



2011–2012 CSA Candidate Handbook

SCSA Certification Council
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Earning the CSA Designation at a Glance

1. Review all of the information in this Candidate Handbook
2. Develop a plan to meet all of the CSA designation eligibility requirements
3. Prepare for the examination either through the SCSA course or through other avenues of education/experience listed in the eligibility requirements
4. Pass the CSA examination

About the CSA Certification Program

The CSA Designation

The Certified Senior Advisor (CSA)[®] certification program is designed to recognize professionals who work often or almost exclusively with seniors by evaluating their ability to:

- Identify seniors' needs and issues accurately
- Understand how seniors' values and motivations affect their choices
- Communicate and respond appropriately, effectively, and compassionately to seniors
- Function as a resource for seniors to turn to for help with their concerns and problems

Attention to seniors, and their needs, has never been more important than it is now as a result of a majority of the population getting older and living longer. Professionals who become CSAs recognize this and know that longer lives require better advice and new approaches to aging. They want to know as much as possible about how to serve seniors and make a positive difference in their lives. CSAs understand that getting older is an individual experience – a time to be savored, not feared.

CSAs may use the credential to establish credibility with seniors, identify seniors' needs and issues more accurately, understand how seniors' values and motivations affect their choices, communicate and respond to seniors more appropriately, effectively, and compassionately, and to act as a resource for seniors to turn to for help with their concerns and problems.

Effective January 1, 2008 all CSAs are required to use the following disclosure statement:

Certified Senior Advisors (CSAs) have supplemented their individual professional licenses, credentials and education with knowledge about aging and working with seniors. You should ask what those licenses, credentials and education signify. The CSA designation alone does not imply expertise in financial, health or social matters. Details: www.csa.us.

The CSA certification program puts people ahead of products.

CSAs are expected to understand the entirety of the experience of aging, because only by understanding seniors in that entirety can professionals add significant and lasting benefits to the seniors they serve.

The SCSA Certification Council

The Certification Council is a separately functioning department of Society of Certified Senior Advisors® (SCSA), as established in the SCSA Bylaws, to operate and oversee the CSA certification program.

The Certification Council operates independently to establish and uphold high standards of competence for CSAs, to evaluate CSAs against those standards, and to increase the public safety of the senior population through the use of the credential. SCSA is committed to providing the Certification Council with sufficient financial resources to fulfill its mission.

The purpose of the SCSA Certification Council is to:

1. Establish, evaluate and implement requirements for certification and recertification for those who hold the CSA designation
2. Establish, evaluate and publish standards and policies and procedures for the development, maintenance, administration, and scoring of the CSA certification program
3. Uphold the mission of the CSA certification to address the health, social, and financial issues of aging
4. Refer any complaints it receives that may concern CSA conduct that is harmful to the public or inappropriate to the discipline (for example, incompetence, unethical behavior or physical/cognitive impairment affecting performance) to the CSA Board of Standards, the independent, nonprofit entity charged with enforcing the *CSA Code of Professional Responsibility*
5. Oversee the administration of the certification program to include oversight of certification program personnel, policy implementation and administrative procedures
6. Acquire, develop, disseminate, and preserve data and other valuable information relative to the functions and accomplishments of the Certification Council

Eligibility Requirements

All applicants for the CSA designation must meet these requirements:

1. Complete the SCSA Information Profile and Disclosure Questionnaire (the Information Profile includes the education/experience requirements that are listed in item 5 below, to which applicants must legally attest with their signature).
2. Pass a background check.
3. Complete *The CSA's Role, Rules and Responsibilities (CSA Code of Professional Responsibility)* online module and sign the *CSA Code of Professional Responsibility* and SCSA Membership Rules.

Eligibility at a Glance:

- ***Information Profile***
- ***Disclosure Questionnaire***
- ***Background check***
- ***CSA Code of Professional Responsibility online module***
- ***Education / experience requirements***
- ***Examination***

4. Pass the CSA examination.
5. All applicants must meet **one** of following education/experience options (before or after passing the CSA examination) to become designated:
 - **A combination of education and experience working with seniors:** Completion of the SCSA educational course or its equivalent (*see definition below*) **and** one year of paid work experience or 50 hours of volunteer experience within the last three years.
OR
 - **Experience working with seniors:** Two years of paid work experience **or** 100 hours of volunteer experience (within the last three years).
OR
 - **Education related to seniors:** Completion of a certificate or degree program, in a field related to working with seniors, from an accredited college or university (*see below*).

Requirements do not have to be met in any specific order. However, once the exam has been passed, the candidate must meet all other eligibility requirements within a two-year period. Depending on the amount of time that has elapsed since the candidate submitted a signed Disclosure Questionnaire and a background check was performed, SCSA reserves the right to require candidates to legally attest that the information on the Disclosure Questionnaire is still complete and accurate, and to conduct a new background check and assess an additional administrative fee. Candidates who do not meet all of the eligibility requirements within the two-year period must re-pass the test. SCSA reserves the right to require these candidates to submit a new Information Profile and Disclosure Questionnaire, meet all other designation requirements in effect at that time, and pay an additional administrative or educational fee, as applicable.

Individuals who purchase the CSA course (webinar or classroom) must take the exam within 90 days after completing the CSA course. Self-study course students must take the exam within 180 days after the course purchase date. Individuals who do not take the exam prior to the deadline are required to submit an exam deadline extension request and pay an additional missed exam fee to receive an extension. A 90 day extension is available to CSA course students (classroom or web) and a 180 day extension is available for self-study students. Applicants may apply for more than one extension if needed. The extension policy applies only to the initial exam and does not apply to any retests (see Retest policy). Applicants may appeal the missed exam fee by submitted a written notice to the Certification Manager within 30 days of the missed deadline. The appeal request should include information on the circumstances leading to the missed deadline. The Certification Council will review the applicant's information within 45 days of receipt and written notice of the final decision will be sent to the candidate within 30 days of the review.

