

## **FAQs**

### **How do I become a CASP Member?**

Step 1: Visit our "[Apply For CASP](#)" page

Step 2: Submit your application

Step 3: Wait until your application has been reviewed and approved (within 2 business days)

Step 4: Pay the Application Fee via invoice in your NACAS Portal (this is sent **after** your application has been processed)

Step 5: Take the exam during either the June or December testing period within 2 years of applying

### **How do I know if I qualify for CASP?**

As an applicant, you must:

- Be employed or contracted on a college or university campus and directly provide auxiliary/ancillary services
- Have a Bachelor's degree or higher from a U.S. or Canadian regionally accredited college or university or foreign equivalent OR five years of full-time work or military experience to substitute.
- Have four years' full-time experience in management (within the last ten years) directly related to auxiliary/ancillary services (non-academic support services).
- Three years of these must be in higher education auxiliary/ancillary services

### **How do I join a study cohort?**

Once your application is approved and your invoice is paid, you are automatically added into the study cohort. For the June testing period, meetings occur in March and April. For the December testing period, the meetings occur in October and November.

### **How much is the application fee?**

Members: \$650

Non-Members: \$875

### **Can I get a scholarship to cover the application fee?**

Yes, each region has a scholarship for the CASP application fee. Visit your regions page on our website, click on "Awards and Scholarships" and submit your nomination for the CASP scholarship. You can nominate yourself or have a colleague/supervisor nominate you. Applications are typically accepted at the start of the calendar year until March.

### **I'm nervous about taking the exam. What resources are available at NACAS?**

You can visit our Exam Prep Resources page [HERE](#) and also apply for the program to join an upcoming study cohort.

**How many questions are on the exam?**

The CASP examination consists of a 150 question multiple-choice examination.

**How long does the certification last?**

Once you pass the exam, you are CASP certified for 4 years. Near the end of the 4th year, you will receive a notice to recertify which just requires you to submit our recertification application and submit the Recertification Application Fee (Members \$175 / Non-Members \$350)

**When I retire, can I keep the CASP Certification?**

Yes! CASP designees in good standing, upon retiring from professional activities, may be granted emeritus status at the discretion of the NACAS Certification Commission. The CASP Emeritus Member/Fellow is a legacy designation which does not require recertification. Emeritus members/fellows may continue to use the CASP designation with the addition of “(emeritus)” after “CASP.” Designees must submit the Emeritus Application to be considered.