

CASP Candidacy Application Form

A national certification program for aging services professionals
(formerly RHP Certification)

Prefix Mr. Mrs. Ms. Other:

First Name _____ Middle Name _____

Last Name _____

Title _____

Organization _____ Owned By _____

Address _____ Address _____

City/St/Zip _____ City/St/Zip _____

Organization Phone _____ Ext. _____

Fax _____

E-mail Address _____

Home Address _____

City/St/Zip _____

Home Phone _____ Home Fax _____

E-mail Address _____

Organization Website _____

Is your organization an AAHSA Member? Yes No
 Are you a UNT Alumnus/na? Yes No
 Is your organization CCAC accredited? Yes No
 Is your organization not-for-profit? Yes No
 Does your job require CASP certification? Yes No

What is your primary responsibility? Type of Organization Number of Units
 (check only one if CCRC)

<input type="checkbox"/> Management	<input type="checkbox"/> CCRC	<table border="1"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>							
<input type="checkbox"/> Budgeting	<input type="checkbox"/> Assisted Living								
<input type="checkbox"/> Marketing	<input type="checkbox"/> Supportive Living								
<input type="checkbox"/> Board Liaison	<input type="checkbox"/> HUD-Financed								
<input type="checkbox"/> Other _____	<input type="checkbox"/> Market Rate								
	<input type="checkbox"/> Nursing Facility								
	<input type="checkbox"/> Other _____								

Method of Payment
 Please enclose **TWO** separate checks: one for the candidacy application and one for registration.

Check enclosed (make check payable to University of North Texas)

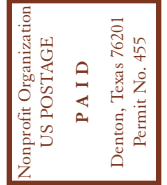
Please charge to the following credit card
 VISA MasterCard American Express Discover

Credit Card Number _____

Name of Cardholder (as it appears on card) _____

Authorized Signature _____ Date _____

SUBMIT FORM AND PAYMENT TO:
 University of North Texas, CLAS Program, Department of Applied Gerontology
 PO Box 310919, Denton TX 76203-0919
 FAX: 940.369.7271



UNIVERSITY OF NORTH TEXAS
 Coalition for Leadership in Aging Services
 Department of Applied Gerontology
 P.O. Box 310919
 Denton, Texas 76203-0919
 Account No. 65146

You should attend the CASP 2006 Fall Institute if you are:

- a newcomer to the aging services field!
- seeking information about senior living management and services!
- a CEO, administrator, director or manager of a CCRC, independent living, assisted or supportive living community who is committed to leading your organization to excellence!

Collaborate!

Learn!

Grow!

National Certification for Aging Services Professionals (CASP)
formerly known as the RHP Certification

October 14-17 and December 4-5

Radisson Hotel Schaumburg, IL
(suburb of Chicago)

Sponsored by



Co-sponsored by



2006 CASP FALL INSTITUTE

Join a network of over 1600 Aging Services Professionals who are committed to excellence through leadership! Get your CASP Certification now!

The CASP 2006 Fall Institute (formerly RHP) is an intensive training session during which participants are immersed in all pertinent aspects of aging services management. This specialized educational focus will help you master these 11 critical subject areas:

- Housing Management and Administration** ~ Invaluable resources for the effective leader, including effective management styles, employee motivation and conflict management
- Biological, Social and Psychological Aspects of Aging** ~ Recent research in these vital areas that contributes to meeting the special needs of our aging population
- Dining Services** ~ The structure, format and procedures of an effective dining services program
- Environmental Design** ~ Design that takes into consideration the needs, desires and resources of the resident population
- Finance and Accounting** ~ Everything from basic accounting principles to the monitoring necessary to ensure the financial viability of your organization
- Marketing** ~ How to promote your facility and develop a successful marketing plan
- Long-term Care and Social Service Networks** ~ How to navigate the complex system of long-term care, including governmental structures, quality assurance and the importance of advocacy
- Legal Issues** ~ What you need to know to protect yourself, your residents and your facility
- Fair Housing Act, Section 504 and the Americans with Disabilities Act** ~ The practical realities of these laws and the accompanying regulations that affect every aspect of your facility's operations
- Human Resources** ~ Information and guidance about recruiting, hiring, evaluating and retaining good staff
- Hospitality and Customer Service** ~ Techniques to build teamwork and create a service oriented environment

Collaborate · Learn · Grow

Benefits of Attending the CASP 2006

Fall Institute:

- Collaborate With a National Network of Aging Services Professionals!**
 Join forces with knowledgeable aging services professionals from around the United States.
- Learn - State-of-the-art Education Taught by Nationally Acclaimed Experts!**
 Led by qualified professionals and educators, the CASP Fall Institute fosters an open forum for questions and intellectual exploration.
- Grow - Enhance your professional status with the CASP credential!**
 CASP (formerly RHP) is recognized nationally as the standard for promoting professional excellence in aging services, management and administration.

Coalition for Leadership in Aging Services - CLAS (formerly RHP Program)

The National Certification Program for Retirement Housing Professionals is proud to announce expanded educational programming under a new name - Coalition for Leadership in Aging Services (CLAS). The RHP credential has also been renamed Certified Aging Services Professional (CASP), reflecting its holistic perspective of aging and the inclusion of a broader array of retirement housing and supportive services in recent years. These changes respond to emerging models of care and service delivery across the entire aging services continuum and will better position certification holders to meet the needs of current and future generations of older persons.

CLAS will continue to provide education and training to individuals involved in the management of assisted living facilities, continuing care retirement communities and senior housing.

Life Services Network

For over 75 years, Life Services Network, a statewide association, has represented the leading providers of the complete continuum of services for older adults, including nursing care, supportive and assisted living, senior housing and home and community based services. With a diverse membership now numbering close to 500 providers, LSN is the largest eldercare association in Illinois.