The CSA credential will only be awarded to individuals who meet all eligibility requirements – including successfully completing the CSA exam, and who make payment arrangements with SCSA and are notified by SCSA that they are designated.

Definitions

Work experience: Any full time, or equivalent, work experience which includes working with a senior population. Examples include nurses that work with senior patients or financial advisors that have senior

clients. 2,080 hours of paid work experience equal one year of work experience (40 hours a week, 52 weeks).

Volunteer experience: Any volunteer experience that involves working directly with seniors. Providing direct care for a senior relative or family member can be included as volunteer experience for up to half of the requirement. Volunteer experience must be within the last three years.

Certificate or degree program: Certificates or degrees must be awarded by an accredited college or university. The field of study can vary, but must be related to seniors. Gerontology programs meet the requirement. Other areas of study including psychology, sociology, nursing, social work, ministry, health sciences, and nursing home administration are also acceptable. Additional areas of study may be accepted if the applicant can document that the program included course work applicable to seniors.

Training/educational program: Any self-study or classroom training/educational program designed to teach individuals how to work with and serve the needs of seniors. Courses that primarily focus on sales and/or marketing techniques are not acceptable.

Training/education that is equivalent to the SCSA educational course: Any self-study or classroom training/educational program that addresses the same or similar objectives and instructional content. Applicants will be asked to provide SCSA documentation that verifies the equivalency. This documentation is subject to review and approval by the SCSA Certification Manager and, as needed, by the Certification Council.

Eligibility Appeals

Candidates who are notified by SCSA that they do not meet the eligibility requirements may appeal this decision. The candidate may send a written notice of appeal to the SCSA Certification Manager within 30 days of receipt of the eligibility decision.

The Certification Council will review the candidate's information and will make a final decision regarding eligibility. No new or additional information may be submitted with the appeal request. The eligibility appeal will be reviewed within 45 days of receipt and written notice of the final decision will be sent to the candidate within 30 days of the review.

Scheduling the Exam

Application

The examination application forms—the Information Profile and the Disclosure Questionnaire—are included in the Candidate Handbook and are available on SCSA's web site at www.csa.us. Candidates may also request a copy by contacting SCSA at 1-800-653-1785 or society@csa.us.

Applications will be reviewed for completeness and compliance with eligibility requirements. Incomplete applications will not be accepted for designation. Applications will be accepted on an ongoing basis. An ongoing audit will be conducted to verify applicants' education/experience qualifications.

Electronic signatures will be accepted on the application -- the Information Profile and Disclosure Questionnaire. In compliance with federal "E-SIGN" legislation, SCSA will securely store all online applications, renewal and recertification applications.

Scheduling

All candidates will be notified via email once their application for the CSA certification program has been processed and approved by SCSA. The email will include detailed directions for how to access the required online module, *The CSA's Role, Rules and Responsibilities (CSA Code of Professional Responsibility)*, and sign the *CSA Code of Professional Responsibility* and SCSA Membership Rules.

Self-study (and Exam Only) candidates will receive an email from SCSA with detailed instructions for scheduling a CBT exam at a Pearson VUE testing center. Candidates can use an online search tool (accessible through www.pearsonvue.com/scsa) to locate a nearby testing center. Upon receiving their authorization-to-test email, CBT candidates will be able to schedule an exam by phone or online. Upon scheduling, they will receive an email message confirming the exam date, exam time, address and phone number of the testing center, and directions to the testing center.

Candidates who have elected to take the paper exam on-site following the SCSA educational course will receive a confirmation letter from SCSA with detailed instructions for taking the course and exam. The proctor will have the list of eligible students. Only approved candidates will be allowed to test on-site.

All candidates must present a photo ID and other required verification. A list of acceptable IDs for computer-based tests appears in the appendix.

Individuals who purchase the CSA course (webinar or classroom) must take the exam within 90 days after completing the CSA course. Self-study course students must take the exam within 180 days after the course purchase date. Individuals who do not take the exam prior to the deadline are required to pay an additional missed exam fee of \$85.

Preparing for the Exam

The CSA exam is a 150-question, multiple-choice, closed book examination that is proctored. Applicants have 3 hours to complete the exam.

The CSA exam was developed as the result of a rigorous exam development process. Working with outside vendors with extensive expertise in the development of certification examinations, SCSA and the Certification Council have developed a reliable and valid certification exam. To validate the exam, measurement specialists worked with the Certification Council, SCSA staff, and a committee of CSA Subject Matter Experts (SMEs) to design and conduct a job analysis study. That analysis resulted in the development of a standardized examination outline developed by CSA SMEs. CSA SMEs were also called upon to write, review, edit, and approve examination questions with the guidance of testing specialists.

Candidates for the CSA designation are encouraged to prepare for the exam. SCSA offers an optional educational course designed to prepare individuals to pass the examination. Alternatively, candidates may choose other professional courses, college/university courses or self-study methods to prepare for the exam. This Candidate Handbook includes the CSA Exam Outline which should be reviewed in preparation for the exam. A list of suggested reference materials is also included.

Suggested Reading

The CSA designation represents knowledge about seniors and the health, financial and social aspects of aging that is available from a wide range of sources, some of which are listed below. These include the SCSA textbook, *Working with Seniors: Health, Financial and Social Issues*, which is the foundation of the optional CSA course that prepares candidates for the CSA exam.

