



CASP

Certified Auxiliary Services Professional

NACAS

CASP

CANDIDATE HANDBOOK AND APPLICATION

NACAS

3 Boar's Head Lane, Suite B

Charlottesville, VA 22903

Phone 434-245-8425

Fax 434-245-8453

[www.nacas.org/
certification](http://www.nacas.org/certification)

Candidate Handbook Application

Table of Contents

Overview.....	3
About NACAS.....	3
Purpose of the Certification.....	3
Statement of Non-Discrimination.....	3
Application Process.....	4
Overview.....	4
Application and Fees.....	4
Postmark Deadlines.....	4
Eligibility Requirements.....	4
Scheduling an Examination Appointment.....	5
Fees.....	5
Exam Sites.....	5
Special Circumstances and Fees.....	6
Incomplete Applications.....	6
Cancellation / Fee Refund.....	6
Extreme Circumstances / No Fee Penalty.....	6
The Examination.....	6
Examination Entrance.....	6
Examination Format.....	6
Language.....	6
Americans with Disabilities Act.....	6
Preparing for the Examination.....	7
Examination Content Outline.....	7
Authoritative References List.....	8
On the Day of the Examination.....	9
Test Admission Procedures.....	9
Testing Center Rules.....	9
Dismissal.....	10
Inclement Weather.....	10
Examination Irregularities.....	10
After the Examination.....	10
Notification of Results.....	10
Retesting.....	10
Appeals Policy.....	11
Certificants.....	11
Appropriate Use of the Certification.....	11
Request for Duplicate Certificate.....	11
Recertification.....	11
CASP Application.....	13
Appendix A: CASP Exam Content Area Task Statements.....	23
Appendix B: CASP Exam Sample Questions.....	29
Appendix C: Foreign Degree Evaluation.....	29

Overview

About NACAS

NACAS was founded in 1969 as the National Association of College Auxiliary Services to be a one stop connection for information, insight and opportunity for professionals in higher education auxiliary services, also known as “Ancillary” or “Non-Academic Campus Support Services”

NACAS is the largest auxiliary services support organization serving higher education. Our membership includes colleges and universities throughout the United States, Canada, Ireland, Jamaica, Lebanon, Qatar and Australia.

NACAS consistently provides *The Connections That Count* by offering extensive opportunities for members to share ideas, develop business solutions, enhance programs and revenues, and develop meaningful professional relationships.

Purpose of the Certification

This certification is for the Certified Auxiliary Services Professional (CASP). The CASP program attests that individuals have met a standard for auxiliary/ancillary services professionals and that these individuals are viewed as meeting those competencies which, in the eyes of their peers, are necessary to perform the functions normally accomplished by a Director of Auxiliary/Ancillary Services. The program provides a credential to those professionals that meet eligibility criteria and pass a standardized examination of knowledge in key auxiliary service areas.

Content Covered on the CASP Examination:

- **Management**
- **Leadership**
- **Marketing, Communications and Business Relations**
- **Student Development**
- **Operational Areas:**
 - o Physical Facilities
 - o Food Services
 - o Bookstores
 - o Card Services
 - o Commercial/Retail

Statement of Non-Discrimination

NACAS endorses the principles of equal opportunity. Eligibility criteria for examination and certification as a Certified Auxiliary Services Professional are applied equally to all individuals regardless of age, race, religion, gender identity, national origin, veteran status, or disability.

Application Process

OVERVIEW

The steps of the application process for the CASP exam are as follows:

- 1) Submit your application along with the required documents and fee at least 45 calendar days prior to your desired testing date (or associated testing window start date).
- 2) Within 10 business days of receipt of your completed application, NACAS will send you an authorization letter via e-mail confirming your acceptance.
- 4) Take the exam at your confirmed location and date/time.
- 5) Within 30 business days of the exam date, NACAS will send you a score report indicating whether you have passed the examination and achieved certification.

Each of these steps is explained in greater detail in the remainder of this Handbook. An annual calendar of deadlines may be found online at www.nacas.org/certification.

Application and Fees

A completed application will require the following:

- ☐ Part A: Contact Information
- ☐ Part B: Documentation of Education
 - ☐ Official transcripts have been requested to be mailed directly to the CASP Registrar
 - ☐ If applicable, the foreign degree equivalency documentation (can be found in Appendix C)
- ☐ Part C: Document of Experience
 - ☐ A current resumé is enclosed with this application.
 - ☐ A Verification of Work Experience form is enclosed with this application for each position listed in the Summary of Work Experience.
- ☐ Part D: Signed NACAS Code of Ethics and Professional Conduct for Auxiliary/Ancillary Professionals
- ☐ Part E: Signed Candidate Application Statement
- ☐ Part F: Signed Candidate Confidentiality Agreement
- ☐ Part G: Payment of Application Fee
- ☐ Part H: Final Checklist

All the application materials are available at the back of this Handbook and may be found online at www.nacas.org/certification.

POSTMARK DEADLINES

All deadlines set by NACAS are postmark deadlines. If there is a discrepancy between a metered postmark and an official United States Postal Service postmark, the latter will be considered official.

ELIGIBILITY REQUIREMENTS

Applicants become eligible to take the CASP examination upon successfully documenting the following requirements:

To become certified:

- Meet eligibility requirements of Bachelor's degree or higher from a U.S. regionally accredited college or university or foreign equivalent (see Appendix C)
- Document five years full-time (1,450 hours/year) 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
 - This work must be completed by the application deadline
- Pay the certification application fee of \$600 NACAS member/\$925 non-member
 - o This fee includes up to two examination administrations
 - o Additional "seating fee" from remote testing center may apply
- Complete all parts of the CASP Application and submit by the application deadline
- Pass the certification exam within two years of acceptance of the CASP application

Scheduling an Examination Appointment

Within ten business days of receipt of your completed application, NACAS will send you an authorization letter via e-mail confirming your eligibility status. If your application was accepted, you will then need to determine where and when you would like to sit for the exam.

