



# National Speakers Association 2010 Instructions for Application Certified Speaking Professional (CSP) Designation

**Deadline for application:  
January 12, 2010**

**Certified Speaking Professionals (CSPs)** are individuals who have verified, extensive experience as an income-earning professional speaker. The CSP designation is earned through the demonstration of professional standards in four areas:

1. Association Membership
2. Continuing Education
3. Speaking Performance
4. Business Management

## **Steps to Earning Your CSP**

1. Read the application.
2. Maintain your membership in NSA.
3. Earn the required education credits.
4. Assure your presentation data tracking format meets the NSA requirements.
5. Input the required information into the tracking forms.
6. Prior to submitting, verify all information is accurate and update any outdated information.
7. Print tracking forms and create an electronic version (CD or send to NSA via email).
8. Complete the application and sign the appropriate forms.
9. Submit the application, application fee and appropriate forms by January 12.
10. After receiving the Performance Evaluation Kit from NSA in May, assure all evaluation forms are forwarded to NSA by the specified date.
11. Submit proof of attendance at the Professional Competencies Session and Professional Business Ethics Session.
12. NSA will verify your application and notify you of your final status by May 31.

## **Steps to Becoming a CSP Candidate Application**

An NSA member who does not yet qualify for the CSP designation but has at least two years of experience as an income-earning professional speaker may apply as a Candidate. Please see the separate Application for CSP Candidate.

Once an applicant has been approved as a CSP Candidate, and if he/she applies for the CSP designation within the required four-year period, he/she may qualify using the requirements in place when approved as a Candidate or the requirements at the time of the final CSP application.

## **Need help? Have questions?**

- Consult your chapter's CSP Liaison (in most chapters) who can answer many questions and help you with the application process.
- Attend the "How to Earn Your CSP" session at the NSA Convention or Workshop. Or purchase the CD from Content Management Corporation at 800-747-8069 or <http://www.softconference.com/MyNSA/sessionDetail.asp?SID=173203>
- Contact NSA staff at 480-968-2552.

**\*DON'T FORGET YOUR VERIFICATION OF ATTENDANCE AT THE PROFESSIONAL COMPETENCIES SESSION AND PROFESSIONAL BUSINESS ETHICS SESSION.**



# National Speakers Association 2010 Instructions for Application Certified Speaking Professional (CSP) Designation

## Professional Standards for Earning the CSP

### QUALIFICATIONS

#### Criteria 1: Association Membership Standard

- Be a member in good standing of NSA or other International Federation for Professional Speakers (IFFPS) Association for 36 continuous months (3 years) immediately prior to January 1, 2010.

#### Criteria 2: Education Standards

- Earn 32 education credits within the six years prior to submitting the application.  
Credits may be earned through a combination of the following options:

- Attending an NSA Convention, full registrant . . . . . 8 credits
- Attending an NSA Workshop/Lab, full registrant . . . . . 4 credits
- Attending an NSA Winter Meeting/Conference, full registrant . . . . . 6 credits
- Attending an NSA Winter Meeting/Conference, daily registrant . . . . . 2 credits per day
- Attending an NSA Convention/Workshop, daily registrant . . . . . 2 credits per day
- Attending an NSA University, full registrant only . . . . . 12 credits
- Attending an IFFPS Convention, full registrant . . . . . 4 credits (maximum 16 credits)  
(Include receipt of attendance with application)
- Maintaining chapter membership. . . . . 1 credit per year (4 credits max)\*
- Listening to *Voices of Experience* or to recordings of NSA conference sessions. . . ½ credit each (2 credits max)\*\*  
(Must complete summary form)

#### Exceptions

- \* Members outside of the continental U.S. may count two credits for each year (8 credits maximum).
- \*\* Members outside of the continental U.S. may earn a maximum of 6 credits.

- **Attend the Professional Competencies session and Professional Business Ethics session at the NSA Annual Convention during one of the six years immediately prior to submitting your CSP application.**  
*Note:* Your signature must appear on the roster indicating attendance at the sessions or you must show proof you purchased and listened to the recordings. Recordings are available through Content Management Corporation at 800-747-8069 or <http://www.softconference.com/MyNSA/slist.asp?c=1946>. (Session Code 057 “Really, I Didn’t Mean To! Recognizing and Reducing Costly Ethics Risks You Never Knew Existed”; Session Code 122 “Understanding the Professional Competencies”)  
Include the receipt of purchase with your application.

