



Frequently Asked Questions About Certified Aging Services Professional (CASP) Certification

1. What does CLAS stand for and what is its mission?

CLAS is an acronym for the Coalition for Leadership in Aging Services. The mission of CLAS is to provide education for leaders who can expand and create innovative service options in aging. CASP certification serves as the foundation of the professional activities offered by CLAS.

2. What does CASP stand for and what is its mission?

CASP is a national professional certification program for aging services. The CASP acronym stands for Certified Aging Services Professional. The mission of CASP is to provide the core knowledge and holistic perspectives required to deliver and enhance housing, supportive and community services responsive to the needs of older people.

3. What are the requirements to obtain CASP certification?

To receive certification, you must complete the candidacy application process and complete three 15- hour core courses and pass their subsequent on-line examinations. The three courses are Core Course I: Administering the Retirement Housing Community; Core Course II: Management and the Aging Resident; Core Course III: Managing the Financial and Physical Environment.

4. Can I enroll in the CASP program even though I don't have any previous experience in retirement housing and/or aging services?

Yes, CASP candidates have reflected a range of experience in the field, from no experience to more than 10 years of experience. For those currently in the field, the program will provide you with an overview of retirement housing administration, introduce you to new concepts and best practices in the field, and provide you with the training to develop your management and leadership skills. For those individuals with no experience who are interested in entering the retirement housing profession and/or aging services, the courses offer an in depth exposure to the broad scope of retirement housing and community services. In addition, the onsite courses provide an opportunity to make valuable networking contacts with experienced candidates and faculty.

5. How do I apply to become a CASP Candidate?

You must complete the CASP Candidacy Application Form and return it with a candidacy application fee to the CLAS Office. You can obtain the form by contacting the CLAS office at (940) 565-2733 or download from the CLAS website under forms and publications (www.unt.edu/aging/clas). Core Courses may be taken in any order, but all three must be completed within three years of the date of acceptance into candidacy.

6. How do I take exams for the CASP Core Courses?

The core course exams are completed through the CASP internet testing sites. A candidate enrolled in either an Institute (onsite) or a self-study course receives a user name and password which gives him/her access to the appropriate CASP internet site. Each core course exam consists of approximately 30-40 multiple choice questions.

7. What are my options in completing the three Core Course?

The CASP Certification Program is designed to be flexible, allowing individuals to achieve certification in varying formats, depending upon their schedules and preferred learning environments. Candidates may choose to become certified through the CASP Fall Institute, the CASP Summer Institute, individual self-study, and/or combination of these methods.

8. Where are the Institutes offered?

Our current plan is to offer two full six-day institutes (in either 6-day sessions or a 4 and 2 day set of sessions) annually in collaboration with AAHSA state affiliates and other relevant organizations.

9. How long do I have to complete a self-study course?

Although there is no specified time limit for completing a self-study course, two CASP time limits have implications for candidates enrolled in self-study courses. First, a candidate has three years to complete the three core courses required for CASP certification. Accordingly, an individual enrolled in a self-study course must complete that course within the three-year limit. Second, although there is no specified limit for how long a person may spend studying the material of the course, once he/she accesses the internet exam for the course, the exam must be completed within 30 days. Once the 30-day time limit has expired, the exam is automatically submitted for grading.

10. Must I take the core courses in sequence?

No, as indicated in the reply to question 5, the core courses can be taken in any order in either an Institute (onsite) or self-study format. You may combine Institute and self-study courses to best meet your needs.

11. What happens when I complete all of the requirements for CASP certification?

After each course, you will receive a certificate of completion. Once you complete all of the courses and successfully pass the subsequent exams, you will receive a graduation response form and a letter from a member of the CLAS staff stating that you have completed the requirements. Also, each graduate is invited to attend the CASP graduation dinner and ceremony held each year during the American Association of Homes and Services for the Aging (AAHSA)'s Annual Meeting. At this event, graduates will be presented with a CASP certificate. The certificate will be mailed after the meeting to graduates who are unable to attend the graduation ceremony.

