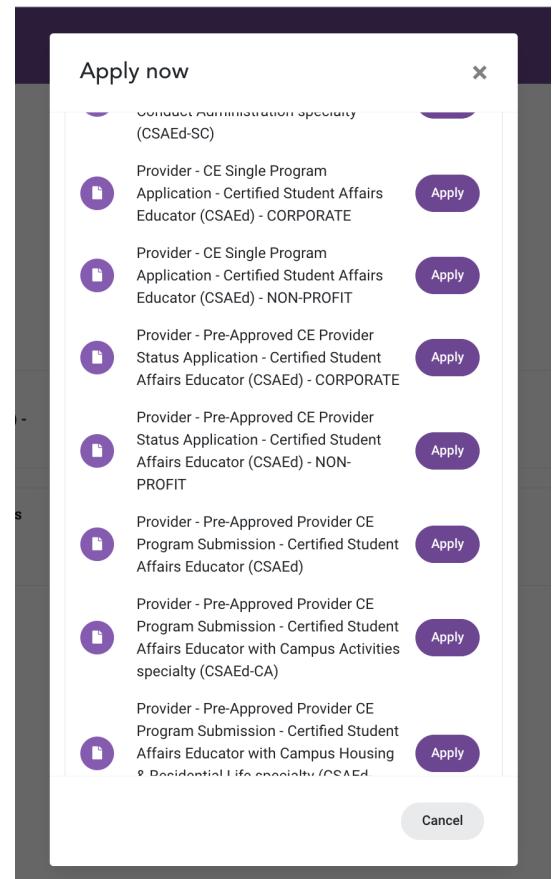
A modal window titled 'Personal Information' is shown. It contains fields for 'First name' (with placeholder 'First name') and 'Last name' (with placeholder 'Last name'). Below these is a field for 'Email address (this will be your username)\*' (with placeholder 'Email address'). A note below the email field says: 'We recommend that you not use a .gov or .mil email address, as these domains may block emails coming from us and prevent you from receiving emails regarding your account and your application.' Under the email field, there is a section for 'User's contact information' with radio buttons for 'US phone number' (selected) and 'Non-US phone number'. There is also a 'Phone number' field and a note about US addresses. At the bottom of the modal are 'Cancel' and 'Verify my email' buttons.

## Applying for Pre-Approved Provider CE Status

1. Login to your Prolyidan account.
2. On the left-side navigation menu, click “Applications” and then “My Applications.”
3. Click “Apply Now” near the top left of the screen.



4. Select the application that applies to your organization and click “Apply.”
  - a. For non-profit organizations, select **“Provider - Pre-Approved CE Provider Status Application - Certified Student Affairs Educator (CSAEd) - NON-PROFIT”**
  - b. For corporate organizations/companies, select **“Provider - Pre-Approved CE Provider Status Application - Certified Student Affairs Educator (CSAEd) - CORPORATE”**



5. Read and follow the instructions on the first page. Continue and fill in your information. (To see what information you will need to submit for your application, go to the [Pre-Approved CE Provider Status Application Process](#) portion of this handbook.)

*Note: At any time, you can save your progress in the application and return to it at a later time by clicking "Save."*

6. After you've completed the final attestations (section 6) you'll be asked to pay a fee. Please include your credit card information and click "Submit payment." *If you believe the fee displayed is incorrect, please reach out to [ce@studentaffairscertification.org](mailto:ce@studentaffairscertification.org) before proceeding.*
7. After you've submitted payment, click the purple "Submit" button - *it is important that you complete this final "submit" step, or the application will not be moved to "under review" status.*

The screenshot shows the Prolydian application interface. The left sidebar has icons for Dashboard, Applications, and Credentials. The main header says 'Certified Student Affairs Educator (CSAEd) Pre-Approved CE Provider - NON-PROFIT'. Below it, a status bar says 'Status In progress'. A navigation bar at the top lists steps 1 through 7. Step 7 is highlighted in purple. Below the navigation are buttons for Print, Save, and Submit. The main content area is titled '7 - Fee'. It shows a purple box containing '\$425 Fee'. Below this are fields for 'Credit or debit card' (with 'Card number' and 'MM / YY CVC' fields) and 'Postal/Zip code'. A green 'Submit payment' button is at the bottom. At the very bottom of the form are 'Back' and 'Submit' buttons.

8. Once your application is approved, you will be able to see your Pre-Approved Provider status on your Prolydian dashboard and under "My Certifications."