Books

Aging and the Life Course – An Introduction to Social Gerontology, Second Edition, Quadagno, Jill, McGraw Hill Higher Education, NY: 2002

Aging in Stride, Himes, Christine; Oettinger, Elizabeth N.; Kenny, Dennis E., Caresource Healthcare Communications, Inc., Seattle, WA: 2004

Eldercare 911: The Caregiver's Complete Handbook for Making Decisions, Beerman, Susan and Rappaport-Musson, Judith, Prometheus Books, NY: 2002

The Eldercare 911 Question and Answer Book, Beerman, Susan and Rappaport-Musson, Judith, Prometheus Books, NY: 2005

How to Say It to Seniors: Closing the Communication Gap with Our Elders, Solie, David, Prentice Hall Press, 2004; "Chapter 5: The Communication Habits of the Elderly"

Successful Aging, Rowe, John W. and Kahn, Robert L., Pantheon Books, NY: 1998

Working with Seniors: Health, Financial, and Social Issues, Society of Certified Senior Advisors, Denver, CO: 2005

Websites

<http://www.ftc.gov/bcp/online/pubs/credit/idtheftmini.shtm>: *Facts for Consumers, ID Theft: What It's All About*, Federal Trade Commission, 2008.

<http://www.sec.gov/investor/pubs/roadmap.htm>: *Get the Facts: The SEC's Roadmap to Saving and Investing*, U.S. Securities and Exchange Commission, 2007

<http://www.cms.hhs.gov/MedicaidGenInfo/downloads/MedicaidAtAGlance2005.pdf>: *Medicaid At-a-Glance 2005*, Center for Medicaid and State Operations, Centers for Medicare & Medicaid Services, U.S. Department of Health and Human Services

<http://www.medicare.gov/Publications/Pubs/pdf/10050.pdf>: *Medicare & You 2008*, Centers for Medicare & Medicaid Services, U.S. Department of Health and Human Services

Questions and Answers about the Suggested Reading List

Q: Should I read all the resources on this list to prepare for the CSA exam?

A: This is not a required reading list. The important topics that candidates should study to successfully prepare for the CSA exam are listed in the Exam Outline (see below).

Candidates should decide what they want to read and study based on their current experience and knowledge about seniors and aging (see the "Education / Experience" requirement to designate), and how much research they want to do on their own.

Q: What does the CSA exam cover?

A: The CSA exam covers these five areas:

- Social Aspects of Aging (25% of the exam)
- Health Aspects of Aging: Physical and Mental (25% of the exam)
- Financial and Legal Aspects of Aging (20% of the exam)
- Government Assistance for Seniors (10% of the exam)
- Understanding and Communicating with Seniors (20% of the exam)

See the Exam Outline below for details in each of these five areas.

There are 150 questions in the CSA exam. Candidates have up to three hours to complete all the questions. The exam is closed book and proctored.

Q: I want to take the CSA Exam Only. Can I purchase the CSA textbook?

A: Yes. Candidates may purchase the textbook and any other CSA course materials as individual items. Prices are listed at SCSA's website: www.csa.us; click on "Options and Fees" in the navigation bar.

Exam Outline

I. Social Aspects of Aging (25%)

- A. Aging demographics
- B. Trends in aging
 - 1. Changes in family patterns and structures
 - 2. Changing nature of retirement
 - 3. Increased Life-span
 - 4. Cultural and Global
- C. Aging and Society
 - 1. Gerontology and geriatrics
 - 2. Ways people age
 - i. Chronological
 - ii. Functional
 - iii. Subjective
 - iv. Social roles
 - v. Generations
 - vi. Cohorts
 - vii. Life stages
 - 3. Retirement
 - 4. Ageism
 - i. Stereotyping
 - ii. Patronizing
 - iii. Discrimination
 - 5. Life as a widowed person
- D. Elder crime and abuse
 - 1. Physical
 - 2. Financial
 - 3. Emotional
- E. Family and Community Support
 - 1. Changes in family structure
 - 2. Interdependence, intimacy and belonging
 - 3. Types of supporting relationships
 - 4. Effects of marriage, divorce, remarriage and partner relationships
 - 5. Caregivers and Caregiving
 - i. Demographics and trends
 - ii. Caregiver stress
 - iii. Caregiver support

6. Housing
 - i. Options and choices
 - ii. Stay at home or relocate
 - a. Financial and emotional impact
 - b. Housing adaptation strategies, including technologies
7. Home and Community-Based Services
 - i. Resource Information and referral
 - ii. Transportation
 - iii. Meal programs
 - iv. Care management
 - v. Visitor/companion
 - vi. Telephone reassurance
 - vii. In-home care
 - viii. Hospice
 - ix. Senior centers
 - x. Adult day care
 - xi. Legal
 - xii. Adult Protective Services

II. Health Aspects of Aging: Physical and Mental (25%)

A. Physical Health

1. Difference between life expectancy and life span
2. Difference between aging and disease
3. Nutrition, Fitness, and Health affect on longevity
 - i. Healthy eating challenges for seniors (e.g., Tufts Food Pyramid for Seniors)
 - ii. Exercise
 - iii. Ongoing medical evaluation
 - iv. Smoking
 - v. Substance abuse
 - vi. Activity and community involvement
4. Chronic Illness in Seniors
 - i. Most common conditions
 - ii. Impact on individual and family
 - iii. Symptoms and treatments
 - a. Heart Disease
 - b. Diabetes
 - c. Stroke
 - d. Arthritis
 - e. Osteoporosis
 - f. Cancer
 - iv. Pain management
 - v. Medication interactions

B. Mental Health

1. Normal Cognitive changes
2. Mild Cognitive impairment
3. Methods for sustaining/improving mental health
4. Mental disorders (e.g., depression, anxiety and personality disorders)

5. Dementia
 - i. Causes
 - ii. Diagnoses
 - iii. Treatments
 - iv. Care
 - v. Legal issues

6. Grief and Loss
 - i. Types of loss (e.g., spouse, home, pet and job)
 - ii. Characteristics of grief
 - iii. Stages of grief