**\*DON’T FORGET YOUR VERIFICATION OF ATTENDANCE AT THE PROFESSIONAL COMPETENCIES SESSION AND PROFESSIONAL BUSINESS ETHICS SESSION.**



## National Speakers Association 2010 Instructions for Application Certified Speaking Professional (CSP) Designation

### Professional Standards for Earning the CSP (continued)

#### Criteria 3: Speaking Performance Standards

- Document clients, presentations, fees, testimonial letters and chapter membership as a working professional speaker in five of the most recent six calendar years. All requirements must be met in the same five years.

*Note:* Education credits can be counted over all six years.

Example: If you are submitting your application in January of 2010 and do not want to include the year 2006, your documentation would include information from 2004, 2005, 2007, 2008 and 2009.

#### **Business Model Options**

Each year must include a minimum of 20 fee-paid presentations.

However, you may qualify under any one of the following four options:

	<b>Clients</b>	<b>Presentations</b>	<b>Fee Income</b>
Option One	100	250	\$250,000
Option Two	75	200	\$375,000
Option Three	50	150	\$500,000
Option Four	25	100	\$625,000

#### **Definition of a "Presentation"**

A "presentation" is a program:

- Delivered to a live audience of 15 or more
- Lasting at least 30 minutes
- Consisting of at least 75% of the presenter's own spoken word
- Must be fee paid
- Audiences of less than 15 may count for up to 25% of your total presentations

#### **Definition of "Presenter"**

For CSP criteria, a presenter is a self-employed person who delivers programs based on three different models

- Independent:** Markets and presents programs independently to client organizations.
- Contract:** Contracts with a seminar company to present to audiences in
  - Open-enrollment sessions and/or
  - In-house sessions for organizations that pay the seminar company directly.
- Self-sponsoring:** Develops, markets, finances and presents open-enrollment programs directly, receiving payment from the individuals in the audience or the organizations who sent them.

The type of "presenter" you were for a specific program determines how you count the presentation, client and fee for that program.



National Speakers Association  
**2010 Instructions for Application**  
 Certified Speaking Professional  
 (CSP) Designation

**Professional Standards for Earning the CSP** (continued)

*Determining Clients, Presentations and Fee Income*

These determinations vary slightly depending on the type of “presenter”.

	<b>Independent</b>	<b>Contract</b>	<b>Self-Sponsoring</b>
<b>Clients</b>	<p>Each organization for which you present counts as one client.</p> <p>For multiple presentations within the same organization, you may count each separate department or division (must have different budget source <u>and</u> separate decision maker) as a new client.</p>	<p>The seminar company that hires you to conduct public open-enrollment presentation(s) counts as one client.</p> <p>When a seminar company books you for an in-house presentation for a client organization, the client organization counts as one client.</p>	<p>For each presentation with a different audience, the audience counts as one client.</p>
<b>Clients: Repeat</b>	<p>Repeat clients are those companies, organizations or divisions of a company or organization that bring a speaker back for a return engagement.</p>	<p>Same as independent.</p>	<p>Same as independent.</p>
<b>Clients: The Five-to-One Rule</b> (see example page 7)	<p>When you have more than enough presentations and fee income but are short on clients, you may use the 5:1 rule to ‘trade’ five presentations and their accompanying fees for one additional client up to a maximum of half the total clients needed for the Business Model Option under which you are applying.</p> <p>Business Model 1 = 50                      Business Model 2 = 37                      Business Model 3 = 25                      Business Model 4 = 12</p>	<p>Same as independent.</p>	<p>Same as independent.</p>



National Speakers Association  
**2010 Instructions for Application**  
 Certified Speaking Professional  
 (CSP) Designation

**Professional Standards for Earning the CSP** (continued)

*Determining Clients, Presentations and Fee Income (continued)*

These determinations vary slightly depending on the type of “presenter”.

