

## CSP APPLICANT CHECKLIST

### A GUIDE FOR NATIONAL SPEAKERS ASSOCIATION CERTIFIED SPEAKING PROFESSIONAL™ APPLICANTS



#### CSP Applicant Checklist

- CSP Application Interest Form Submitted (via website)
- Review requirements and confirm understanding of CSP Application Process (with NSA Staff)
- Payment rendered
- Proof of attendance of either: a) an NSA/event or b) a GSF or member-affiliate event within the last 10 years. (For NSA events, your NSA database record will substantiate. For GSF, please email provide proof of attendance)
- Completion of NSA's ON DEMAND CSP Application Coursework
- Submit Presentation/Salary Spreadsheet (Please see the *How to Guide* for detailed instructions):
- Must include 20+ Evaluators for Phase Two
- Submit Video Presentation(s) (Please see the *How to Guide* for detailed instructions)
- Submission of Speaker Business Income Model description.
- Completed *CSP Applicant Oath*

#### Presentation/Salary Spreadsheet Reminders:

- A minimum of 250 qualifying, paid presentations are required. You may want to provide more than 250 presentations.
- A minimum of five years, within the last ten, in which annual income meets or exceeds \$50,000. You may want to show qualifying income for more than five years. *For salaried presentations, include employer letter on company letterhead specifying: Employer contact information; Annual pay for submission years; Percentage of time spent presenting; For self-promoted presentations, provide collateral marketing material with presentation dates.*
- A minimum 20 client evaluators must be included in your Spreadsheet. You may want to include more than 20 clients who will be contacted. Clients sometimes do not provide the promised evaluation in a timely manner.

#### Communications:

You will be provided with ongoing communication and updates via email throughout the process, including, but not limited to:

- Immediate payment confirmation email
- Email notification within five (5) business days that your application (Phase One) is under review
- An evaluation link that you will send to your clients on the presentation spreadsheet (end of Phase One – Beginning of Phase Two).
- Email notification for client review phase when the first 20 client reviews have been received, scoring is complete, and you have moved to video review phase
- Email update on incomplete client review status for your follow-up
- Email notification if your client review score fails to meet minimum
- Email and phone call regarding the final determination of your CSP Application