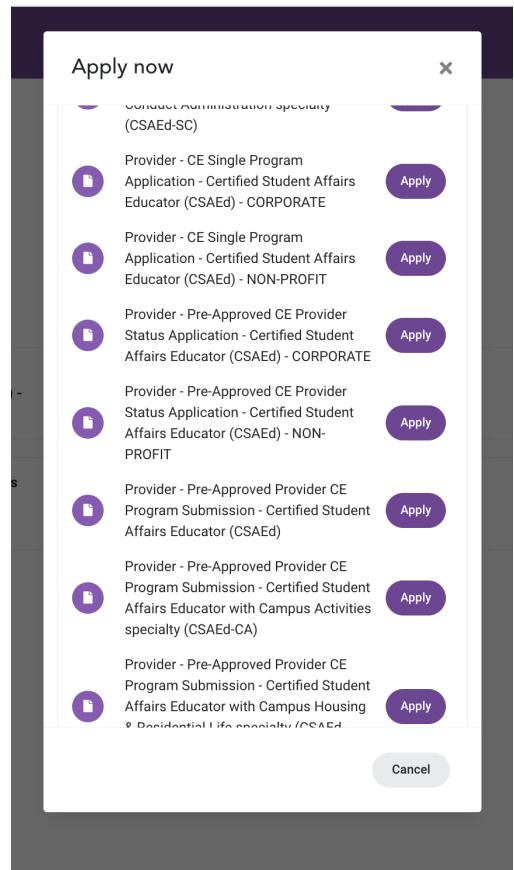
## Submitting CE Programs as a Pre-Approved CE Provider

Once you have been designated as a Pre-Approved CE Provider, you will need to submit your upcoming professional development programs for CE credit within the Prolydian portal so that they are visible to certificants and so they can submit their credits in their portal upon completing the program. These programs should be submitted in the Prolydian portal no less than 30 days before the start date of the program. For more details on program requirements, please see [Continuing Education Program Requirements](#).

1. Login to your Prolydian profile.
2. Under "Applications" click "Apply Now."
3. In this list, scroll down to find the **"Provider - Pre-Approved Provider CE Program Submission"** application that corresponds to the type of CE credit your program is offering.

*Note: your program may offer CE credits in more than one category. For example, you may be offering CE programs that apply for Core CE credit, along with other sessions that apply for the Campus Recreation specialty. You will need to submit a separate application for each category of CE you are offering within your program. You will follow the same steps for each submission.*

4. Review the introduction and instructions for the application and then complete the brief activity details.



You will be asked to specify the **category of CE** (for the CSAEd Core certification, you'll be asked to select between Core CE credits and Social Justice & Inclusion credits) and the **type of activity** (Conference or Institute, Short Course, Webinar, or Workshop). You will need to enter the **maximum number** of CE credits that a participant could earn in *that category* by fully completing your educational program.

## Pre-Approved Provider CE Program Submission - Certified Student Affairs Educator (CSAEd) - Certified Student Affairs Educator (CSAEd)

Status In progress

[Introduction](#)[Course/Acti...](#)[Attestation S...](#)[Print](#)[Save](#)[Submit](#)

## Course/Activity Details

Category

Core

Activity

CORE Conference or Institute

Maximum CE credits that a participant could earn in this category\*

15

Name of provider\*

Consortium

Provider contact person name\*

Amanda Wright

Contact person email address\*

awright@studentaffairscertification.org

Contact person phone number\*

1234567890

Title of program\*

Annual Conference

Brief description of program (optional)

The annual conference description goes here.

- After completing the attestation statement, click "Submit."

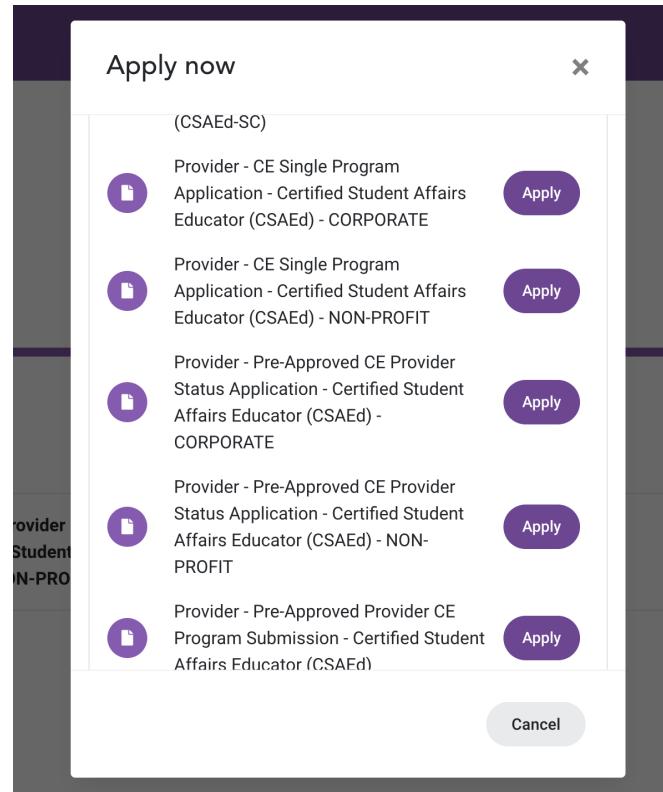
As a Pre-Approved CE Provider, your program will be auto-approved in the system and certificants will be able to find and search for your program in the approved CE listings. *Periodically, the Consortium staff will audit and review these submissions for accuracy.*

- Complete this process again for each category of CE credit your program will provide for certificants.