	<b>Independent</b>	<b>Contract</b>	<b>Self-Sponsoring</b>
<b>Fees</b>	<p>The fee paid for the presentation counts as your fee. (This does not include reimbursement for expenses or revenue from products.)</p> <p><i>Note:</i> If booked through a bureau, the gross fee the client paid counts as the fee.</p> <p>If paid one lump sum by same client for several presentations, the total fee paid will be divided equally between the total presentations delivered.</p>	<p>For open-enrollment public presentations, the fee paid to you by the seminar company counts as the fee.</p> <p>For in-house presentations to a client organization, the fee the client organization paid to the seminar company (not what you were paid) counts as the fee.</p>	<p>The gross fees collected from attendees for the presentation count as the fee.</p>
<b>Entertainer</b>	<p>An entertainer is one whose presentation does not primarily focus on the spoken word. (Entertainers might include, but are not limited to, singers, actors, dancers, magicians, jugglers, musicians, clowns, etc.)</p> <p>Presentations which fall in the entertainment category cannot be counted toward the CSP designation unless the spoken word is used in at least 75% of the program. Singers whose program consists of songs of their own lyrics, actors who have written their own scripts and/or people who employ the spoken word in at least 75% of their presentation would not be classified as entertainers.</p>	<p>Same as independent.</p>	<p>Same as independent.</p>



National Speakers Association  
**2010 Instructions for Application**  
 Certified Speaking Professional  
 (CSP) Designation

**Professional Standards for Earning the CSP** (continued)

*Determining Clients, Presentations and Fee Income (continued)*

These determinations vary slightly depending on the type of “presenter”.

	<b>Independent</b>	<b>Contract</b>	<b>Self-Sponsoring</b>
<b>Fees: Minimum</b>	All presentations must be fee paid and must be consistent with your usual fee to be counted.	Same as independent.	Same as independent.
<b>Fees: Foreign</b>	Indicate fees in U.S. dollars for each presentation using conversion rate tables as published on conversion websites such as <a href="http://www.xe.com">www.xe.com</a> or <a href="http://www.oanda.com">www.oanda.com</a> . You may use daily conversions or annual average conversions.	Same as independent.	Same as independent.
<b>Presentations</b>	Delivered to a live audience of 15 or more.  25% of qualifying presentations can be to audience of less than 15, with a minimum of 3. Place an asterisk (*) in the “Topic/Title” Column on the spreadsheet if less than 15.  Lasting at least 30 minutes.  Consisting of at least 75% of presenter’s own spoken word.	Same as independent.	Same as independent.



National Speakers Association  
**2010 Instructions for Application**  
 Certified Speaking Professional  
 (CSP) Designation

**Professional Standards for Earning the CSP** (continued)

*Determining Clients, Presentations and Fee Income (continued)*

These determinations vary slightly depending on the type of “presenter”.

	<b>Independent</b>	<b>Contract</b>	<b>Self-Sponsoring</b>
<b>Presentations: Multiple</b>	<p>Multiple presentations to different clients on the same day count as separate presentations.</p> <p>Multiple presentations for the same client but on different topics <u>or</u> to different audiences on the same day count as separate presentations up to a maximum of three per day. If applicable, indicate a change in audience in the “Topic/Title” Column.</p>	Same as independent.	Same as independent.
<b>Presentations: Virtual</b>	<p>Up to 25% of your total presentations may be virtual presentations.</p> <p>Virtual presentations must be live, real time, non-interview style and may be tele-seminars, webinars or videoconferences.</p>	Same as independent.	Same as independent.

**Example of the Five-to-One Rule:** If a CSP applicant has 95 clients and 280 presentations, they need only five more clients to qualify. The Five-to-One Rule allows them to take 25 of the presentations done for the same repeat client(s) and “create” five more clients. This lowers their presentation count to 255 (25 presentations were subtracted to “create” the additional five clients) and increases the client count to 100. The applicant will also need to eliminate the fees for those 25 presentations used to gain the five “clients” for their final calculation. See following table:

<b>Presentation/Client Exchange</b>	<b>Presentations</b>	<b>Clients</b>	<b>Fees</b>
25 presentations exchanged to	280	95	\$271,000
“create” 5 additional clients	-25	+5	-\$19,000
	<b>255</b>	<b>100</b>	<b>\$252,000</b>

**Criteria 4: Professional Business Management Standards**

Your CSP application must:

- Demonstrate accurate data maintenance and record keeping
- Be complete and thorough
- Contain a logical format and sequence
- Not use acronyms



## National Speakers Association 2010 Instructions for Application Certified Speaking Professional (CSP) Designation

### THE APPLICATION PROCESS

#### Application Fees

- The first time a CSP application is submitted, there is a non-refundable processing fee of \$375.00 USD.
- If you are resubmitting an application, the non-refundable fee is \$100.00 USD.