As one of the largest and most respected trade associations of its type in the country, LSN is nationally recognized for its innovative programs, leadership and expertise on issues related to long term care and senior housing and services. Committed to the advancement of quality and innovation in older adult services, LSN is also the state affiliate of the American Association of Homes and Services for the Aging (AAHSA) and the Assisted Living Federation of America (ALFA).

CASP Curriculum:

Core Course I - October 14 & 15:

Administering the Retirement Housing Community

Focuses on the unique aspects of managing a human service organization that serves older persons. Lessons address philosophy of housing management, management and administration, human resource management, fair housing, ADA, Sec. 504, and legal issues.

Core Course II - October 16 & 17:

Management and the Aging Resident

Concentrates on the aging process and the unique understanding professionals should have to better serve an aging population. Lessons address the aging society, biological, psychological and social aspects of aging, long-term care and social service networks, customer service, and integrating gerontological with management principles.

Core Course III - December 4 & 5:

Managing the Financial and Physical Environments

Addresses the skills needed to monitor the financial solvency of the retirement community as well as the physical plant. Lessons focus on the budgeting process, financial trends, environmental design, facility management, and dining services while offering a basic financial overview.

All CASP Participants Receive:

- CASP (formerly RHP) Core Course Volumes I, II, and III
- User ID and password for Internet testing site
- A certificate of completion
- The opportunity to participate in the 2007 graduation ceremony at the AAHSA Annual Meeting in Orlando, FL

CASP Comprehensive Examination:

All CASP candidates must successfully complete an exam upon completion of each core course. Candidates will receive a user ID and password to be able to access the Internet testing site.

Continuing Education

Life Services Network is a Certified Sponsor of professional continuing education by the National Association of Boards of Examiners of Long Term Care Administrators (NAB) and certifies that this program meets NAB/NCERS guidelines and is approved for a maximum of 15.0 continuing education clock hours per CASP core course.

Here's What Past Participants are Saying!

"The RHP Program has been exceptional in the faculty, topics, presentations, reading materials. I truly feel professionally enriched and will take several concepts to my facility for implementation."

"The value of this program and experience will likely reflect a return on investment well into the future."

"I came here not knowing what to expect and am leaving thoroughly pleased and satisfied! I learned a lot, met many wonderful people, and had a lot of fun! The RHP Staff get an A+ in customer service. I feel everyone bent over backwards to make certain this was a great experience for all the participants."

To Register for the CASP Fall Institute:

1. Complete the Candidacy Application Form and return it with payment to UNT.

- This step must be completed along with registration.
- Please make out two separate checks, one for the candidacy application and one for registration. Both checks should be payable to the University of North Texas.

2. Complete the Registration Form and return with payment to UNT.

- Payment is required at the time of enrollment.
- Registrations are accepted in the order received.
- Space is limited. To ensure space in the program, please submit your registration by **August 31, 2006**.
- **Note:** Reduced fees for early registration.

3. Make your hotel and travel arrangements.

- Contact the Radisson Hotel at (847) 397-1500 or call central reservations toll free at 1 (800) 333-3333 and ask for the Radisson Hotel Schaumburg. Tell the reservation agent that you are a part of the UNT-CASP group.
- The hotel address is 1725 East Algonquin Road, Schaumburg IL 60173.
- Make reservations by **September 29, 2006** to receive the special conference package at a rate of just \$79 + tax per night.
- **Note:** You cannot make your reservation on-line and receive this special hotel rate.

4. Transportation

- The hotel provides complimentary airport transportation to and from O'Hare International Airport. Please call the Radisson Hotel at (847) 397-1500 at least 24 hours in advance to make a reservation.
- Cab Service is also available with All-Star Cab & Shuttle at a flat rate of \$21 one way to/from O'Hare Airport. They can be reached at (847) 531-5900.

5. Cancellations

- Cancellation requests received up to two weeks prior to the seminar date (**by September 29, 2006**) will be refunded at 75% of the registration fee. No refunds for late cancellations can be made.
- All cancellations must be submitted in writing to UNT, Attn: CLAS Program. We cannot accept cancellations by phone.

6. Questions?

- Call the CLAS Program office at (940) 565-2733, or e-mail inquiries to NCRHP@unt.edu.

2006 CASP Fall Institute Registration Form

Mail complete registration form with payment to:

University of North Texas
 CLAS Program
 Department of Applied Gerontology
 P.O. Box 310919 . Denton, TX 76203-0919

Prefix Mr. Mrs. Ms. Other: _____

First Name _____ Middle Name _____

Last Name _____

Title _____

Organization _____

Mailing Address _____

Physical Address (for shipping) _____

City _____ St _____ Zip _____

Phone _____ Ext. _____

E-mail Address _____

TAKE ALL THREE COURSES AND SAVE!

Registration Fee (please check)	After August 31ST
All three courses: Oct. 14-17, Dec. 4-5 <input type="checkbox"/> \$1375	<input type="checkbox"/> \$1600

Course I: October 14-15	<input type="checkbox"/> \$550	<input type="checkbox"/> \$650
Course II: October 16-17	<input type="checkbox"/> \$550	<input type="checkbox"/> \$650
Course III: December 4-5	<input type="checkbox"/> \$550	<input type="checkbox"/> \$650

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**Method of Payment**  
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 VISA  MasterCard  American Express  Discover

Credit Card Number \_\_\_\_\_

Name of Cardholder (as it appears on card) \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

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 Do you have a disability that will require accommodations under the terms of ADA/504? Yes No Request for accommodation must be on file.
 For further assistance, contact the CLAS Program office at 940.565.2733 TTY 800-RELAYTX

PLEASE DUPLICATE THIS FORM AS NEEDED