III. Financial and Legal Aspects of Aging (20%)

- A. Financial Goals
 1. Lifestyle Choices
 2. Self-sufficiency and Independence
 3. Financial Security for self and family
- B. Estate Planning and distribution of assets
 1. Beneficiaries
 2. Wills and Trusts
 3. Retirement Plans
 - i. Qualified
 - ii. Non-qualified
 4. Taxation
 5. Charitable Giving
- C. Financial Challenges and Choices for Seniors
 1. Strategies for different income and asset levels
 2. Effects of greater longevity
 3. Retirement Savings
 4. Retirement Income Needs Analysis
 5. Financial Plan and asset management
 - i. Accumulation
 - ii. Distribution
 6. Sources of retirement income
 - i. Qualified retirement plans
 - ii. Stocks/Bonds
 - iii. Annuities
 - iv. Reverse mortgages
 - v. Employment
 7. Risk Management (e.g., property, health and life)
 - i. Insurance
 - ii. Self-insurance
 8. Taxation
 9. Investment Pitfalls for Seniors
- D. Long-Term Care (LTC)
 1. Definition of LTC service
 2. Need for LTC services
 3. Types of services

- 4. Funding
 - i. Insurance
 - ii. Self-funding
 - iii. Social programs
- E. Funeral Planning
 - 1. Choices
 - 2. Costs
 - 3. Funding
 - 4. Consumer protections
- F. Legal
 - 1. End-of-Life planning
 - i. Advance directives
 - a. Power of Attorney
 - b. Wills and Trusts
 - c. Medical Directives
 - ii. Personal information and inventories
 - 2. Health Information Portability and Accessibility Act
 - 3. Guardianship and Conservatorship
 - 4. Informed consent/ disclosure

IV Government Assistance for Seniors (10%)

- A. Medicare
 - 1. Funding
 - 2. Eligibility
 - 3. Enrollment
 - 4. Medicare (i.e., Parts A, B, C and D)
 - i. Coverage
 - ii. Limitations and exclusions
 - iii. Appeals
 - 5. Medicare Supplemental (Medigap) Insurance
- B. Medicaid
 - 1. Difference between Medicare and Medicaid
 - 2. Eligibility
 - 3. Types of Services
 - 4. Medicaid Planning
- C. Other assistance (e.g., Veterans programs)
- D. Social Security and Supplemental Security Income
 - 1. Beneficiaries
 - 2. Eligibility
 - 3. Enrollment
 - 4. Benefits
 - i. Reduced
 - ii. Full
 - iii. Delayed
 - 5. Taxation of SS benefits

- V. Understanding and Communicating with Seniors (20%)**
 - A. Individual differences and commonalities among seniors
 - B. Myths of Aging (Stereotypes)
 - C. Key developmental tasks
 - D. Aging attitudes
 - i. Denial
 - ii. Adaptation
 - iii. Irrelevance
 - iv. Affirmation
 - E. Sense of purpose
 - F. Spirituality and aging
 - G. Fears/concerns
 - H. Major life changes
 - I. Age appropriate communication
 - J. Professional Responsibilities
 - i. *CSA Code of Professional Responsibility*
 - ii. The CSA Disclosure Statement
 - iii. The CSA Mission Statement

Taking the Exam

The CSA exam may be taken at a Pearson VUE testing center or on-site following an optional SCSA educational course. Regardless of examination location, all CSA candidates must have prior authorization from SCSA to take the exam and present a valid photo ID to the exam proctor, as well as meet all other test security requirements at the exam location.

Additional details on taking the examination are provided to candidates in the email (CBT exams) or confirmation letter (on-site classroom exams) they receive from SCSA once their application is approved. On-site candidates take a paper exam that is administered by proctors. In both cases, the exam is closed book.

At the on-site testing locations following the optional SCSA course, SCSA provides the proctors with a list of eligible candidates.

After the Exam

Examination Results

Candidates who test at a Pearson VUE testing center will be provided with a printed report of their results at the completion of their exam. Classroom candidates will receive their exam results via e-mail within 7-10 business days after their exam date.

Candidates who failed the exam will be provided a diagnostic analysis of their relative strengths and weaknesses by content area, along with their exam results.

Candidates who have successfully passed the exam will be notified of their designation status by their SCSA Educational Representative. Those who have passed the exam and met all other eligibility requirements will receive a New Member Kit that includes a CSA certificate and other business and communication items. The individual may then use the CSA initials after their name, and use the CSA mark as allowed by the *CSA Code of Professional Responsibility* and the SCSA Membership Rules.

Disputed Results

SCSA employs a rigorous process to ensure that no errors occur in the scoring of candidate answer sheets, including a review of all answer sheets for any possible marking errors, a quality control scoring audit, and a statistical analysis of all questions. Due to the accuracy of electronically scanned scoring, changes as a result of rescoring are highly unlikely. However, a candidate may request a hand-score of his or her answer sheets by filling out and submitting the *Application to Hand Grade Answer Sheet* with the requisite fee of \$25. All such requests must be sent to SCSA's testing vendor, Professional Testing, Inc., within 90 days of the test date, as directed in the application, which is included in the back of this handbook. Applications received after the 90th day will be returned to the candidate.

Retests

Candidates who fail the exam may schedule a retest by contacting SCSA. Candidates must wait at least 6 weeks before re-testing. Candidates who fail the exam are limited to 2 retests (for a total of three test sessions). Re-tests must be completed within 1 year of the initial test date. Re-tests are taken at a Pearson VUE testing center. SCSA will provide candidates with retest instructions by email. There is an additional testing fee for each retest.

Candidates who fail the exam three times may retest again after a 12-month waiting period (from the final exam attempt). Candidates must re-apply and meet the eligibility requirements in effect at the time of the retest following the waiting period.

CSA Code of Professional Responsibility

SCSA created the *CSA Code of Professional Responsibility (Code)* to provide ethical standards and rules of conduct for all persons who use the CSA designation. The CSA Board of Standards (BOS) is an independent, nonprofit corporation established to investigate formal complaints lodged against CSAs for alleged violations of the Code. The BOS reviews all complaint cases and disciplines CSAs when appropriate.