#### Application Deadline

CSP applications must be received by NSA Headquarters January 12, 2010 (not postmarked by January 12).

#### Documentation of Presentations Required

The following documentation is required to complete your CSP application process:

- Spreadsheet of presentations (in addition to printed spreadsheet, please also submit electronic copy via email or CD) according to the following:
  - NSA supplies a sample spreadsheet to replicate and use for your application - [http://mynsa.org/Portals/0/documents/csp\\_spreadsheet\\_template.xls](http://mynsa.org/Portals/0/documents/csp_spreadsheet_template.xls). You may choose to use your own spreadsheet if it includes the following:
    - All of the information required (see Data Details List below)
    - It has been pre-approved by NSA staff
- Handwritten applications will not be accepted.
- Presentations must be numbered consecutively. *Note:* Do not use formulas in the spreadsheet to create the numbering as your data will need to be resorted during the verification process.
- Data Details List:
  - Client Number (consecutive)
    - New Client – If “yes”, enter the next consecutive number. If “no”, leave blank.
    - New Division/New Client – If “yes”, enter the next consecutive number. If “no”, leave blank.
    - Repeat Client – If “yes”, enter an “X”. If “no”, leave blank.
    - Client gained using Five-to-One Rule – ‘Trade’ five repeat client presentations and their fees paid to gain an additional client. Enter the next consecutive number followed by “a”, “b”, “c”, “d”, and “e”.
  - Presentation Number – Chronological order
  - Presentation Date – Chronological date order – Month/Date/Year (i.e. MM/DD/YY)
  - Name and address of client company
  - Name, phone number and email address of client contact person  
If “New Division/New Client” or booked by a bureau or contract company
    - Name, address, phone number and email of same contact person
  - Presentation Location – List city and state
  - Topic and/or Title of Presentation – Place an asterisk (\*) after the topic and/or title of presentation if you presented to an audience of less than 15 but at least 3.
  - Speaking Fee / Fee Paid – Indicate fees in U.S. dollars.  
For self-sponsored presentations:
    - Include the number of paid attendees for each presentation
    - Indicate the gross fee collected for each presentation

*Note:* You may submit more presentations than required to assure your numbers meet all requirements of the Business Model Option under which you are applying.

#### Testimonials Required

- Submit copies of 20 testimonials from 20 different clients listed on the application. The testimonials may be on client letterhead or email. Email testimonials must originate from the client and include the client’s company name, testimonial writer’s title and contact information. (You may submit additional testimonials to assure you meet the required 20.)
- For non-English testimonials, please translate into English.
- Your testimonials must correspond to a presentation listed on your presentation spreadsheet and be listed on the Testimonial Letter Listing Form (Form 3).



## National Speakers Association 2010 Instructions for Application Certified Speaking Professional (CSP) Designation

### Promotional Literature and Marketing Brochures Required

- Submit one copy of your promotional material. Promotional material can be a brochure or other piece containing specific information about you, such as your qualifications, subjects, client services, testimonials, videos, books, quotations and summaries. A screenshot of your website with the URL is acceptable.
- If including self-sponsored presentations on your application, you must submit the marketing brochure for each presentation listing the 1) date, 2) topic and 3) your name as presenter.

### Verification of Your Presentation

- You should verify each presentation before including it in the supporting documentation.
- All information requested must be included.
- Do not include a presentation if there is any doubt about the accuracy of the records.
- You may include a presentation if your information is accurate but the company cannot be contacted (i.e. gone out of business, merger, etc.)
- If NSA staff is unable to verify information, you will be contacted. The burden of proof will then be on you to provide proof of verification.

### Application Review

- Information provided on the application will be verified January through May.
- Applicants will be notified of their status at the end of May.
- The CSP Council will make decisions on issues of criteria interpretation. The Council will not waive criteria requirements or make exceptions. If there is a discrepancy or question about materials submitted, the application will be reviewed by the NSA Board of Directors. The decision of the Board is final.
- All information submitted in support of your application will be held in strict confidence.
- The application and supporting materials will not be returned.