You are responsible for writing down the location, date/time or printing it; you will receive no further notice of confirmation.

If you sit for an exam in conjunction with a NACAS Event: Candidates may choose to sit for the exam at a NACAS Annual or Regional Conference. Notify the CASP Registrar at registrar@nacas.org with your Conference selection.

If you sit for an exam at a remote test administration site: Candidates wishing to take the exam at a remote test administration site will be responsible for selecting a remote testing location through NCTA (www.ncta-testing.org) and scheduling their own appointment. Once scheduled, notify the CASP Registrar at registrar@nacas.org with the date/time of your exam appointment as well as the name of the proctor in charge so that the exam will be sent to the correct location at the correct time. Candidates will also be responsible for any payment of any additional remote testing fees assessed by that facility.

Candidates will receive an authorization letter containing the approved test date and location from the CASP Registrar. **Keep this authorization letter. You will need to present it at the testing location along with a government issued photo ID in order to gain admittance into the exam.** You will receive no further notice of confirmation.

An annual calendar of test dates and deadlines may be found online at www.nacas.org/certification.

Fees

The current application fee is \$600 US. for NACAS members or \$925 US. for non-members.

Exam Sites

Upcoming group test administration sites and a resource for locating approved remote test administration sites may be found online at www.nacas.org/certification.

Special Circumstances and Fees

Incomplete Applications

Incomplete applications will be returned to the applicant, along with all fees (less a \$25 US. processing fee) and documentation that was submitted.

Cancellation / Fee Refund

The CASP application fee is non-refundable.

Extreme Circumstances / No fee Penalty

If a candidate has missed the examination due to emergency or hardship such as serious illness of either the candidate or an immediate family member; death in the immediate family; disabling traffic accident; court appearance or jury duty; or military duty, he or she will be permitted to reschedule the examination at no additional charge as long as the following requirement is met:

- **Candidate submits written verification and supporting documentation of the situation to NACAS within 20 business days of the original examination date.**

If such a request is not made, the candidate will lose that testing opportunity from the two that were included in the CASP application fee. If one test opportunity remains, the candidate must wait until a future testing window to take the exam. If no test administrations remain, to apply for a future date, the candidate must complete a new application, pay all applicable fees, and meet all eligibility requirements in effect at the time of reapplication.

The Examination

Examination Entrance

You must bring with you the authorization letter NACAS sent to you via e-mail confirming your eligibility status and approved test date and location. You must also bring a government-issued photo ID. The name on the photo ID must match the name on the authorization letter.

Examination Format

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

Language

The examinations are offered in English only.

Americans With Disabilities Act

Special arrangements shall be provided to candidates with a disability (as defined by Title III of the Americans with Disabilities Act) who submit with their certification application a written explanation of their needs along with appropriate medical documentation. Forms for applications for accommodations may be found online at www.nacas.org/certification.

Preparing For the Examination

Examination Content Outline

The CASP examination conforms to a content outline based on 2010 U.S. and Canada practice analysis of Auxiliary Services Professionals. Below is an overview of content outline for the CASP examination. See **Appendix A** for a complete list of task statements within each content area. See **Appendix B** for sample questions from the exam.

Content Area 1: Management (30%*) - Develop strategies and conduct organizational assessments; hire/ develop/ supervise/retain the right team; devise/implement/oversee financial procedures; utilize information technology to enhance service delivery.

Program and Project Management (8%*) - Formulate strategies to optimize program/project goals and outcomes; interpret information that assists with decision making, and service delivery.

Financial Management (10%*) - Devise financial plans and policies; analyze data and reports; maintain expenditure controls and increase revenues.

Human Resource Management (8%*) - Plan and implement human resource management activities to maximize strategic use of human resources and maintain personnel effectiveness.

Technology/Information Systems Management (4%*) - Identify and utilize appropriate technology to deliver and improve services.

Content Area 2: Leadership (25%*) – Setting and communicating a direction to enhance the organizational culture and goals.

General Leadership (8%*) - Collaboratively develop a vision and mission, institute measures and actions that promote individual and organizational excellence.

Ethics (5%*) - Operate with and model integrity and transparency, avoid conflict of interest and comply with NACAS and institutional standards of conduct.

Interpersonal Skills and Group Facilitation (5%*) - Model and encourage professional behavior and inclusivity through facilitation, negotiation and collaboration.

Strategic Management (7%*)-Develop and implement the strategic agenda and effectively communicate with and engage all levels of the organization and institution.

Content Area 3: Marketing, Communications and Business Relations (15%*) – Develop communication strategies based on research to identify, evaluate and promote the needs and interests of stakeholders to build long-term relationships; monitor trends that indicate the relevancy and/or need for current or new programs and services.

Marketing (3%*) - Create, manage and assess plans to attract and retain customers, and identify and anticipate change in programs and services.

Communications (5%*) - Develop and implement strategies and plans to communicate the organization's message.

Business Relations (7%*) - Establish and maintain effective relationships with prospective and current clients as well as internal and external partners.

Content Area 4: Student Development (10%*) – Support the holistic development of students.

Student Personal Development (4%*) - Create and promote opportunities for students to grow and develop as productive members of the institution and the larger community.

Facilities Management (3%*) - Plan, develop and operate a physical environment that fosters student success.

Research and Assessment (3%*) - Assess, analyze and implement measures to improve student learning and outcomes.

Content Area 5: Operational Areas (20%*) – Identify, acquire and manage resources to meet goals of auxiliary services.

Physical Facilities (6%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to physical facilities associated with auxiliary services.

Commercial/Retail (3%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to commercial/retail.

Food Services (4%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to food services.

Bookstores (4%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to bookstores.

Card Services (3%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to card services.'

**Percentages are approximate*

Authoritative Reference List

The Authoritative References List provides a concise yet detailed guide to informative Auxiliary Services Professional references. It serves as a valuable tool for all working in Auxiliary Services, especially those preparing for the certification.

This list is intended for use as a study aid only. NACAS does not intend the list to imply endorsement of these specific references, nor are all of the test questions necessarily taken from these sources.