## Submitting Single Program CE Applications

These application instructions are for CE providers who do *not* have the Pre-Approved Provider status and, instead, wish to submit a single CE program for review and approval to offer Certified Student Affairs Educator CE credits to certificants.

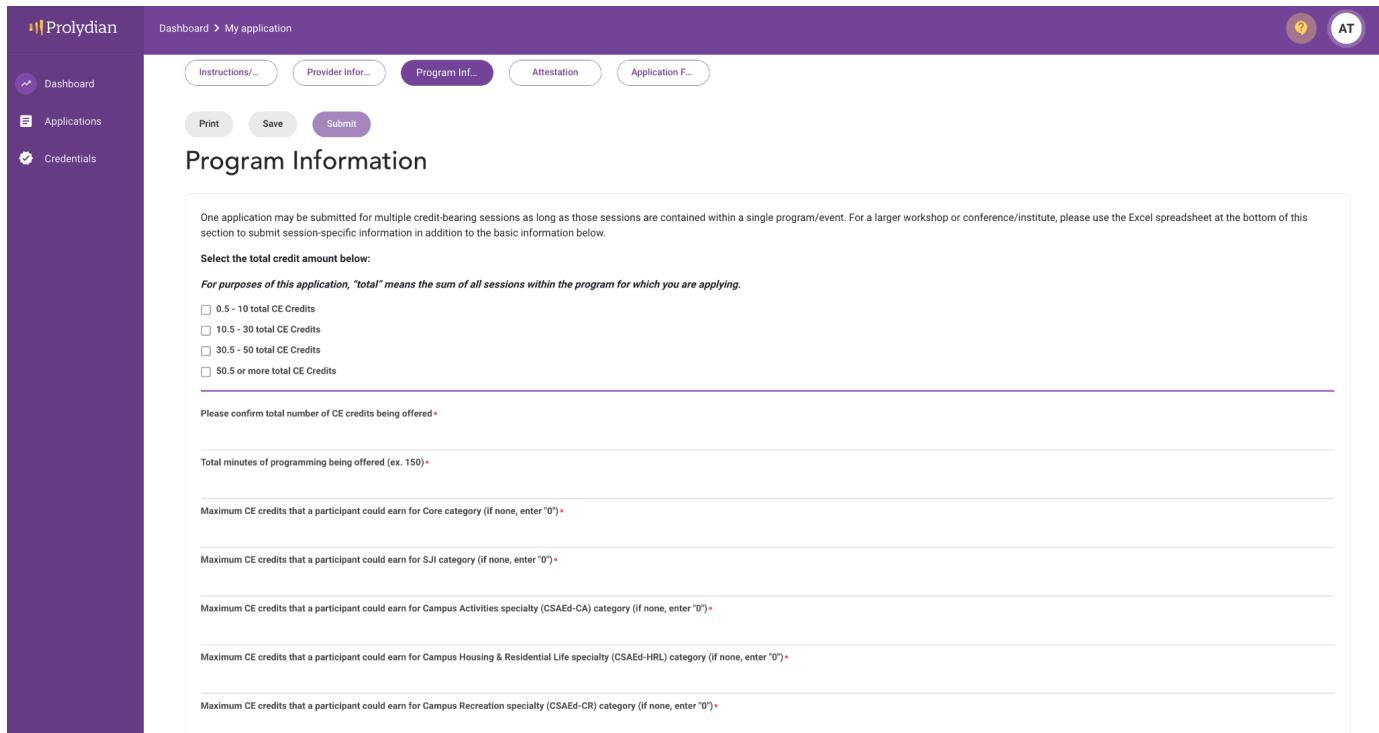
1. [Create a Polydian Account](#) and login.
2. Under Applications, select “My Applications” and click the “Apply Now” button.
3. In the pop-up window, scroll down and select the “Provider - CE Single Program Application - Certified Student Affairs Educator (CSAEd)” that corresponds to your organization type (Corporate or Non-Profit), and click “Apply.”
4. After reviewing the instructions, enter your Provider Information on page 2.
5. On page 3, please complete the required information about the program you are submitting for CE recognition.