### Performance Evaluations

- After your application has been reviewed and accepted, NSA will send you a Performance Evaluation Kit. It will contain a Client Evaluation Form, CSP Information Sheet and a Performance Evaluation Sample Letter.
- The Client Evaluation Form asks your clients to rate you on a 1-10 scale in the areas of preparation/knowledge of the audience; delivery/platform ability; thoroughness and follow through; and ethical behavior/professionalism.
- You will send copies of all three documents in your kit via mail or email to clients represented on your application.
- You are encouraged to consider sending 30-40 forms to clients as we require 20 completed Performance Evaluation Forms within 3 weeks after you receive the kit.
- The completed Performance Evaluation Forms are to be faxed, emailed or mailed directly from the client to NSA Headquarters. (*Note: This information is strictly confidential and cannot be shared with you, the applicant.*)
- The average score for the evaluations received must be 7.5 or higher.
- You may call NSA to verify the number of evaluations still outstanding and the names of clients who submitted

### Renewal of Certification

Once you have obtained the CSP designation, you will be required to maintain the designation through a simple ongoing process. The CSP designation must be renewed every five years by meeting the following requirements:

1. Maintain NSA or Federation membership in good standing.
2. Earn a minimum of 24 professional education credits.
3. Submit an administrative fee of \$200.00 USD.



National Speakers Association  
**2010 Instructions for Application**  
Certified Speaking Professional  
(CSP) Designation

**FORM 1: Application Checklist**

Please place an "X" by each item indicating its inclusion in your application packet.

- Application checklist (Form 1)
- Application signature form (Form 2 & 2a)
- Presentation spreadsheet (printed copy and CD or sent via email)
- 20 testimonials
- Testimonials Listing Form (Form 3)
- 1 copy of promotional material
- Professional Education Form (Form 4 & 4a)
- Recording Summary Form (Form 5) – if applicable
- Verification of attendance or proof of purchase for the Professional Competencies session
- Verification of attendance or proof of purchase for the Professional Business Ethics session
- New Client Listing Form (Form 6)

*Note:* Application forms should follow the sequence above.

**\*DON'T FORGET YOUR VERIFICATION OF ATTENDANCE AT THE PROFESSIONAL COMPETENCIES SESSION AND PROFESSIONAL BUSINESS ETHICS SESSION.**



National Speakers Association  
**2010 Instructions for Application**  
 Certified Speaking Professional  
 (CSP) Designation

**FORM 2: Application Signature Form**

This application is to be used by those applying for the CSP by January 12, 2010. If you are applying for the CSP Candidate Program, please complete the separate CSP Candidate application only. You may complete this form on your computer or print legibly:

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Telephone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ **Email address:** \_\_\_\_\_

If you are representing five out of the past six years, the year omitted has to coincide with the January through December timeline. All CSP requirements of clients, testimonials and presentations must be met within the same five year period. Education credits must be met within the most recent six years.

**Membership – Indicate the month and year you joined NSA:** **Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Complete the grid below with the information requested on a calendar year basis:

	<b>Year:</b>	<b>Year:</b>	<b>Year:</b>	<b>Year:</b>	<b>Year:</b>	<b>Total**</b>
	_____	_____	_____	_____	_____	
<b>Clients</b>						
<b>Presentations</b>						
<b>Virtual Presentations*</b>						
<b>Income</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

\*Virtual Presentations: These “Live Virtual Presentations”, which consist of tele-seminars, web-inars and video-conferencing (live, real time and non-interview style), may count for up to 25% of an applicant’s total presentations used on the CSP application. All the same presentation criteria apply as per live presentations.

\*\*Total: the totals in this column must meet the complete minimum standards for one of the four business model options.

I understand the CSP designation is not an endorsement or recommendation by the National Speakers Association, but rather a designation of achievement through experience and professionalism. In any advertising or promotion, I will not use, indicate or infer any more than receipt of the CSP certification. I hereby affirm I have received, read, understood, and agree to abide by the National Speakers Association’s Code of Professional Ethics.

In consideration of the National Speakers Association reviewing my application, I shall indemnify, hold harmless, and release NSA, its officers, directors, employees, agents or others acting for or on behalf of NSA from any and all liability arising out of the acceptance or rejection of this application and the suspension or termination of the CSP designation for any reason by NSA.