Association Solutions National Restaurant Association. (2010). *ServSafe essentials* (5th ed.). Boston, MA: Prentice Hall.

Barr, M. J., & McClellan, G. S. (2011). *Budgets and Financial Management in Higher Education* (2nd ed.). San Francisco, CA: Jossey-Bass

Certo, S.C. (2003). *Modern management* (9th ed.). Boston, MA: Prentice Hall.

Cotts, D.G., Roper, K.O., & Payant, R.P. (2009). *The facility management handbook* (3rd ed.). New York, NY: AMACOM.

Council for the Advancement of Standards in Higher Education. (2009). *CAS professional standards for higher education* (7th ed.). Washington, DC: Author.

Dessler, G. (2010). *Human resource management* (12th ed.). Boston, MA: Prentice Hall.

Gafney, L. (1996). *Practical merchandising math* (National retail federation). Hoboken, NJ: Wiley.

Gray, C. F., & Larson, E. W. (2005). *Project management: The managerial process* (3rd ed.). Boston, MA: Irwin/McGraw-Hill.

Gill, J. O. (1999). *Understanding financial statements: A primer of useful information*. Ontario, Canada: Crisp Learning.

King, T.E., Lembke, V.C., & Smith, J.H. (2000). *Financial accounting: A decision-making approach* (2nd ed.). Hoboken, NJ: Wiley.

Lencioni, P. (2002). *The five dysfunctions of a team: A leadership fable*. San Francisco, CA: Jossey-Bass.

PCI Security Standards Council. (2010). *PCI-DSS quick reference guide: Understanding the payment card industry data security standard version 2.0*. Retrieved from <https://www.pcisecuritystandards.org/documents/PCI%20SSC%20Quick%20Reference%20Guide.pdf>

Reed, O.L., Shedd, P., Pagnatarro, M., & Morehead, J. (2009). *The legal and regulatory environment of business* (15th ed.). New York, NY: McGraw Hill.

Winston, R. B., Jr., Creamer, D. G., Miller, T. K., & Associates. (2001). *The professional student affairs administrator: Educator, leader, and manager*. New York, NY: Brunner Routledge.

On the Day of the Examination

Test Admission Procedures

Candidates must report to the test center no later than ten minutes before the posted start time of the exam. Candidates must present their authorization to test letter and a government-issued photo ID (such as a valid driver's license) with candidate's name on it. The name on the photo ID must match the name on the authorization letter.

Candidates without an authorization letter and photo ID will NOT be permitted to enter the test center, and their examination opportunity will be forfeited.

Seating of candidates, distribution of test materials, and testing instructions will begin at five minutes after the posted start time of the exam. The total testing time is three and one-half hours. Additional time has been allowed for instructions. You can expect to leave the testing center at approximately four hours after the posted start time for the exam. There are no scheduled breaks.

Testing Center Rules

The following are the rules enforced at all test administrations:

- All candidates must have proper photo ID and an authorization to test letter to be admitted to the test center.
- Candidates are admitted only to their assigned test center at their assigned time.
- Candidates are expected to arrive on time for the scheduled examination. If a candidate arrives late and is not admitted into the testing room for that reason, they may be required to contact the CASP Registrar at NACAS and pay a \$25 US. reschedule fee before they will be able to reschedule the examination, unless there are extraordinary circumstances.
- No guests are permitted in the examination rooms.
- No reference material, books, or papers are allowed in the examination room.
- Only minimum personal items (keys, wallet or small handbag, medications) are allowed in the examination room, and should not be accessed during the exam unless approved by the proctor.
- No electronic devices are permitted in the assessment center, including telephones, signaling devices such as pagers and alarms, personal digital assistants (PDAs) and other hand-held computers.
- Candidates will be allowed to bring with them a simple 4-function calculator (or one can be provided) as part of their test materials, but computations should not be so complicated that much calculator help will be needed.
- No weapons or instruments that may reasonably be used as weapons may be brought into the examination room.
- No test materials, documents, or memoranda of any sort are to be taken from the examination room.
- Candidates may not communicate with other candidates during the examination. Proctors are authorized to maintain secure and proper test administration procedures, including relocation of candidates.
- No questions concerning the content of the examination may be asked during the testing period.
- Candidates will be provided an opportunity to comment on any question he or she believes is misleading or deficient in accuracy or content at the end of the exam administration time.
- Candidates will be allowed to bring with them sharpened #2 pencils and scratch paper (or they can be provided) to use during the examination. The scratch paper must be returned to the proctor at the completion of testing, or the candidate will not have their exam scored.

- Food and beverages are not permitted in the assessment center. Tobacco products and gum may not be used during the examinations.
- Breaks are not scheduled during the exam. Candidates are permitted breaks on an individual basis, but no additional testing time is given to candidates who take breaks. Candidates who must leave the testing room must receive permission from the proctor and may be escorted while outside the testing room.
- Candidates will not be allowed to talk during individual breaks. Those who do will be denied re-admittance to the testing room, forfeit all fees, and will not have their exam scored.
- Candidate may not copy in writing or otherwise record or transmit to others any examination questions and/or answers or other aspects of the nature or content of the examination.
- Candidates may not offer or assist, or solicit assistance from other candidates, examiners, or those responsible for the administration of the examination.
- Candidates may not engage in any other conduct or inappropriate behavior which is injurious to the integrity of the examination or to any of its participants.

Other testing rules may apply at remote testing sites. If you are testing at a remote site, please contact them for more information.

Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his/her current examination fee and /or period of eligibility. Testing center proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

Inclement Weather

If for any reason the exam is unable to be administered, then the examination will be rescheduled within a reasonable period of time. Candidates may take the examination at the next administration without being charged a reexamination fee. Candidates will be responsible for their own associated expenses for future testing.

Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be addressed to the onsite proctor or to staff. All such matters will be reported, investigated, and subject to further action based upon policies and procedures adopted by NACAS.