Within this portion of the application, you will be asked to select and confirm the **total number of CE credits** you will be offering in the program. (*This will include any simultaneous break-out sessions. For example: if you have a 50-minute educational block that has six (6) possible sessions that all meet the CE requirements, that would be a total of six (6) CE credits.*) You will also need to confirm the **total minutes** of educational programming being offered as CE credit. Keep in mind that 50 minutes = 1.0 CE credit. (Ex: 3.0 CE credits is 150 minutes.)

In addition, you will need to list the **maximum number of CE credits** that will be offered in your program in each of the CE categories (Core, Social Justice & Inclusion (SJI), Campus Activities, Campus Housing & Residential Life, Campus Recreation, College Unions, Fraternity & Sorority Life, and Student Conduct Administration). If you are not offering CE credits in a category, list “0.” (*Note: the “maximum number of*

*CE credits" refers to the maximum number of credits in that category that a participant could earn if they attended every possible session in your program. If you had two 50-minute educational blocks with five sessions of SJI CEs each, a participant could still only earn a maximum of 2.0 SJI CE credits, as they could not attend more than one educational session in the same educational block.)*



The screenshot shows the 'Program Information' section of the application. At the top, there are tabs for 'Instructions/...', 'Provider Infor...', 'Program Inf...', 'Attestation', and 'Application F...'. Below these are buttons for 'Print', 'Save', and 'Submit'. The main area is titled 'Program Information' and contains the following text:

One application may be submitted for multiple credit-bearing sessions as long as those sessions are contained within a single program/event. For a larger workshop or conference/institute, please use the Excel spreadsheet at the bottom of this section to submit session-specific information in addition to the basic information below.

Select the total credit amount below:

*For purposes of this application, "total" means the sum of all sessions within the program for which you are applying.*

0.5 - 10 total CE Credits  
 10.5 - 30 total CE Credits  
 30.5 - 50 total CE Credits  
 50.5 or more total CE Credits

Please confirm total number of CE credits being offered \*

Total minutes of programming being offered (ex. 150)\*

Maximum CE credits that a participant could earn for Core category (if none, enter "0")\*

Maximum CE credits that a participant could earn for SJI category (if none, enter "0")\*

Maximum CE credits that a participant could earn for Campus Activities specialty (CSAEd-CA) category (if none, enter "0")\*

Maximum CE credits that a participant could earn for Campus Housing & Residential Life specialty (CSAEd-HRL) category (if none, enter "0")\*

Maximum CE credits that a participant could earn for Campus Recreation specialty (CSAEd-CR) category (if none, enter "0")\*

You will be asked to enter information about the overall educational program and each session within it. (For purposes of this application, "session" is defined as a program that focuses generally on one topic, has one set of presenters, and has one set of learning objectives.) If you are submitting an application for a large or multi-session program, you may utilize a spreadsheet linked in the application to submit details about each session.

6. Page 4 of the application is an attestation. Please ensure you've reviewed all CE Policies of the Consortium prior to completing the application.
7. The final page of the application is where you will submit your payment. The payment rates will be listed. If you are prompted to pay an amount that you believe is incorrect, please go back and review your selections on page 3 of the application. If it is still not accurate, please reach out to us at [ce@studentaffairscertification.org](mailto:ce@studentaffairscertification.org)

After completing payment, please click the purple “Submit” button to ensure that we receive your application.

The screenshot shows a web-based application interface for "Application Fees". At the top, there's a purple header bar with the Prolydian logo and navigation links for "Dashboard", "My application", "Print", "Save", and "Submit". The main content area has a white background with a title "Application Fees". Below the title, there's a section titled "Instructions" with a note about ensuring the application is complete and accurate. It also describes the fee schedule based on total CE credits: \$200 for 0.5 - 10 credits, \$325 for 10.5 - 30 credits, \$450 for 30.5 - 50 credits, and \$550 for 50.5 or more credits. A note states that providers should contact Consortium staff directly if submitting late. The "Late or Rushed Single-Program CE Applications" section notes that fees apply if submitted fewer than 90 calendar days in advance. A table shows submission timelines and fees: Fewer than 90 and more than 30 calendar days = \$100; Fewer than 30 and more than 15 calendar days = \$250; Fewer than 15 calendar days = \$350. A note specifies that applications submitted within 15 calendar days may not be considered. The payment section includes a purple button labeled "\$325 Fee", fields for "Credit or debit card" (with a placeholder "Card number" and a "Pay faster" link), and a "Postal/Zip code" field. A green "Submit payment" button is at the bottom. At the very bottom of the page are "Back" and "Submit" buttons.

8. Once your application is received by the Consortium, it will be reviewed within 30 calendar days and you will receive notification of a decision on your application via email.