The CSA BOS operates independently from SCSA and the SCSA Certification Council.

The *CSA Code of Professional Responsibility*, which includes the SCSA Membership Rules and the process for appealing a BOS decision, is available on the SCSA web site or by contacting SCSA.

CSAs are required to earn 18 CSA Continuing Education (CSA CE) credits every three years.

Maintaining Certification

The CSA credential will only be awarded to individuals who meet all eligibility requirements, including the successful completion of the CSA exam. Certification is awarded for a period of one year. Renewal is required annually, with recertification required every three years.

The Certification Council has determined, after considering the scope of issues facing seniors and the frequency at which information is updated and expanded, that CSAs should recertify every three years.

Annual Renewal

CSAs must renew their credential every year after their first year in order to continue using the CSA designation and marks. To do this, the CSA must:

1. Complete, sign, and return the annual renewal form, which includes mandatory disclosure information.
2. Affirm that he/she has met any applicable CSA CE requirements for the recertification period (compliance with CE requirements must be documented every 3 years).
3. Pay the annual renewal fee.

A CSA who is under suspension may not renew his or her membership until such suspension has been lifted. *See the reinstatement and redesignation policies below for instructions on renewal following suspension.*

SCSA may:

- Investigate “affirmative answers” given on the renewal form disclosure. SCSA is empowered to investigate “yes” disclosure answers on renewal forms in order to clarify or amplify the CSA’s explanation of the affirmative answer(s). Depending on the nature of the affirmative answer, SCSA may ask the renewing CSA to provide additional information, and/or it may decide to research the matter on its own.
- Require sufficient explanations for affirmative answers. In certain cases when SCSA deems an explanation of an affirmative answer incomplete, it reserves the right to require the CSA in question to provide further explanatory information. Depending on the nature of the affirmative disclosure, this additional information might include the following: dates, locations, case numbers, case status, involved parties, summaries of charges and rebuttals, summaries of settlements or other judgments, copies of documents.
- Refer any possible disciplinary issues or possible violations of the *CSA Code of Professional Responsibility* to the SCSA Board of Standards for appropriate action.
- At the Council’s request provide a report or other description of affirmative answers received on applications.
- Randomly review a sample of renewal applications for accuracy.

The CSA recertification process was developed to ensure the continuing commitment of CSAs to the credential and to ensure that CSAs’ continued competence is enhanced by the process. Recertification is a vital part of the CSA certification program and it is designed to ensure that CSAs increase and expand their knowledge of the financial, health, and social issues facing seniors.

Recertification

Prior to January 1, 2011 CSAs are required to earn 18 CSA Continuing Education (CSA CE) credits every three years. **Effective January 1, 2011** CSAs are required to earn 30 CSA Continuing Education (CSA CE) credits every three years. If the effective date of the policy change falls in the middle of a certificants renewal period then he/she must earn 18 CSA CE credits for that renewal period. The full 30 credit requirement will go into effect with that individual’s next renewal period.

To be eligible for credit all CSA CE course topics must be directly related to seniors and/or ethical issues. Acceptable topic areas include ethics; financial, health or social issues related to aging; spirituality and aging; general aging issues; death and dying, etc. Sales and marketing topics are not acceptable.

To ensure that the recertification process contributes to the professional development of CSAs across a variety of issues, CSA CE credits must meet the following guidelines:

1. Ethics:

- a. Completion of the *The CSA's Role, Rules, and Responsibilities* online module is required for all CSAs during each 3- year recertification cycle. Three CE units will be earned for completion of this required module, which covers the *CSA Code of Professional Responsibility* and SCSA Membership Rules. CSAs are not allowed to substitute other ethics courses by other providers for this requirement.
- b. The Certification Council places a special value and focus on the importance of ethics in working effectively with seniors and encourages CSAs to seek out CE courses related to ethics. Because of the Council's strong belief in the value of continuing exposure to ethical concepts and principles, CSAs may repeat any SCSA ethics course offerings for CE credit. Ethics courses may not be repeated within the same 3-year recertification cycle.

2. Volunteering:

- a. 1 hour of CSA CE credit may be earned for each 1 hour of volunteering for seniors. In 2010, the maximum number of allowable CE credits earned by volunteering is 9. Effective January 1, 2011 the maximum number of allowable CE credits earned by volunteering is 16.
- b. 2 hours of CSA CE credit may be earned for each volunteer installation of a Personal Emergency Response System (PERS) up to the volunteering credit limit of 9 hours in 2010 and 16 hours effective January 1, 2011.

3. Acceptable Courses:

- a. CE courses, seminars or workshops on ethics topics or topics directly related to seniors and approved or offered by a national trade, industry, licensing or regulatory association.
- b. CE courses, seminars or workshops on ethics topics or topics directly related to seniors and approved or offered by an agency or organization such as the CFP Board (Certified Financial Planner Board of Standards), NASBA (National Association of State Boards of Accountancy), NASD (National Association of Securities Dealers), NASAA (North American Securities Administrators Association), NAB (National Association of Boards of Examiners of Nursing Home Administrators), SEC (U.S. Securities Exchange Commission), The American College, NAIFA (National Association of Insurance Financial Advisors), etc.