After the Examination

Notification of Results

Candidates are notified in writing of the examination results within 30 business days after the end of the testing window. For security reasons, results will not be given over the phone or sent by fax or e-mail.

Retesting

In the event that a candidate fails his or her first attempt to pass the certification test, NACAS requires a waiting period of at least four months between the first and second attempt to pass that same test. Additionally, before any candidate's third attempt or any subsequent attempt to pass any certification test, the candidate is required to wait for a period of at least four months from the date of his or her last attempt to pass the test.

Appeals Policy

Candidates may appeal the results of eligibility determination or the examinations within 30 days of the date of the results. The appeals process and an application for submitting an appeal may be found online at www.nacas.org/certification.

An appeal must be made in writing to the Certification Commission within 30 days of receiving the determination. The written appeal must include the stated appeal, the reason for the appeal (including relevant supporting materials), and appellant's day phone number.

Certificants

Following is a synopsis of information needed by individuals who become certified. More detailed information will be provided with the pass letter.

Appropriate Use of the Certification

An individual who has been granted the Certified Auxiliary Services Professional designation may list the certification on stationery, websites, business cards, and other promotional materials as:

First name ,Last name, Certified Auxiliary Services Professional

First name, Last name, CASP

Should the certification be suspended or withdrawn for any reason, the individual must immediately cease the use of the certification designation and acronym on stationery, websites, business cards, and any and all promotional materials.

Request for Duplicate Certificate

Any certificant may request additional copies of his or her certification document. Requests must be made in writing to NACAS and may be made at any time. A fee of \$15 US. must be included with the request. The request for a duplicate certificate may be found online at www.nacas.org/certification.

Recertification

The Certified Auxiliary Services Professional term is four years. No later than three months before the end of the certification term, the certificant must submit an Application for Recertification to recertify. The certificant must also:

- **Fulfill ongoing continuing education requirements**
- **Pay the recertification fee of \$175 NACAS member/\$350 non-members**

If a certificant does not recertify within the four year period, they will need to apply for a new Certification, including taking the CASP exam.

The Application for Recertification may be found online at www.nacas.org/certification.

CASP Application



Certified Auxiliary Services Professional (CASP) Application

This application is for the Certified Auxiliary Services Professional (CASP). The CASP program certifies that individuals have met a standard for auxiliary/ancillary services professionals and that these individuals are viewed as meeting those competencies which, in the eyes of their peers, are necessary to perform the functions normally accomplished by a Director of Auxiliary/Ancillary Services. The program provides a credential to those professionals that meet eligibility criteria and pass a standardized examination of knowledge in key auxiliary service areas.

CASP Application Requirements

- Hold a Bachelor's degree or higher from a U.S. regionally accredited college or university or foreign equivalent. An official transcript or foreign degree equivalency documentation must be sent to the CASP Registrar.
- Document five years full-time (1,450 hours/year) experience in management (within the last ten years) directly related to auxiliary/ancillary services (non-academic support services)
 - Three years of which must be in higher education auxiliary/ancillary services.
 - This work must be completed by the application deadline.
- Submit a completed CASP Application which includes the following:
 - Part A: Contact Information
 - Part B: Documentation of Education
 - Part C: Document of Experience & Verification (A resumé should also be included)
 - Part D: Signed NACAS Code of Ethics & Professional Conduct
 - Part E: Signed Candidate Application Statement
 - Part F: Signed Candidate Confidentiality Agreement
 - Part G: Payment of Application Fee (\$600 NACAS member / \$925 non-member)
 - Part H: Final Checklist

To be considered for eligibility to take the CASP examination, submit the application via postal mail or email to the Registrar, with a postmark or email sent date at least 45 calendar days prior to the desired exam date (or associated testing window start date). An annual calendar of deadlines can be found at www.nacas.org/certification.

Scanned applications should be submitted via email to: registrar@nacas.org with the words Certification Application in the subject line of the email.

Written applications, as well as official transcripts, should be mailed to:

CASP Registrar
NACAS
3 Boar's Head Lane, Suite B
Charlottesville, VA 22903

Content Covered on the CASP Examination:

- Management
- Leadership
- Marketing, Communications and Business Relations
- Student Development
- Operational Areas: Physical Facilities, Food Services, Bookstores, Card Services, Commercial/Retail

Scheduling an Examination Appointment

Within ten business days of receipt of your completed application, NACAS will send you an authorization letter via e-mail confirming your eligibility status. If your application was accepted, you will then need to determine where and when you would like to sit for the exam.

You are responsible for writing down the location, date/time or printing it; you will receive no further notice of confirmation.

If you sit for an exam in conjunction with a NACAS Event: Candidates may choose to sit for the exam at a NACAS Annual or Regional Conferences. Notify the CASP Registrar at registrar@nacas.org with your Conference selection.

If you sit for an exam at a remote test administration site: Candidates wishing to take the exam at a remote test administration site will be responsible for selecting a remote testing location through NCTA (www.ncta-testing.org) and scheduling their own appointment. Once scheduled, notify the CASP Registrar at registrar@nacas.org with the date/time of your exam appointment as well as the name of the proctor in charge so that the exam will be sent to the correct location at the correct time. Candidates will also be responsible for any payment of any additional testing fees assessed by that facility.

Candidates will receive an authorization letter containing the approved test date and location from the CASP Registrar. Keep this authorization letter. You will need to present it at the testing location along with a government issued photo ID in order to gain admittance into the exam. You will receive no further notice of confirmation.

An annual calendar of test dates and deadlines may be found online at www.nacas.org/certification.

Recertification

The Certified Auxiliary Services Professional term is four years. No later than three months before the end of the certification term, the certificant must submit an Application for Recertification to recertify. The certificant must also:

- Fulfill ongoing continuing education requirements
- Pay the recertification fee of \$175 NACAS member/\$350 non-member

If a certificant does not recertify within the four year period, they will need to apply for a new Certification, including taking the CASP exam.

Part A: Contact Information

Please complete the following contact information.

