# Service CE Request Resource Guide

*July 2025*

# Service CEs Overview

- Authoring/Co-Authoring

- Volunteer Leadership

- Mentoring

- Presenting/Speaking

Max of 1**5 Core Credits** across all categories in one five-year certification period.

# Service CE Credit Tallies

- Authoring/Co-Authoring Content related to Certification:
  - 1 chapter/article = 5 CEs
  - 1+ chapter/article = 10 CEs
  - [Submit request](#) at conclusion of activity

- Volunteer Leadership
  - 1 year of service = 5 CEs
  - [Submit request](#) at conclusion of one year term

- Mentoring
  - 1 year of service = 5 CEs
  - [Submit request](#) at conclusion of one year term

- Presenting/Speaking program for CE credit
  - # of CEs for respective program (max of 5)
  - Submit request from CE provider in respective program

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# Service: Authorship

***Authorship or Co-Authorship****: Credit may be earned for authoring or co-authoring content related to at least one Student Affairs Educator Certification domain in a Consortium-approved CE provider publication, online publication, or book.

- Five credits are earned for an article or book chapter. An article appearing in more than one publication may only count once.
- Multiple chapters or an entire book of multiple chapters may count for a maximum of ten credits.
- [Submit request](#) at conclusion of activity

*Example:* CSAEd earns five credits for having a chapter in a book published by CE provider.

# Service: Volunteer Leadership

**Volunteer Leadership**: Credit may be earned for active participation in a Consortium-approved CE provider recognized group (e.g., Board, Committee, Commission, Task Force, or Foundation). This may include participation at the international, national, regional, or state/province level in a CE provider recognized group as well as Consortium groups (e.g., Board, Committee, Task Force). Five credits are earned for each year of participation or assignment. Positions on the same group may not overlap (e.g., regional affinity group volunteer with responsibilities to a region *and* affinity group); however, an individual could earn credit for participation in one group and earn credit for participation in a separate group. Volunteer activities outside of a recognized group role/position such as reviewing program proposals are not eligible for CE credit. Subject request at conclusion of one year term.

*Example:* CSAEd earns five credits by serving as constituent group (e.g., community of practice, knowledge community) liaison for CE provider regional advisory board.

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# Service: Mentoring

*Mentoring*: Credit may be earned for serving as a mentor within a Consortium-approved CE provider recognized mentoring group. Five credits are earned for each year of participation. [Subject request](#) at conclusion of one year term.

*Example:* CSAEd earns five credits by serving as a mentor for one year in an established CE provider mentoring program.

# Service: Presenting

***Speaking Engagements/Presenting***: Credit may be earned for speaking engagements/presentations at Consortium-approved CE provider meetings or events for programs that count for CE credit. Programs not offered for CE credit or not offered by Consortium approved CE providers are not eligible for this type of credit.

The number of credits for this category correspond to the total number of CE credits that are available for the program with a maximum of up to five credits. One session presented in multiple venues is only credited once in one calendar year. Submit request from CE provider in respective program.

*Example:* CSAEd earns one credit for presenting a concurrent session that counts for CE credit at CE provider annual meeting.

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# Request Process

- **Authoring, Volunteer Leadership, Mentoring** requests are the same process.
  - Similar to how you currently request CEs for attending programs

- **Presenting** requests are associated with the respective program.

# Authoring, Volunteer Leadership, Mentoring CEs

- Submit request in this form. Requests are shared with CE providers on a monthly basis for providers to review, validate, and issue certificate.

- Upon receipt of certificate, log into your Certification Profile to request CEs for any of these service activities under "Certified Student Affairs Educator (CSAEd)"
  - Apply request **only to Core** and **not specialty**
  - Process is similar to entering request for attending a program

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# Presenting CEs

- Complete CE request with respective program provider

- CSAEd receives one certificate with line items for credit types and amount (will have line item for presenting for Core credit)

- CSAEd enters certificate into profile for respective program category: Conference/Institute, Workshop, Webinar
  - Enter credit for attendance

- Next, CSAEd add presenting credit by selecting:
  - Add Another
  - Enter Start Date of Your Presentation
  - I want to enter details of the activity
  - Activity: CORE Service (Do NOT select another category.)
  - Date
  - Name: list title of your program
  - Short Description
  - Activity Units
  - Documentation

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# Presenting CEs (cont.)

## Continuing Education Activity

### Request for Continuing Education Units

You must submit credit requests for Pre-Approved activities. If you're not able to locate the activity you're looking for, please contact ce@studentaffairscertification.org. Requests made for non Pre-Approved activities will be automatically rejected.

**CE Activity Form**

**Renewal progress**                                                                 03/31/2028
0 OUT OF 36 CREDITS (OVERALL)                                             NO PROGRESS

**Start date of activity**

📅 Enter a start date

Add another **+**

Save     Submit

# Questions?

Contact ce@studentaffairscertification.org