



American Staffing Association

Continuing Education Requirements

In order to maintain the Certified Staffing Professional™ or Technical Services Certified™ designations, all individuals must complete at least 30 hours of approved continuing education (CE) every three years. At least six of the 30 CE hours must pertain to employment law.

The chart below shows the dates by which CE hours must be earned for individuals receiving the CSP™ or TSC™ certificate on or before Jan. 1, 2005 through July 1, 2010.

Date of award of CSP or TSC certificate	Date by which 30 CE hours must be earned
Jan. 1, 2004 — June 30, 2004	July 1, 2007*
July 1, 2004 — Dec. 31, 2004	Dec. 31, 2007
Jan. 1, 2005 — June 30, 2005	July 1, 2008
July 1, 2005 — Dec. 31, 2005	Dec. 31, 2008
Jan. 1, 2006 — June 30, 2006	July 1, 2009
July 1, 2006 — Dec. 31, 2006	Dec. 31, 2009
Jan. 1, 2007 — June 30, 2007	July 1, 2010

CE hours may be earned only by participating in courses or programs that are approved by ASA for CE credit. Generally these will be educational activities offered by ASA, its chapters, or approved continuing education providers that are specifically tailored for the CSP or TSC programs. However, other programs and activities, such as in-house staffing firm training programs and college courses, may be eligible for CE credit if approved by ASA. For an advance determination of whether credit will be given for such activities, individuals should contact ASA prior to enrollment. ASA has final authority to determine whether an educational activity is eligible for CE credit under the CSP or TSC programs.

Up to 12 of the required 30 CE hours may be satisfied by completing approved “passive” learning programs. The remaining 18 CE hours must be satisfied through “active” learning programs. Passive learning involves programs in which students have no real-time interaction with the instructor or other students. Examples include recordings (e.g., Staffing World workshops) and CD or Web-based training that students complete at their own pace. A passive program that has been derived from an active program, such as a tape of a live workshop, may receive fewer CE hours than would be credited for the active program. Active learning involves programs in which the instructor and students can interact in real-time such as conferences and training seminars, either in person or in telephonic or Web-based formats. Examples include Staffing World workshops, recruiting symposia, Capitol Hill Day, and InterAction Webinars; and chapter meetings that have been approved for CE hours. Other examples include leading or participating in CSP or TSC study groups and completion of pre-approved college or company-based courses.

Documentation of CE hours: CSP or TSC certificate holders are responsible for maintaining records of their CE hours as proof of having satisfied the CE requirements. As soon as possible after attending continuing education programs, certificate holders should complete and submit a CE application (available on *americanstaffing.net*) or submit to ASA other documented proof of attendance and credit hours earned. ASA will provide annual updates showing the individual’s cumulative CE record to date.