



STANDARDS AND CRITERIA FOR THE
CERTIFICATION OF STUDENT DEVELOPMENT EDUCATORS
(CSDE)

This certification is a way for Student Services personnel to be recognized in the area of student services for their expertise and experience.

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INTRODUCTION

The Adventist Student Personnel Association (ASPA) is affiliated with the Association of Seventh-day Adventist Educators. ASPA was established in 1978 with the following objectives:

1. To promote the principles of Christian education with emphasis on student development.
2. To nurture the integration of faith and learning in all aspects of development: intellectual, physical, spiritual, and social.
3. To strive for ethical and professional excellence, encouraging members to demonstrate the effectiveness of developmental education through various accountability measures.
4. To identify and communicate to the members of the Association methods and materials for professional development.
5. To serve as the voice of the members in dealing with issues and trends in the profession.

ASPA's membership is composed of Seventh-day Adventists who are employed in the student services division of secondary and post-secondary educational institutions. Establishing standards and criteria for certification of student development educators from among the hundreds of people employed in the church's school system is in keeping with the objectives of ASPA.

Student development education is a multifaceted field that addresses all aspects of student services. ASPA's diverse membership and its commitment to professional development make it uniquely qualified to provide leadership in an international system of voluntary certification.

Certification of a student development educator is a process by which ASPA grants recognition to individuals who have met qualifications in professional areas of student development. Those responsible for hiring and evaluating student personnel will find assurance that professionals possessing this certification will have a standard level of knowledge, skills, and experience in the discipline. Obtaining certification as a student development educator is not designed to credential professionals for classroom instruction.

Both professional training and experience are essential in the development of a certified student development educator (CSDE). While some training and professional preparation may have taken place within the university and college settings, other preparations, such as in-service education and nonacademic experiences may also apply toward the certification requirements.

In addition to the academic and work experiences deemed critical, ethical behavior, respect for others, and commitment to growth are basic personal characteristics of the student development educator. Evidence is sought, via letters of recommendation, regarding intellectual and social skills, self-confidence, emotional stability, flexibility, maturity, empathy, understanding and appreciation of cultural/social diversity, awareness of one's attitudes and values, commitment to spiritual leadership/practices, and verbal and written communication skills.

I. Certification

The process for certification and re-certification is the same with the exception of the amount of clock hours as listed in requirement number three (3). The requirements are as follows:

1. Be an active member of ASPA.
2. Have at least four years of experience in full-time student services employment within the last five (5) years.
3. Submit documented clock hours of training. Clock hours are defined as follows:

Initial Certification	150 clock hours	Within the last 10 years
Re-certification	75 clock hours	Within the last 5 years

Clock hours of training must come from at least two of the following:

- a) A maximum of fifty (50) hours of documented self-study (i.e. research, reading, writing articles for publication, preparation for a presentation, etc.)
- b) Presenting a workshop. Hours you may record are equivalent to the actual number of hours presented.
- c) Active service as an ASPA officer. One year of service as an executive officer is equivalent to twenty-five (25) clock hours. One year of service as a regional officer is equivalent to ten (10) clock hours. Regional officers must submit a report on the activities in the region they represent. A maximum of fifty (50) clock hours of active service as an ASPA officer may be recorded.
- d) A maximum of fifty (50) hours of academic classes.
- e) Attendance at workshops and/or conventions.

Applicants are not required to submit documentation in support of the documented clock hours at the time of application. Applicants are required to sign a disclosure statement attesting to the accuracy of the information provided.

The CRC reserves the right to request supporting documentation at any time to substantiate the clock hours claimed. Applicants are encouraged to keep copies of all documentation AND of all completed application forms.

4. Complete the CSDE application form.
5. Submit three (3) letters of recommendation from professionals in the field of education. One (1) letter must be from the applicant's current employer and one (1) letter must be from a current ASPA member.
6. Submit a check payable to ASPA for the \$25.00 application fee.

The deadline for submitting documents is March 1 of each year. The CRC may ask for additional information and documentation, therefore, early submission of the application and all supporting documents is encouraged. If a CSDE application is not completed within one year of ASPA's initial receipt of the application form, the application will be invalid and all submitted documents will be destroyed.

II. Specific Professional Area Endorsement

In addition to the CSDE, student development educators may obtain an endorsement in their specific professional area. These specific professional areas are:

CS	Campus Safety	IMC	International / Multi-cultural
CPP	Career Planning & Placement	RL	Residence Life
CH	Chaplaincy	SA	Student Activities
CE	Counseling & Counseling Education	SPA	Student Personnel Administration
HS	Health Services	TLC	Teaching Learning Center

The process for obtaining initial endorsement and re-endorsement is the same. An initial endorsement may be obtained at any time and is valid until the CSDE expires. A re-endorsement must be obtained at the time of re-certification for the CSDE and is valid until the CSDE expires. The requirements for an endorsement are as follows:

1. Be a current CSDE.
2. Be employed for at least the last three years in the professional area of the endorsement you are applying for.
3. Submit twenty-five (25) documented clock hours in addition to the clock hours required for the CSDE.
4. Present a workshop or have a written work published, in print or electronically, which pertains to the area of the endorsement you are applying for. Both the presentation and the published work must be approved by the CRC to fulfill this requirement.
5. Complete the CSDE endorsement application form.

The deadline for submitting documents is March 1 of each year, which is congruent with the CSDE application process. Please refer to section I. Certification regarding the submission of documents.

