Certification Application Preparation Checklist

Applicants for Student Affairs Educator Certification are encouraged to use this checklist as a resource in preparing their application materials. As you prepare to apply for certification, we recommend that you review our Candidate Handbook. Have questions about your application? Contact the Certification Consortium by email at applications@studentaffairscertification.org.

Getting Started: Create a user profile in the certification system, Prolydian. You can apply for (1) only Core Certification or (2) concurrent Core and Specialty certification or (3) Specialty certification only (if you already hold the Core certification).

Targets
In this section, you'll be asked to check the boxes corresponding to the certifications for which you are applying. You may select more than one, and will be asked to confirm these selections later in the application. Remember that the Core certification must be already held or concurrently selected if one is applying for a specialty certification. It is very important that these initial target selections match your later confirmations.

- ☐ Core - Certified Student Affairs Educator (CSAEd) Candidate
- ☐ Specialty - Certified Student Affairs Educator-Campus Activities (CSAEd-CA) Candidate
- ☐ Specialty - Certified Student Affairs Educator-Campus Housing and Residential Life (CSAEd-HRL) Candidate
- ☐ Specialty - Certified Student Affairs Educator-Campus Recreation (CSAEd-CR) Candidate
- ☐ Specialty - Certified Student Affairs Educator-College Unions (CSAEd-CU) Candidate
- ☐ Specialty - Certified Student Affairs Educator-Fraternity and Sorority Life (CSAEd-FSL) Candidate
- ☐ Specialty - Certified Student Affairs Educator-Student Conduct Administration (CSAEd-SC) Candidate

Applicant Information
- ☐ Current Position Title (include functional area or department in student affairs/services)
- ☐ Current Organization/Employer
- ☐ Phone Number

☐ Membership Status: Individual members of any Consortium founding partner association may apply at a discounted rate. You will be asked to indicate if you are a current individual member of a founding partner association and to insert your Member ID number. (If the association does not have a membership ID, enter your username for logging into their respective website.) Founding partner associations are ACUHO-I, ACUI, AFA, ASCA, NACA, NASPA, and NIRSA. If you are a member of multiple founding partner associations, you may add more than one.

Qualifying Education and Employment Experience
Education
Make sure the official or unofficial educational transcript you upload includes the information below. If you have any questions or concerns about sharing this personal information, please contact us at applications@studentaffairscertification.org for a confidential conversation with one of our staff.

☐ Individual name on transcript that matches the name of the applicant.
  ☐ If your name does not match, please upload documentation of name change.
☐ Name or logo of institution conferring degree.
☐ Name of degree and date on which it was awarded.

Employment Experience
You must submit qualifying employment experience for the full length required by the certification corresponding to your qualifying education. If you have a Bachelor's degree or Associate's degree, but not a Master's degree, you'll need to provide 4 full years (48 months) of qualifying employment experience to be approved. If you have a Master's degree or higher, you'll need to submit 3 full years (36 months) of employment experience.

☐ Beginning with your most recent position, list the individual title and student affairs/services functional area or department separately for each position even if they were at the same institution. All employment experiences must be within student affairs or services-related work in a higher education setting. The position title listed must make clear that the role was in student affairs or services work. (Example: List "Assistant Director of Student Programs" instead of only "Assistant Director.")
☐ You may want to use a date duration calculator to assist with listing the number of months you've been at each position.

☐ For each position, you will need to list the name and contact information for an employment verification reference. Please ensure you list your reference's email address correctly, and reach out to your reference so that they may lookout for the verification email. *Note: if your reference does not receive the email, please immediately reach out to applications@studentaffairscertification.org to troubleshoot.*

Opportunity to Request Accommodations:

☐ Documentation of Disability-Related Needs by Qualified Provider Form ([available on the Consortium website](#))

☐ If exam accommodations are requested, this completed form must be submitted at the time of application.

Payment

Registering concurrently for Core and Specialty certifications will list discounted fees that correspond to one's founding partner membership status. Please make sure your certification selections match throughout the application and that you meet educational and student affairs/services-related work eligibility requirements prior to submission. *Note: ineligible applications or canceled applications after submission will be refunded all fees paid, minus a $50 administrative fee.*

☐ Paying by Credit Card: You will be prompted to enter credit card information for payment to submit your final application.

☐ Paying by Check: Please complete the application to the best of your ability and contact applications@studentaffairscertification.org for instructions to pay by check.