12. May I count the CASP Core Courses as Continuing Education Units (CEU) for my professional licenses?

In general, the CASP Core Courses are not officially recognized by the National Board of Examiners (NAB) or any other national or state licensure board. In some instances, in collaboration with state affiliates, some of the core courses are NAB approved. In addition, some CASP graduates have received CEU credit from various licensure boards by personally submitting documentation of the content of their CASP coursework. For more information please call the CLAS office.

13. How often must I recertify to maintain certification?

As a CASP/CASPF graduate, you are required to earn 22 CEUs every two years to maintain your certification.

14. What credits may I apply towards my recertification?

You may earn CEUs by attending seminars and conferences sponsored by AAHSA and its state affiliates as well as participating in a variety of other professional training and activities. A full listing of opportunities to earn CEUs is included in the "Recertification" section of the CASP Handbook that you will receive when you apply.

15. What are the benefits of graduating from the CASP program?

CASP and CASPF graduates become part of a growing network of aging services professionals. You will receive copies of the "CLAS Act," a bi-annual newsletter written specifically for CASP candidates and graduates, and benefit from the use of the "CASP Lounge," a room reserved solely for the use of CASP candidates and graduates each year at the AAHSA Annual Meeting. You also benefit from special CASP Fellow workshops and sessions on "hot" topics at AAHSA's Annual Meeting. Furthermore, you have the opportunity to remain involved in the program and be a positive influence in the field of retirement housing and/or aging services by serving as a mentor or reviewer for other candidates. Most significantly, your CASP and CASPF credential identifies you as a professional who believes in a philosophy of excellence, and who strives to be a leader in the field. Some organizations may give preference in employment to CASP graduates because certification demonstrates your commitment to those qualities.

16. Why are CASP Core Courses no longer offered in conjunction with the AAHSA Annual Meeting?

Because of the close collaboration between CLAS and AAHSA, two of the three core courses have previously been offered 4 days prior to the AAHSA's Annual Meeting. Although CLAS will continue to maintain a strong presence at the meeting, beginning in 2006 a CLAS pre-conference on an advanced educational topic will be offered instead of core courses. This was a joint decision between CLAS and AAHSA and was based on feedback over the past 5 years that suggested spending 4 days (30 hours) in a classroom and then another 3 or 4 days at the AAHSA meeting is too demanding. We also received negative feedback because only two of the three courses could be offered in that time. As a result we decided to change the Fall Program into an Institute format and offer 6 days of training in either 6-day sessions or 4 and 2 day sessions.

17. Will CLAS offer educational opportunities during the AAHSA Annual Meeting?

Yes, CLAS will offer two educational opportunities at the AAHSA Annual Meeting. Prior to the annual meeting, a CLAS pre-conference session covering an advanced educational topic will be offered. During the annual meeting, the CASP Fellow Workshop will continue to be included as a part of AAHSA's educational sessions. To register, please refer to the AAHSA Annual Meeting booklet.

18. I have heard that the program was previously The National Certification Program for Retirement Housing Professionals and that many people were certified as Retirement Housing Professionals (RHP). Why have the names changed?

Information from graduates, alumni, faculty, and sponsors confirms retirement housing's growing importance in the continuum of care as housing programs are infused with emerging models of care and service delivery. The advisory group chose a credential name that they felt better reflects a holistic perspective on aging and the inclusion of content related to a broad array of retirement housing and supportive services. It is in that context that UNT expanded its professional training under the new name Coalition for Leadership in Aging Services (CLAS). The RHP credential changed automatically to Certified Aging Services Professional (CASP) on September 1, 2006.

19. When does the current name National Certification Program for Retirement Housing Professionals (RHP) change to the Coalition for Leadership in Aging Services (CLAS)?

The official date of the name change was September 1, 2006. At that time, the RHP and RHPF designation changed to CASP and CASPF.

For more information visit <http://www.unt.edu/aging/clas>, or contact the CLAS staff at clas@unt.edu. (940) 565-2733. University of North Texas, CLAS Program, P.O. Box 310919, Denton, Texas 76203-0919.