Applicant Name:

(Mr./Mrs./Ms.) First Name: _____ Middle Int: _____

Last Name: _____

Applicant Title: _____

Applicant Institution: _____

Mailing Address: _____

City _____ State _____ Zip _____ Country _____

Email Address: _____ Phone Number: _____

Preferred Mailing Address for confidential CASP Correspondence (if different than above):

Preferred Email Address for confidential CASP Correspondence (if different than above):

Part B: Documentation of Education

An official transcript indicating at least a Bachelor's degree or higher from a U.S. regionally accredited college or university conferred and the date of conferral should be sent directly to the CASP Registrar.

For foreign degrees, include with your application the original or notarized copy of the evaluation showing degree equivalency. (Refer to Appendix C for a list of agencies that evaluate foreign degree equivalency.)

Conferring Institution: _____

Degree Conferred: _____

Date Degree Conferred: _____

Applicant Name as It Will Appear on Transcript: _____

I certify that ***this official transcript request has been made*** to the conferring institution, with transcripts to be sent directly to CASP Registrar, NACAS, 3 Boar's Head Lane, Suite B, Charlottesville, VA 22903. I understand that my application ***will not be evaluated for acceptance until the transcript has been received***. I understand that if my transcript has not yet arrived to the Registrar *30 calendar days before my desired testing date/window*, my application will be deemed incomplete and will not qualify for that testing date/window.

Signature: _____ Date: _____

Part C: Documentation of Experience & Verification

Supporting Documentation

- ☐ A current resumé is included.
- ☐ A corresponding Verification of Experience form is included for each position listed below.

Summary of Work Experience

List only most recent positions needed to fulfill the eligibility requirements: Five years full-time (1,450 hours/year) experience in management (within the last ten years) directly related to auxiliary/ancillary services (non-academic support services)

- Three years of which must be in higher education auxiliary/ancillary services.
- This work must be completed by the application deadline.

It is the responsibility of the candidate to gather corresponding Verification of Experience Forms and submit them with the application in order for this application to be complete.

Institution or Company	Position title and dates of employment	Number of Hours	Short Summary of Responsibilities <i>*You may refer to enclosed resume</i>
		Higher Education: _____ Other: _____	
		Higher Education: _____ Other: _____	
		Higher Education: _____ Other: _____	
		Higher Education: _____ Other: _____	
		Higher Education: _____ Other: _____	
Total Years of Full Time Experience: _____		SUBTOTAL Hours in Higher Education: _____ SUBTOTAL Hours in Other: _____ TOTAL Hours: _____	

Verification of Experience

This Verification of Experience Form should be completed for each position the applicant has listed on Part C: Documentation of Eligibility: Experience.

This form is to be completed by an employer, supervisor, or human resources personnel who can verify the applicant's experience in auxiliary/ancillary services related areas, and specifying if this was in higher education auxiliary/ancillary services. Applicants should have an employer complete this form (as many as are necessary to document the required hours).

After completion it should be provided back to the applicant for submission with his or her application.

The CASP program certifies that individuals have met a standard for auxiliary/ancillary services professionals and that these individuals are viewed as meeting those competencies which, in the eyes of their peers, are necessary to perform the functions normally accomplished by a Director of Auxiliary/Ancillary Services. Auxiliary/Ancillary work areas that will be considered:

- Leadership Management
- Leadership Marketing, Communications and Business Relations
- Student Development
- Physical Facilities, Food Services, Bookstores, Card Services, Commercial/Retail

Applicant Information Requested for Verification (Completed by Applicant)

Name of Applicant: _____

Experience to be Verified: Institution or Company, Title, Dates of Employment, Areas of Responsibility:

Verification Completion (completed by appropriate institutional or company representative as defined above):

Name/Title of Person Verifying Experience: _____

Relationship to Applicant: _____

Verifier's Email Address and Phone Number: _____

I verify that the employment as listed above is accurate to the best of my knowledge.

Signature: _____ Date: _____

Part D: Signing and agreeing to abide by the NACAS Code of Ethics and professional conduct for auxiliary / ancillary services.

All candidates must sign the following NACAS Code of Ethics and Professional Conduct for Auxiliary/Ancillary Service professionals and agree to abide by and be judged by these practices in order to remain eligible for the certification.

The Auxiliary Services Professional shall:

Represent the institution and association with personal integrity and shall conduct the business of the institution in a professional manner.

Personal and professional conduct shall be such that it enhances the integrity and prestige of the institution, the association and the profession.

Engage in no activities that may be interpreted as a conflict of interest nor accept gifts, favors or hospitality that imply an obligation of the institution or the association.

The professional shall not benefit financially, either directly or indirectly, from any decisions made as an officer of the institution or association.

Promote greater diversity, equity, inclusion and accountability while promoting personnel practices in which recognition, selection and promotion are based on skill, proficiency, educational experiences, measurable potential and productivity.

Be an intentional and strategic leader, advancing the missions of the institution and association.

Actively pursue professional development and career enhancement for themselves as well as supporting the advancement of their colleagues and subordinates.

Foster and support the development of professional standards at the institution, and in all regional and national professional organizations in which they participate.

As a Certified Auxiliary Services Professional (CASP), I agree to maintain and be judged by these standards.

Signature: _____ Date: _____

Part E: Candidate Application Statement

All candidates must sign the following Candidate Application Statement and agree to all policies, procedures, and terms and conditions in order to be eligible for the certification.

I hereby apply to become a Certified Auxiliary Services Professional. I understand that my certification depends on my ability to meet all requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith. I understand that NACAS may require additional information to clarify or supplement this application and I agree to supply it. I understand that if any information is determined to be false, NACAS reserves the right to revoke any certification that has been granted on the basis thereof.

I hereby release, discharge, and exonerate NACAS, its directors, officers, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process that may result in a decision not to issue me a certificate.