I certify the information submitted is accurate and I agree to the criteria established for the determination and awarding of the CSP designation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return this form along with your supporting documentation and application fee by January 12, 2010 to:  
 National Speakers Association, ATTN: CSP, 1500 South Priest Drive, Tempe, Arizona 85281

**Deadline: Received by January 12, 2010 (not postmarked by January 12<sup>th</sup>)**



National Speakers Association  
**2010 Instructions for Application**  
Certified Speaking Professional  
(CSP) Designation

**FORM 2a: Fees**

- Non-refundable processing fee for first time submission of CSP application – \$375.00 USD
- Non-refundable procession fee for resubmitting a CSP application – \$100.00 USD
- Non-refundable processing fee for current CSP Candidates submitting final application – \$187.50 USD

**Form of Payment:**

Check # \_\_\_\_\_ enclosed and made payable to National Speakers Association.  
Payments drawn on banks outside the United States must be made by International Money Order.

AMEX                       Discover                       MasterCard                       VISA

**Card number:** \_\_\_\_\_

**Expiration date:** \_\_\_\_\_

**Print name as it appears on card:** \_\_\_\_\_

**Cardholder's signature:** \_\_\_\_\_

**DEADLINE FOR SUBMISSION IS JANUARY 12, 2010.**

Please submit completed forms and email supporting spreadsheets to [CSP@nsaspeaker.org](mailto:CSP@nsaspeaker.org).



National Speakers Association  
**2010 Instructions for Application**  
Certified Speaking Professional  
(CSP) Designation

**FORM 3: Testimonials Listing Form**

This information is used to show which client corresponds to the testimonial submitted. Complete this form listing the name of the client and the corresponding presentation number(s). Include this list with your application.

**Your Name:** \_\_\_\_\_

**Testimonials**

	<b>Name of Client</b>	<b>Corresponding Presentation Number(s) from presentation spreadsheet</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		



National Speakers Association  
**2010 Instructions for Application**  
 Certified Speaking Professional  
 (CSP) Designation

**FORM 4: Professional Education**

Your Name: \_\_\_\_\_

Credits may be earned through the following options:

1. Attend a NSA/Federation Conventions, Workshops, Winter Meetings, Conferences and Labs;
2. Chapter membership and/or
3. Summarize knowledge gained from NSA *VOEs* or meetings audio- and/or videocassette/CD recordings.

**The minimum number of credits required is 32.**

**Option 1:**

**Attend a NSA/Federation Conventions, Workshops, Winter Meetings, Conferences and Labs**

Use the following list to indicate your attendance at Conventions, Workshops, Winter Meetings, Conferences and Labs during the six-year period represented on your application. Please indicate whether you were a full or daily registrant. (Daily registrants are those not registered for all meeting days.) Credit varies based on full or daily registration. Daily registrants earn two (2) credits per day.

**NSA Conventions, Workshops, Winter Meetings, Conferences and Labs**

Full	Daily	2004	Full	Daily	2007
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Workshop – Portland, OR	<input type="checkbox"/> 12		Education Retreat – Marco Island, FL
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Workshop – St. Louis, MO	<input type="checkbox"/> 4	<input type="checkbox"/> 2	Workshop – Denver, CO
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Presentation Skills Lab – Tempe, AZ	<input type="checkbox"/> 8	<input type="checkbox"/> 2	Convention – San Diego, CA
<input type="checkbox"/> 8	<input type="checkbox"/> 2	Convention – Phoenix, AZ	<input type="checkbox"/> 4	<input type="checkbox"/> 2	Technology Lab – Seattle, WA
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Interaction Skills Lab – Tempe, AZ	<input type="checkbox"/> 4	<input type="checkbox"/> 2	Product Development Lab – New Orleans, LA
Full	Daily	2005	Full	Daily	2008
<input type="checkbox"/> 12		Educational Retreat – Cancun, Mexico	<input type="checkbox"/> 6	<input type="checkbox"/> 2	Winter Meeting – San Francisco, CA
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Workshop – Burbank, CA	<input type="checkbox"/> 4	<input type="checkbox"/> 2	Presenting & Performance Lab – Las Vegas, NV
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Humor Skills Lab – Tempe, AZ	<input type="checkbox"/> 4	<input type="checkbox"/> 2	Branding & Promotion Lab – Cambridge, MA
<input type="checkbox"/> 8	<input type="checkbox"/> 2	Convention – Atlanta, GA	<input type="checkbox"/> 8	<input type="checkbox"/> 2	Convention – New York, NY
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Marketing Mix Lab – Tempe, AZ	<input type="checkbox"/> 6	<input type="checkbox"/> 2	Fall Conference – Phoenix, AZ
Full	Daily	2006	Full	Daily	2009
<input type="checkbox"/> 12		Education Retreat – Tucson, AZ	<input type="checkbox"/> 6	<input type="checkbox"/> 2	Winter Conference – Orlando, FL
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Workshop – Washington, D.C.	<input type="checkbox"/> 8	<input type="checkbox"/> 2	Convention – Phoenix, AZ
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Coaching Lab – Tempe, AZ	<input type="checkbox"/> 6	<input type="checkbox"/> 2	Fall Conference – Phoenix, AZ
<input type="checkbox"/> 8	<input type="checkbox"/> 2	Convention – Orlando, FL			
<input type="checkbox"/> 4	<input type="checkbox"/> 2	Enterprise Lab – Tempe, AZ			