4. Acceptable Course Providers:

- a. SCSA
- b. State-approved insurance and other professional CE courses on ethics topics or topics directly related to seniors
- c. CE courses, seminars or workshops approved or offered by accredited universities and colleges on topics directly related to ethics and/or seniors
- d. WebCE courses on ethics and/or topics directly related to seniors
- e. SCSA's ethics courses (optional):
 - The *Critical Issues in Aging* series (three courses): 3 CSA CE credits per course; total of 9

- *Senior Market Sales Ethics*; 6 CSA CE credits
 - *Maximizing Integrity in Decisions with Seniors*; 6 CSA CE credits
 - *Effective and Ethical Communication with Seniors*; 6 CSA CE credits
5. Audit the SCSA Educational Course:
- a. 15 CSA CE credits may be earned by auditing the SCSA course (classroom or web) if it has been more than 12 months since the individual earned the CSA designation. This does not exempt CSAs from the required *CSA Code of Professional Responsibility* module during each e-year recertification cycle (3 CSA CE ethics credits).
6. Professional Conferences:
- a. Participation in a professional conference that provides CE, and that covers topics directly related to seniors, and is sponsored by the American Society on Aging (ASA); the National Council on Aging (NCOA); a national, state, regional, industry, trade, licensing or regulatory association; or an agency or organization including, but not limited to, the Certified Financial Planner Board of Standards (CFP), National Association of State Boards of Accountancy (NASBA), National Association of Securities Dealers (NASD), North American Securities Administrators Association (NASAA), National Association of Insurance and Financial Advisors (NAIFA), Society of Financial Service Professionals (SFSP), LOMA (Life Office Management Association), LIMRA (Life Insurance Management and Resource Association); and federal and state departments of professional regulation.
 - b. 1 day of participation in a professional conference will earn 6 CSA CE credits; 2 (or more) days of participation in a professional conference will earn 12 CSA CE credits.
 - c. Attendance at the CSA Summit also qualifies for CSA CE credits (see 6b above).
7. Group Presentations:
- a. 1 CSA CE credit may be earned for each presentation (of at least 50-minutes) to a different audience directly related to senior's issues.
 - b. Presentations provided by SCSA for its members that have been approved by the SCSA Certification Council are also acceptable.
 - c. Other presentations directly related to working with seniors (such as aging, women and aging, or death and dying) may be submitted to the SCSA Certification Council for pre-approval for CSA CE credits. Visit the SCSA web site to download the pre-approval form or contact Janice Moore, SCSA Certification Manager, at JaniceM@csa.us.
 - d. The maximum number of allowable CSA CE credits for group presentations in 2010 is 6. Effective January 1, 2011 the maximum number of allowable CSA CE credits for group presentations is 10.
8. SCSA Faculty:
- a. 2 CSA CE credits for each 50-minute hour of course instruction may be earned by faculty who teach the SCSA education course.
 - b. The maximum number of allowable CSA CE credits for teaching the SCSA education course in 2010 is 10. Effective January 1, 2011 the maximum number of allowable CSA CE credits for teaching the SCSA education course is 16.

9. CSA Journal:

- a. 5 CSA CE credits for reading a Case in Point article and successfully completing two associated online quizzes. Case in Point articles feature a topic important to seniors, a related case study, and an associated handout for senior clients.
- b. 1 CSA CE credit for writing an article that is published in the CSA Journal.

Summary of Recertification Requirements

Ways to Earn CSA CE	Minimum Required Hours	Maximum Hours Allowed	Comments
Ethics	3*	n/a	* All CSAs are required to complete the <i>CSA Code of Professional Responsibility</i> online module during each three-year recertification cycle.
Volunteering for seniors	n/a	2010: 9 2011: 16	1 hour of CSA CE credit may be earned for each 1 hour of volunteering for seniors. 2 hours of CSA CE credit may be earned for each volunteer installation of a Personal Emergency Response System (PERS) up to the 16 hour volunteering credit limit.
CE Courses	n/a	n/a	SCSA online ethics courses (optional): <ul style="list-style-type: none"> • <i>Senior Market Sales Ethics</i>, 6 credits • <i>Maximizing Integrity in Decisions with Seniors</i>, 6 credits • <i>Effective and Ethical Communication with Seniors</i>, 6 credits • <i>SCSA's Critical Issues in Aging series</i>, three courses, 3 credits each; total 9 <p>A CE course, seminar or workshop that covers ethics or a topic directly related to working with seniors from selected providers approved by SCSA (6 credits each). Sales and marketing topics are not acceptable.</p>
Audit the SCSA Classroom or Web Course	n/a	n/a	15 CSA CE credits may be earned by auditing the SCSA classroom or web course if it has been more than 12 months since the individual earned the CSA designation.
Professional Conferences	n/a	n/a	1 day of participation in a professional conference from selected sponsors that provides CE and covers topics directly related to seniors earns 6 CSA CE credits. Two (or more) days of participation in this type of professional conference earns 12 CSA CE

			credits. Attendance at the CSA Summit qualifies for CSA CE credits based on the numbers above.
Group Presentations	n/a	2010: 6 2011: 10	1 CSA CE credit for each presentation to a different audience. Includes approved presentations provided by SCSA to its members. Other presentations should be submitted to the Certification Council for pre-approval. Turnaround time from the date the request is received is 7-14 calendar days. Visit the SCSA web site to download the pre-approval request form or contact Janice Moore, SCSA Certification Manager, at JaniceM@csa.us.
SCSA Faculty	n/a	2010: 10 2011: 16	2 CSA CE credits for each 50-minute hour of SCSA course instruction, up to a maximum of 10.
CSA Journal	n/a	n/a	5 CSA CE credits for reading a Case in Point article and case study and successfully completing the related online quizzes. 1 CSA CE credit for writing an article published in the CSA Journal.

Verification of Compliance

A random audit is conducted every year of CSAs (who fall into the applicable 3-year period) to verify that they are meeting the CSA CE recertification requirement. The purpose of the audit is to maintain the integrity and credibility of the CSA CE process and the CSA designation.

Policies

Accommodations

The Certification Council will evaluate requests for accommodation in testing procedures, due to a permanent or temporary disability, on a case-by-case basis. A written request from the candidate and recent (within last three years) medical documentation will be required at least 30 business days prior to the test date.