Signature: _____ Date: _____

Part F: Candidate Confidentiality Agreement

To ensure the integrity of the CASP examination, all candidates must sign the Candidate Confidentiality Agreement that follows:

I understand, acknowledge and agree:

- That the questions and answers of the exam are the exclusive and confidential property of NACAS and are protected by NACAS' intellectual property rights;
- That I will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person, without prior written approval of NACAS;
- That I will not remove from the examination room any exam materials of any kind provided to me or any other material related to the exam, including, without limitation, any notes or calculations;
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- That I will not sell, license, distribute, give away, or obtain from any other source other than NACAS the exam materials, questions or answers. I agree that my obligations under this Agreement shall continue in effect after the examination and, if applicable, after termination of my certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

Signature: _____ Date: _____

Part G: Payment of Application Fee

The current application fee is \$600 NACAS member/\$925 non-member.

This fee includes the ability to take the examination up to two times and is active for a period of two years from the application's acceptance by the NACAS Certification Commission as complete. If applicable, additional "seating fees" may apply for each test administration taken by the applicant at a local testing center.

CASP exams will only be offered at times published by NACAS.

Indicate Your Payment Information:

I will be paying the following amount:

☐ \$600 NACAS member ☐ \$925 non-member

Payment Arrangement Information:

☐ I have enclosed a check or money order, made payable to NACAS.

☐ I wish to pay the fee by credit card.

If applicable, indicate type of credit card you wish to use for payment:

☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____

Credit Card Expiration Date: _____

Zip Code of Billing Address: _____

Name (as it appears on your credit card): _____

Signature: _____

Part H: Final Checklist (please submit as part of your application)

Please check each section as you complete it, and *submit this Checklist as part of your application.*

- ☐ Part A: Contact Information
- ☐ Part B: Documentation of Education
 - ☐ Official transcripts have been requested to be mailed directly to the CASP Registrar.
 - ☐ If applicable, the foreign degree equivalency documentation is enclosed with this application.
- ☐ Part C: Document of Experience
 - ☐ A current resumé is enclosed with this application.
 - ☐ A Verification of Work Experience form is enclosed with this application for each position listed in the Summary of Work Experience.
- ☐ Part D: Signed NACAS Code of Ethics and Professional Conduct for Auxiliary/Ancillary Professionals
- ☐ Part E: Signed Candidate Application Statement
- ☐ Part F: Signed Candidate Confidentiality Agreement
- ☐ Part G: Payment of Application Fee
- ☐ Part H: Final Checklist

Appendix

Appendix A: CASP Exam Content Area Task Statements

Content Area I: Management (30%*)- Develop Strategies and conduct organizational assessments; hire/develop/supervise/retain the right team; devise/implement/oversee financial procedures; utilize information technology to enhance service delivery.

Program and Project Management (8%*) - Formulate strategies to optimize program/project goals and outcomes; interpret information that assists with decision making, and service delivery.

- Determines short and long-term goals and strategies to achieve them.
- Sets priorities and determines methods and resource requirements to achieve goals.
- Develops, schedules, coordinates, and manages projects and resources.
- Coordinates with others within and outside the institution to accomplish goals
- Monitors and evaluates projects and programs and uses the data for program improvement and accountability.
- Uses qualitative and quantitative data to guide decision-making.
- Balances risks and rewards inherent in new ventures.
- Develop and implement strategies to manage change and promote innovation.
- Maintains and articulates a focus on results as a key driver for organizational activity.
- Is alert to opportunities to achieve efficiencies.
- Ensures proper use and execution of contracts to receive all negotiated deliverables and mitigate exposure to risk.
- Develops and implements emergency operations and business continuity planning.

Financial Management (10%*) - Devise financial plans and policies; analyze data and reports; maintain expenditure controls and increase revenues.

- Develops, recommends and manages budgets to achieve short-term and long-term goals.
- Implements systems, metrics and tools to monitor and manage financial performance.
- Provides financial transparency to the board and/or senior management, staff and members.
- Implements policies and procedures to ensure strong internal financial controls to prevent financial/ accounting irregularities and inappropriate funds accounting.
- Implements a policy of independent periodic review and analysis of the organization's financials to identify weaknesses and capitalize on strengths.
- Evaluates the impact of economic and budget factors to effectively guide financial planning and financial performance.

Human Resource Management (8%*)- Plan and implement human resource management activities to maximize strategic use of human resources and maintain personnel effectiveness.

- Implements legally compliant recruiting and hiring practices to attract qualified staff.
- Identifies and maintains a clear delineation of job functions, personnel responsibilities and chain of command.
- Ensures personnel comply with institutional and departmental policies and state and federal regulations.
- Identifies personnel development needs and implements training, coaching and mentoring programs.
- Encourages professional development and growth to achieve department/institution goals.
- Empowers and engages personnel to accomplish their work.
- Ensures physical and psychological safety of personnel.
- Recognizes individual growth and achievement through periodic assessment
- Conducts timely and productive performance evaluations.
- Advocates for appropriate compensation levels.
- Ensures continuity of operations when faced with staff turnover.
- Applies disciplinary standards according to institutional policy.
- Creates a shared vision for service excellence.
- Ensures compliance with personnel-related terms and conditions of employment (including union activities).

Technology/Information Systems Management (4%*) - Identify and utilize appropriate technology to deliver and improve services.

- Demonstrates a working knowledge of computer systems and software used for auxiliary services.
- Identifies areas in which new technologies can improve the delivery of services.
- Participates in the research and purchase of technology for auxiliary service(s).
- Enforces policies and procedures to ensure information management system security and integrity.
- Utilizes data as a decision support tool.

Content Area 2: Leadership (25%*)- Setting and communicating a direction to enhance the organizational culture and goals.

General Leadership (8%*) - Collaboratively develop a vision and mission, institute measures and actions that promote individual and organizational excellence.

- Establishes a results-oriented organizational culture.
- Guides and assists personnel in executing their responsibilities
- Integrates strategic leadership and calculated risk taking to achieve the long-term goals of the institution/ department.
- Structures the institution/department to achieve vision and goals.
- Explores creative/entrepreneurial ventures within auxiliary operations that support the university mission.
- Sets direction for the institution/department and influences personnel to follow that direction.
- Provides service excellence through prioritized attention to those constituencies he/she serves.
- Develops, implements and assesses programs and initiatives that promote inclusiveness and demonstrates respect for diversity and inclusion.