Applicants may count four (4) credits (up to a maximum of 16 credits) per Convention attended at any International Federation for Professional Speaking association, such as CAPS, NSA/Australia, NSA/New Zealand and PSA/Europe. **Include proof of conference registration and attendance.**

**Total credits:** \_\_\_\_\_

**\*DON'T FORGET YOUR VERIFICATION OF ATTENDANCE AT THE PROFESSIONAL COMPETENCIES SESSION AND PROFESSIONAL BUSINESS ETHICS SESSION.**



National Speakers Association  
**2010 Instructions for Application**  
Certified Speaking Professional  
(CSP) Designation

**FORM 4: Professional Education**

**Your Name:** \_\_\_\_\_

**Option 2:**

**Chapter Membership**

If you are counting chapter membership toward education credits, please include a letter from your chapter indicating your year(s) of membership.

List the year(s) of chapter membership and count one (1) credit for each year, up to four (4) credits. Members outside the continental U.S. may count two (2) credits for each year, up to eight (8) credits.

**Name of Chapter:** \_\_\_\_\_

**Year(s) of membership:** \_\_\_\_\_

**Total credits:** \_\_\_\_\_

**Option 3:**

**Summarize knowledge gained from NSA VOEs or meetings audio- and/or videocassettes/CDs**

Credit is earned by providing a written summary demonstrating knowledge gained from NSA VOEs or meeting audio- and/or videocassette/CD recordings. The summary must directly relate to one (1) of the professional competencies and be submitted on the Recording Summary Form (Form 5). Two (2) summaries of two (2) CDs equal one credit. You may submit up to a maximum of four (4) summaries of four (4) CDs for two (2) credits. Members outside the continental U.S. may earn up to six (6) credits for 12 summaries of 12 CDs. List number of summaries submitted and education credits earned.

**Total summaries submitted:** \_\_\_\_\_

**Total credits :** \_\_\_\_\_

**TOTAL EDUCATION CREDITS EARNED\*:** \_\_\_\_\_

\*Add total credits earned from Option 1, Option 2 and Option 3.



National Speakers Association  
**2010 Instructions for Application**  
Certified Speaking Professional  
(CSP) Designation

**FORM 5: Recording Summary Form**

Credit is earned by providing a written summary demonstrating knowledge gained from NSA VOEs or meetings audio- and/or videocassettes/CDs. The summary must directly relate to one (1) of the professional competencies and follow the format as described below. Two (2) summaries of two (2) CDs equal one (1) credit. You may submit up to a maximum of four (4) summaries of four (4) CDs for two (2) credits. Members outside the continental U.S. may earn up to six (6) credits for 12 summaries of 12 CDs.

Duplicate this page creating a new page for each summary. Please provide the following information:

**Your Name:** \_\_\_\_\_

**Title of recording (cassette, video, CD):** \_\_\_\_\_

**Competency presented in recording :**    Enterprise    Eloquence    Expertise    Ethics

Summarize the recording. Include in your summary at least four (4) ideas suggested in the recording to enhance or improve your knowledge of the competency presented.

\*Include your summaries with your CSP application.