Written requests for special accommodations in testing due to a physical or mental condition must be evaluated by the Certification Council. Requests must be received at least 30 business days prior to the test. Candidates should go to www.csa.us, "Become a CSA," and click on "Special Accommodations," under "Overview: CSA Certification Program and Exam" in the left navigation bar for a copy of the accommodations policy.

Cancellations and Refunds

CSA Course and Exam Package and CSA Course Only: SCSA will refund the amount of tuition, less a cancellation fee of \$85, when all course materials are returned within 30 days of the purchase date. *CSA Exam Only:* No refunds are available. *CSA course materials purchased separately:* No refunds are available. Call SCSA at 1-800-653-1785 for more information.

Confidentiality

All information provided to SCSA during the examination application and designation process is considered confidential and will not be disclosed unless required by law.

Directory of Certificants and Verification

SCSA will verify the name of a CSA and that a CSA is a member of SCSA in good standing at the request of any member of the public. Anyone may verify a CSA's credential by contacting SCSA at 1-800-653-1785 or e-mail: Society@csa.us, or by using the online CSA Verifier at <http://www.csa.us/CSAVerifier.aspx>. The online CSA Verifier allows any member of the public to find out if the professional they are considering is a CSA and a member of SCSA in good standing, and/or to locate a CSA in their area (inserting the name of the city and state into the CSA Verifier produces a directory list of CSAs in that area).

No information deemed to be confidential will be disclosed when verifying an individual's certification status.

CSAs' names and membership in good standing are considered public information. Use of CSA member information for solicitation purposes by businesses or individuals is strictly prohibited by SCSA.

Reinstatement (Expiration of Less Than One Year)

A CSA whose designation has expired for less than a year can reinstate his or her CSA credential. CSAs who wish to reinstate must do the following:

- Complete, sign, and return to SCSA the reinstatement form, which includes mandatory disclosure information
- Pay the reinstatement fee
- CSAs who qualify for reinstatement are not required to re-take the exam. After SCSA approves the application for reinstatement, the CSA will be sent a new certificate with a new designation date. Future renewals will be based on this date.

Redesignation (Expiration of One Year or More)

A CSA whose designation has expired for more than a year can redesignate his or her CSA credential. CSAs who wish to redesignate must do the following:

- Complete, sign, and return to SCSA the application form, which includes mandatory disclosure information
- Complete *The CSA's Role, Rules and Responsibilities (CSA Code of Professional Responsibility)* online module and sign the *CSA Code of Professional Responsibility* and SCSA Membership Rules
- Verify that he/she has read and agrees to abide by the SCSA Membership Rules

- Pay the redesignation fee
- Verify that he/she meets all eligibility requirements in effect at the time of application
- Re-take and pass the examination

Note: CSAs who have had their membership lapse and have redesignated must use their “redesignation date” as the date they designated. They may not use their original designation date.

Nondiscrimination

SCSA and the Certification Council do not discriminate on the basis of race, color, age, gender, national origin, ancestry, religion, disability, sexual orientation or marital status.

Appendix: Admission to Pearson VUE testing centers

Candidates who are taking the CSA exam at a Pearson VUE testing center will be required to provide two forms of valid ID, one primary with a photo and signature, one secondary with a signature.

Primary	<p>The following IDs meet the primary ID requirements:</p> <ul style="list-style-type: none"> • Government-issued driver's license • State/national identification card • Passport* • Military ID* • Alien registration card (green card, permanent resident visa) • U.S. Passport card • U.S. Dept. of State Driver's License <p>* The primary ID must contain a photo and signature unless the signature is embedded in the identification. When this occurs, candidate must present another form of signature identification from the primary or secondary list.</p>
Secondary	<p>The following IDs meet the secondary ID requirements:</p> <p>Any ID on the primary list</p> <p>Social Security card</p> <p>Credit/bank ATM card (signature required).</p>

Biometrics

Some Pearson VUE testing centers (all those designated as Pearson Professional Centers and some designated as Select Pearson VUE Testing Centers) require palm vein capture. All centers require electronic signature and a digital photo.

Late Arrivals and No-shows

If a candidate does not arrive on time, the testing center may turn away the candidate. The testing fee will be forfeited.

Erasable note board

Standard procedure is that the candidate receives one erasable note board to use as scratch paper during the exam.

Personal items

Candidates are not allowed to bring personal items into the testing room. Consideration is made for comfort items (such as a pillow, crutches, and tissues), which the testing center administrator must inspect.



Certified Senior Advisor (CSA)[®] Application

After completing this application in its entirety, please sign, date, and return it with the rest of this application to: Society of Certified Senior Advisors[®] Fax: 303-757-7677

Part A - Information Profile

Date _____

Last Name: _____ First Name: _____ MI _____

Company name _____

Business Phone _____ Home Phone _____

E-mail _____

Mailing Address

Street: _____

City _____ State _____ Zip Code _____

Billing Address (If different from mailing address)

Street: _____

City _____ State _____ Zip Code _____

Professional Information

Occupation _____ Title _____

License(s) _____

Designations or Certifications _____

How did you hear about SCSA? _____

Part B – Continuing Education Selection

Instructions: Select *at least one* statement that best matches your education and/or experience qualifications AND provide details in Sections A and B below, as applicable. You may take the CSA exam before you meet the experience / education requirement. For more information, visit our website at www.csa.us.