Ethics (5%*) - Operate with and model integrity and transparency, avoid conflict of interest and comply with NACAS and institutional standards of conduct.

- Complies with NACAS Standards of Conduct to model integrity and ethical behavior.
- Complies with institutional code of conduct and conflict of interest policies.
- Maintains the highest degree of personal integrity in order to resolve ethical dilemmas.
- Insures transparency.
- Takes responsibility for and shares recognition for outcomes.

Interpersonal Skills and Group Facilitation (5%*) - Model and encourage professional behavior and inclusivity through facilitation, negotiation and collaboration.

- Models appropriate professional behavior and encourages personnel to act in a professional manner.
- Demonstrates commitment to and encourages inclusivity of diverse constituent groups.
- Works effectively with others to accomplish tasks and goals and to find solutions to problems.
- Demonstrates flexibility in work practices, procedures or processes.
- Participates in and actively supports group decisions.
- Utilizes negotiation skills to achieve consensus.
- Works actively to resolve conflict to a positive outcome.
- Facilitates individual participation and ownership in group decision-making and consensus-building.

Strategic Management (7%*)-Develop and implement the strategic agenda and effectively communicate with and engage all levels of the organization and institution.

- Sets the strategic agenda and conveys it to all levels of the organization through word and action.
- Develops and implements business plan(s) and initiatives.
- Monitors trends and acts upon them, as appropriate.
- Creates and conveys a clear, consistent vision of products and services.
- Advocates the goals and role of auxiliary service(s) within the institution.
- Ensures staffing and systems align with the needs of the auxiliary service(s).
- Develops and implements a plan for leadership succession.
- Develops and leverages enduring customer relationships.
- Ensures an organizational environment that listens to auxiliary services stakeholders.
- Assesses the effectiveness of services in meeting needs.

Content Area 3: Marketing, Communications and Business Relations (15%*) Develop communication

Marketing (3%*) - Create, manage and assess plans to attract and retain customers, and identify and anticipate change in programs and services.

- Identifies and determines the best methods for responding to the needs and interests of stakeholders to develop relevant auxiliary programs and services.
- Conducts needs assessment and market research to evaluate the feasibility of introducing, modifying, or discontinuing programs and services.
- Formulates and implements a marketing plan for auxiliary services programs and services.
- Actively promotes the auxiliary service(s) to all target audiences.
- Assesses effectiveness of marketing efforts, and make recommendations to maintain, improve, or discontinue.
- Celebrates and promotes new program launches and successes through submissions for awards and magazine/periodical inclusion.

Communications (5%*) - Develop and implement strategies and plans to communicate the organization's message.

- Is the advocate for auxiliary service(s) to internal and external audiences.
- Represents the institution to internal and external audiences.
- Establish a high degree of trust and credibility with others.
- Maintains open and ongoing communications within own department and with institution directors, trustees, and senior management.
- Considers issues of content, medium, audience, impact and timing when shaping communications.
- Communicates the programs within auxiliary services and how those services are funded.
- Keeps the institution's media services abreast of significant news-worthy auxiliary events and new program launches.

Business Relations (7%*) - Establish and maintain effective relationships with prospective and current clients as well as internal and external partners.

- Leverages contacts to obtain information relevant to the continued growth of the institution/ department.
- Seeks ways of increasing business opportunities with contacts.
- Establishes collaborative relationships with other departments within institution.
- Develops and sustains business relationships to enhance the delivery of services.
- Negotiates with business partners to create opportunities that increase the competitive position of both parties.
- Negotiates agreements benefiting the institution/department.
- Identifies mutually beneficial goals and works cooperatively with partners to achieve them.
- Keeps current on new and innovative auxiliary services and programs launched by businesses and other institutions.

Content Area 4: Student Development (10%*)- Support the holistic development of students.

Student Personal Development (4%*) - Create and promote opportunities for students to grow and develop as productive members of the institution and the larger community.

- Manages the student governance, relationship building, and student input required to run student-funded facilities, services and programs.
- Supports the efforts of the institution and community as it relates to social responsibility, social justice, and positive community values, and develops, fosters and promote new opportunities for partnering and collaborating in these areas and others.
- Manages the training and professional development of unit/departmental staff.
- Establishes and maintains a student recruitment, training, recognition and accountability system to attract and retain active and effective student and full-time staff.
- Provides employment and mentoring opportunities to student employees that enhance student leadership, learning and self-mastery skills.
- Uses student development principles to enhance student recruitment and retention.
- Contributes to a campus environment of respect and inclusion.

Facilities Management (3%*) - Plan, develop and operate a physical environment that fosters student success.

- Provides facilities, services and programs in order to facilitate student development programs and encourages student learning and development of community.
- Aligns and manages the auxiliary operations to support the university educational mission (including efforts of Student Affairs and Academic Affairs).
- Designs systems that facilitate ease of student access to services, and encourages student use and enables continuous feedback.

Research and Assessment (3%*) - Assess, analyze and implement measures to improve student learning and outcomes.

- Establishes assessment programs, analyzes results, and interprets the student learning and outcomes occurring in auxiliary services.
- Interprets the characteristics of students and prospective students in order to provide quality services that meet their needs.

Content Area 5: Operational Areas (20%*)- Identify, acquire and manage resources to meet goals of auxiliary services.

Physical Facilities (6%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to physical facilities associated with auxiliary services.

- Identifying, acquiring and deploying the resources required to meet the goals of the physical facilities area.
- Complying with federal or state regulation, industry standards and institution policies related to physical facilities.
- Identifying sources of key contacts/resources for physical facilities.
- Keeping abreast of industry trends in the physical facilities area.
- Coordinating the physical facilities area with other auxiliary services.

Commercial/Retail (3%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to commercial/retail.