III. Content Areas

Applicants for the CSDE must document their clock hours within four content areas. The content areas, along with suggested concentrations, are listed below. The suggested concentrations are by no means an exhaustive list; rather, they are suggested areas to focus on in order to develop a well-rounded knowledge of the content area.

The **MENTAL** section deals with issues such as emotional well-being, promoting academic excellence, and challenges facing today's students.

The **PHYSICAL** section deals with issues such as promoting exercise and wellness, living a balanced lifestyle, and knowing how to put play into your life.

MENTAL

PHYSICAL

SOCIAL

SPIRITUAL

The **SOCIAL** section deals with issues such as programming and activities, cultural diversity, and community and team building.

The **SPIRITUAL** section deals with issues such as corporate worship, personal worship, and preparing Christian students to live in a secular world.

IV. Review of Applications

The CRC chair will acknowledge, via email, the receipt of all applications and their status. An application will be approved, tabled, or denied. An application is tabled when the CRC feels additional documentation or clarification is needed. The applicant will be notified of how long he/she has to respond to the CRC. If the application is denied, the candidate may request reconsideration.

An applicant that is denied certification by the CRC may request reconsideration of the decision by writing to the CRC chair. This letter must state the reason(s) why the applicant believes the decision is inappropriate and may include any additional information the applicant believes necessary to show his/her qualifications for certification. The request for reconsideration must be made within six months from the date of the denial. Reconsideration shall occur at the next regular meeting of the CRC after the applicant has submitted his/her request. If, after reconsideration, the CRC denies the application, the CRC shall inform the applicant of the decision. This notice shall be timely and by letter. The letter shall state the specific reason(s) for the CRC's decision.

Adventist Student Personnel Association

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**APPLICATION FOR THE CERTIFICATION AND ENDORSEMENT
OF STUDENT DEVELOPMENT EDUCATORS**

Indicate below the type of certification you are applying for:

<input type="checkbox"/> Initial Certification	<input type="checkbox"/> Renewal Certification	<input type="checkbox"/> Initial Endorsement	<input type="checkbox"/> Renewal Endorsement
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IF APPLYING FOR AN ENDORSEMENT, CHECK ONLY **ONE** OF THE FOLLOWING PROFESSIONAL AREAS

<input type="checkbox"/> CS – Campus Safety <input type="checkbox"/> CPP – Career Planning & Placement <input type="checkbox"/> CH – Chaplaincy <input type="checkbox"/> CE – Counseling & Counseling Education <input type="checkbox"/> HS – Health Services	<input type="checkbox"/> IMC – International / Multicultural <input type="checkbox"/> RL – Residence Life <input type="checkbox"/> SA – Student Activities <input type="checkbox"/> SPA – Student Personnel Administration <input type="checkbox"/> TLC – Teaching Learning Center
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INSTRUCTIONS:

1. Please type or print complete information for all sections.
2. Use the gray boxes of this form when applying for an endorsement. Check the gray “E” box for all information used specifically for the endorsement requirements.
3. Specify which content area your documentation represents by using the “AREA” box.

1. APPLICANT INFORMATION (Please type or print)

NAME (Last, First, Middle Initial)			DATE OF APPLICATION
ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS	HOME PHONE	OFFICE PHONE	
CURRENT EMPLOYER (Name & Address)	PROFESSIONAL TITLE	YEARS IN POSITION	

2. PREVIOUS EMPLOYMENT

EMPLOYER (Name & Address)	PROFESSIONAL TITLE	YEARS IN POSITION
EMPLOYER (Name & Address)	PROFESSIONAL TITLE	YEARS IN POSITION
EMPLOYER (Name & Address)	PROFESSIONAL TITLE	YEARS IN POSITION
EMPLOYER (Name & Address)	PROFESSIONAL TITLE	YEARS IN POSITION

3. CLOCK HOURS OF TRAINING

A. SELF-STUDY (Maximum 50 hours)

E	AREA	TOPIC	TYPE OF STUDY	HOURS	DATE COMPLETED

B. WORKSHOP PRESENTATION(S)

E	AREA	TOPIC	PRESENTED AT	HOURS	DATE PRESENTED

C. SERVICE AS AN ASPA OFFICER (Maximum 50 hours)

E	OFFICE	DATE OF SERVICE		HOURS
		BEGIN	END	

E. ACADEMIC CLASSES (Maximum 50 hours)

E	AREA	NUMBER & TITLE OF COURSE	COLLEGE/UNIVERSITY	SEMESTER CREDIT HRS.	DATE COMPLETED

F. PUBLISHED WRITTEN WORK (Electronic or print. Must be approved by the CRC chair.)

E	AREA	TITLE	PUBLICATION (Include Volume, Issue, etc)	PAGE NUMBER	DATE PUBLISHED

4. RECOMMENDATION LETTER INFORMATION

NAME & ADDRESS	PROFESSIONAL TITLE	PHONE NUMBER
NAME & ADDRESS	PROFESSIONAL TITLE	PHONE NUMBER
NAME & ADDRESS	PROFESSIONAL TITLE	PHONE NUMBER

5. DECLARATION AND SIGNATURE

By signing this application, I declare that all the information that I have provided on this application is an accurate record of my experience and training a student development educator. To the best of my knowledge, this information is true, correct and complete. I agree to provide any, and all, supporting documentation as requested by the Certification Review Committee. I am a current and dues paying member of the ASPA organization. **I have affixed a check in the amount of \$25.00, made payable to ASPA, to this application in payment of the non-refundable application fee.**

SIGNATURE OF APPLICANT

DATE