- I do not want CE of any kind
- I want CFP CE credits CFP Registration #: _____
- I want PACE CE credits
- I want CPE CE credits CPE License #: _____
- I want Enrolled Agent CE credit CPA-EA designation #: _____

Part C - Education/Experience Requirements for the CSA Designation

Instructions: You have two options to earn the CSA designation -- the CSA Course and Exam Package or the CSA Exam Only. Under the option you choose, select *at least one* statement that best matches your education and/or experience qualifications AND provide details in Sections A and B below, as applicable. You may take the CSA exam before you meet the experience / education requirement. For definitions of the terms below, visit our website

OPTION 1: CSA Course and Exam Package

I have completed:

- 1 year of paid work experience with seniors.
- 50 hours of volunteer work with seniors.
- I have not yet satisfied the requirements above, but will do so within 2 years of passing the exam

OPTION 2: CSA Exam Only *(Note: If you meet any one of the criteria for Option 2, you also qualify for Option 1)*

I have completed:

- A certificate or degree in a field related to working with seniors from an accredited college or university.
- Training equivalent to the CSA course PLUS 1 year of paid work experience with seniors.
- Training equivalent to the CSA course PLUS 50 hours of volunteer work with seniors.
- 2 years of paid work experience with seniors.
- 100 hours of volunteer work with seniors.
- I have not yet satisfied the requirements above, but will do so within 2 years of passing the exam

Section A: Education or Equivalent Training

Type of degree, certificate, or training equivalent to the CSA Course	Dates	Offered by	City and state	Field related to seniors

Section B: Work with Seniors -- Paid or Volunteer

Organization Name	Job title or description of volunteer work	Dates	Contact Name and Phone <i>Work: Supervisor</i> <i>Volunteer: Person you reported to</i>

Part D – Background Check Information

Please provide the following information for the mandatory background check to qualify for the CSA designation.

Date of birth: _____ Home Phone: _____

Home Address

Same as my mailing address my billing address

Street: _____

City _____ State _____ Zip Code _____

PART E – Course Selection

Instructions: Choose from the following convenient class options.

Option 1: Live Classroom

The live class is delivered over three 8 hour days. Each course lecture is 50 minutes long and is a mix of live and video instruction. The morning of the 4th day is reserved for testing.

City: _____

Dates: _____

Option 2: Online Class

This web-based course gives you 6 months to study with full access to our online course library that includes recorded class videos. Testing occurs within 6 months of course start date at a professional test center.

PART F – Payment Information

Instructions: Choose from the following convenient class options.

Please choose your payment schedule:

Pay in Full

Installment Plan: \$200 down payment with the balance due over 4 equal, monthly installments plus a \$45 processing fee

Please choose your method of payment:

Check: Enclosed is my \$200 down payment check, plus 4 checks postdated every 30 days, in the correct amount.

Credit/debit card:

Credit Card Information

Card Number	Expiration Date	Billing Zip code
** Signature (authorizes credit card charges)	Print your name as it appears on card	C V V code

Cancellations/Refunds: Amount of tuition paid, less an \$85 cancellation fee, may be refunded if returned course materials are received in new condition within 30 days of purchase and the CSA Exam has not been scheduled. This policy only applies to the CSA Course and Exam Package and the CSA Course Only options.

Disclosure Questionnaire

If you are seeking the CSA designation: complete the following Disclosure Questionnaire.

You must attach a detailed **written explanation for any "yes" answers**. Note that SCSA performs background checks.

YES NO

1. Have you been accused or convicted of a felony?
2. Within the last ten years, have you been a defendant or respondent in any criminal action relating to your professional or business conduct, or are you currently named as a party in any such action?
3. Within the last ten years, have you been a defendant or respondent in a civil action, which includes, but is not limited to, a lawsuit, arbitration, or mediation relating to your professional or business conduct, or are you currently named as a party in any such action?
4. Within the last ten years, have you had a license, permit, certificate, registration or membership denied, suspended, revoked or restricted by any governmental, regulatory, or administrative body, or has any such body censured, fined, restricted or reprimanded you?
5. Has any governmental, regulatory, or administrative body named you as a subject of an investigation or complaint?
6. Have you ever been censured, fined, reprimanded, or otherwise disciplined by any professional credentialing organization to which you did or do belong, or has such organization named you as a subject of an investigation or complaint?

By my signature below, I affirm that:

- **My answers to questions 1- 6 above are true**
 - **All the information I provided on page 2 is true (education, experience, etc.)**
 - **I understand and agree to the following SCSA Terms of Designation:**
- a) **Permission to use** the mark Certified Senior Advisor (CSA)® and related marks is valid for a period of one year from the date of my CSA designation, assuming I remain a member in good standing. If I fail to comply with requirements to renew my membership in SCSA at the end of the first year and annually thereafter, I will immediately cease use of the mark(s) and will not hold myself forth as a CSA. SCSA may publish on its website names of certain individuals who have used the designation in an unauthorized manner.
 - b) **The CSA Board** of Standards ("Board") has the absolute and unrestricted right to revoke my CSA designation, including any rights I may have to use CSA marks, if it finds that I have failed to comply with the *CSA Code of Professional Responsibility*. The Board authorizes SCSA to publish on its website names of certain individuals for whom the right to carry the CSA designation has been revoked.
 - c) **In consideration of** the designation granted, neither the CSA Board of Standards, nor SCSA, its directors, officers, employees and others acting on its behalf, shall be liable to me for any actions taken or omitted to be taken in any official capacity or in the scope of employment, except to the extent that such actions or omissions constitute willful misconduct or gross negligence, and I hereby release the CSA Board of Standards and SCSA from any liability for such actions or omissions.
 - d) **I will fulfill any** ongoing continuing education required by SCSA. I must complete 18 CSA Continuing Education (CSA CE) hours every three years to renew my membership for the fourth year.
 - e) **SCSA may suspend** or revoke my CSA designation for nonpayment of enrollment or membership renewal fees, or for nonpayment of other purchases from SCSA.
 - f) **I will comply** with all rules and requirements of SCSA. If designated as a CSA, I will comply with all standards and requirements that SCSA may issue from time to time, including usage standards for the Certified Senior Advisor (CSA)® designation and all other SCSA proprietary mark(s). I acknowledge that SCSA is not responsible for any usage standards put in place by outside entities.
 - g) **I understand that** SCSA has authority to perform background checks.

Signature

Print Name

Date