- Identifying, acquiring and deploying the resources required to meet the goals of the commercial / retail area.
- Complying with federal or state regulation, industry standards and institution policies related to commercial / retail operations.
- Identifying sources of key contacts/resources for commercial / retail operations.
- Keeping abreast of industry trends in the commercial / retail area.
- Coordinating commercial / retail operations with other auxiliary services.

Food Services (4%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to food services.

- Identifying, acquiring and deploying the resources required to meet the goals of food services.
- Complying with federal or state regulation, industry standards and institution policies related to food services.
- Identifying sources of key contacts/resources for food services.
- Keeping abreast of industry trends in the food services area.
- Coordinating food services operations with other auxiliary services.

Bookstores (4%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to bookstores.

- Identifying, acquiring and deploying the resources required to meet the goals of bookstores.
- Complying with federal or state regulation, industry standards and institution policies related to bookstores operations.
- Identifying sources of key contacts/resources for bookstores operations.
- Keeping abreast of industry trends in the bookstores area.
- Coordinating bookstores operations with other auxiliary services.

Card Services (3%*) - Manage operations and relationships, ensure compliance; anticipate capital needs; monitor trends related to card services.

- Identifying, acquiring and deploying the resources required to meet the goals of card services.
- Complying with federal or state regulation, industry standards and institution policies related to card services.
- Identifying sources of key contacts/resources for card services.
- Keeping abreast of industry trends in card services.
- Coordinating card services with other auxiliary services.

*Percentages are approximate

Appendix B: CASP Exam Sample Question

- 1. Which of the following requirements are necessary to meet Payment Card Industry (PCI) standards compliance?**
 - a. Annual PCI re-registration
 - b. Quarterly security scans
 - c. Semi-annual IP address change
 - d. Monthly merchant audits

- 2. What is the process of planning and executing the conception, pricing, promotion and distribution of goods and services to create exchanges that satisfy organizational objectives?**
 - a. Marketing
 - b. Branding
 - c. Research
 - d. Benchmarking

- 3. Which of the following considerations should be made when designing auxiliary facilities for today's college students?**
 - a. Provide maximum space utilization for off-campus events, conferences and academic colloquiums
 - b. Maximize retail footprints that enhance the bottom line and keep the organization financially solvent
 - c. Provide learning environments that support greater student engagement and enhance student collaboration
 - d. Enhance revenue which supports the financial needs of the campus and provides recreational opportunities

- 4. Which of the following tools provides effective program assessments?**
 - a. Twitter and Facebook postings
 - b. Focus groups and surveys
 - c. Staff interviews and newspaper editorials
 - d. Increased sales and email complaints

- 5. Which of the following processes includes a Strengths Weaknesses Opportunities and Threats (S.W.O.T.) analysis?**
 - a. Facility commissioning
 - b. Annual audit
 - c. Accreditation
 - d. Strategic planning

Answers: 1 (b), 2 (a), 3 (c), 4 (b), 5 (d)

Appendix C: Foreign Degree Evaluation

Independent Foreign Degree Evaluation Agencies

The following identified, independent nonprofit agencies perform the specialized service of validating your academic degree as equivalent to the bachelor's or master's degree conferred by a US regionally-accredited college or university. The summary section of the evaluation report MUST state "From a regionally accredited institution." Contact the agency for current information, procedure and costs. NACAS does not endorse any specific agency that is listed below. The list is provided as a convenience to international students and professionals. All transactions between the individual and evaluation service are considered private business transactions, without NACAS intercession or obligation.

Please review all completed evaluations to insure that the statement "regionally accredited" is documented on the offi-

**Academic and Professional International Evaluation, Inc.
(APIE)**

PO Box 5787
Los Alamitos, CA 90721-5787
562/594-6498
apie@msn.com
www.apie.org

**Center for Educational Documentation, Inc.
(CED)**

PO Box 231126
Boston, MA 02123-1126
617/338-7171
Fax: 617/338-7101
www.cedevaluations.com

**Academic Credentials Evaluation Institute, Inc.
(ACEI)**

PO Box 6908
Beverly Hills, CA 90212
310/275-3530 or 800/234-1597
Fax: 310/275-3528
acei@acei1.com

**International Education Research Foundation
(IERF)**

Credentials Evaluation Services, Inc.
PO Box 3665
Culver City, CA 90231
310/258-9451
www.ierf.org

**American Education Research Corporation, Inc.
(AERC)**

PO Box 996
West Covina, CA 91793-0996
626/339-4404
Fax: 626/339-9081
aerc@verizon.net
www.aerc-eval.com

Foreign Educational Document Service

PO Box 4091
Stockton, CA 95204
209/948-6589
www.documentservice.org

**Association of International Credential Evaluators, Inc.
(AICE)**

P.O. Box 6756
Beverly Hills, CA 90212
310/550-3305 or 888/263-2423
info@aice-eval.org

**Foundation for International Services, Inc.
(FIS)**

14926 35th Avenue West, Suite 219
Lynwood, WA 98087
425/248-2255
Fax: 425/248-2262
info@fis-web.com
www.fis-web.com

**International Consultants of Delaware, Inc.
(ICDEL)**

3600 Market Street, Suite 450

Philadelphia, PA 19104

215/222-8454, ext. 510

Fax: 215/349-0026

icd@icdel.com

Josef Silny & Associates

International Education Consultants

7101 SW 102nd Avenue

Miami, FL 33173

305/273-1616

Fax: 305/273-1338 or 273-1984

info@jsilny.com

SpanTran Educational Services

7211 Regency Square Boulevard, Suite 205

Houston, TX 77036-3197

713/266-8805

Fax: 713/789-6022

en.spantran-edu.com

**World Education Services, Inc.
(WES)**

Bowling Green Station

PO Box 5087

New York, NY 10274-8057

212/966-6311

Fax: 212/966-6100

info@wes.org

www.wes.org

WES — Branch Offices

Chicago - 312/222-0336

Miami - 305/358-6688

San Francisco - 415/677-9378

Washington DC - 202/331-2925