



## CERTIFIED SPEAKING PROFESSIONAL™ APPLICANT FREQUENTLY ASKED QUESTIONS

### 1. How can I submit questions before applying?

Most questions can be answered by reviewing the application process online. In addition, links are provided in the *CSP Resource Center* on our website and in the OnDemand portal to the following guides: **How to Earn Your CSP Guide** & the **Applicant Checklist**.

Submit any remaining questions to [CSPAdmin@nsaspeaker.org](mailto:CSPAdmin@nsaspeaker.org)

### 2. When can I apply?

The application process opens the first week in September and closes January 10<sup>th</sup> each year. ALL required materials and information must be submitted by the application deadline. **No exceptions or substitutions will be granted once the deadline date is selected.**

### 3. What does the initial application process require?

- A completed Interest Form and review of the process with an NSA Staff member.
- Payment of the application fee processed in full.
- A complete Application (Phase One) has been submitted, including the required supporting documents in totality (*i.e.*, all requirements for each item are met):
  - Presentation/Salary Spreadsheet
  - Event Attendance Confirmation
  - Video Submission(s)
  - Speaking Business Income Model Description
  - Completion of CSP Application Coursework
  - Confirmation & Signature: *CSP Applicant Oath*
  - Employer Letter(s) of Verification (salaried/contracted employees only)

#### 4. How much does it cost?

The current non-refundable application fees are as follows:

- NSA (and GSF-affiliates) Member Fee: \$375
- Non-Member Fee (U.S.): \$950
- Non-Member Fee (Int'l): \$USD based on the United Nations median salary survey.

#### 5. How do I pay the fee?

Once you submit your *CSP Application Interest Form* via our website, an NSA staff member will contact you via email or phone to review and confirm the requirements in detail and process payment.

#### 6. Do I qualify to apply if I have had a membership lapse within the last 12 months?

YES. Membership is not required to obtain or maintain your CSP. Questions may be directed to NSA by email at [CSPAdmin@nsaspeaker.org](mailto:CSPAdmin@nsaspeaker.org) or by phone (1-480-968-2552).

#### 7. Can I re-submit if my application is incomplete or does not meet the requirements?

**Once submitted, the application cannot be edited or re-submitted in the same year.** However, applications can be re-submitted the following year during application season for a nominal fee.

#### 8. I have not attended a live NSA or GSF event in the past ten years. Does a recorded purchase count?

**No.** The application requirement is **in-person attendance** at one live NSA or GSF national event within the past ten (10) years.

#### 9. I purchased and listened to required CSP educational session recordings from a previous Influence conference. Does that count?

**No.** Applicants must participate in the CSP Application Coursework located in the NSA Digital Vault. If you are an NSA member, simply login to your account and

proceed with the CSP Application Coursework. If you are a non-member, a login link will be provided after the review of requirements is completed and payment is processed.

**10. For what years can I include presentations?**

Documenting a total of **250 paid presentations** is critical for demonstrating professional competence. To meet the presentation count, a 10-year span of time may be used.

**11. Do presentations qualify if they were made when I was not a member of either NSA or a GSF association?**

Presentations made as a non-member qualify if they fit within the qualifying date range.

**12. Will a \$50,000 annual average income for five years fulfill all my application requirements?**

No. In addition to listing a minimum of 250 paid presentations, proof of income of \$50,000 **PER YEAR** for at least five eligible years is required. (Income calculation *per year; not an average*)

**13. Once I meet both requirements of 250 qualifying paid presentations and an annual presentation income of \$50,000 or more for five separate qualifying years, do I still have to list ten years of presentations?**

No. A speaker may meet the requirements of presentation count and income in five years. However, some speakers may need up to 10 years to document presentation count. All ten years used must be documented in terms of income.

**14. Do product sales at a presentation count as speaking income?**

Yes, they do. Income earned from any service or product purchased **before midnight** on the day of the live presentation may be counted.

**15. Do presentations I sponsor myself count?**

Yes. Include print or digital promotional items such as flyers, screenshots, or brochures as supporting documentation. These materials must include the date of the event, your name as presenter, the presentation's topic, and the attendee's cost.

**16. Do my speaking engagements as a salaried or contracted employee qualify?**

Yes. Speakers who are salaried or contracted employees must document fees by using the percentage of their gross annual salary dedicated to live presentations divided by the number of presentations given per each of the qualifying years.

For example, as a professor, if you have a \$100,000 annual salary and spend 50% of your time on stage during the given year, \$50,000 can be applied toward your application. If you delivered 100 presentations during that year, you would show each presentation had a "fee paid" or income earned of \$500 (i.e., \$50,000 from speaking divided by 100 presentations=\$500 per presentation).

**17. As a salaried/contracted applicant, can content development time qualify as paid presenting?**

No. For salaried/contracted applicants, earnings can only be calculated for the percentage of time spent presenting to live audiences.

**18. Do I need additional documentation as a salaried/contracted applicant?**

Salaried or contracted applicants must provide an Employer Verification letter from an immediate supervisor on company letterhead that verifies the applicant's:

- Position with the company
- Years of employment for each of the qualifying years included in the Presentation Spreadsheet
- Gross salary for each of the qualifying years included in the Presentation Spreadsheet
- Percentage of the employee's time dedicated to live presenting in front of a *live* audience; research, travel, and other preparation time do not count toward this percentage.

19. Can my staff or someone else complete my application on my behalf?

Yes. The content and accuracy of your application are solely the applicant's responsibility.

20. Do evaluations from all my clients qualify, even if they are not listed on my application material?

No. The names of those you send client evaluations should appear on your spreadsheet.

21. Is there a low-end limit to the fee paid for a qualifying presentation?

Unpaid or very low-paid presentations do not qualify. Fees must be consistent with your usual price. Qualifying presentations show fees that are consistent or increasing as a sign of professional growth. Including low fees (e.g., less than \$100) calls into question a speaker's presentation count for purposes of the CSP application.

22. How important is my video submission?

Your video submission is critical to the attainment of the CSP designation. Your video should represent your best work and your current speaking business. For example, if you are a keynote speaker, submit a video of your keynote. If you are a trainer, submit a training session. Videos that do not successfully demonstrate platform skills, audience engagement, expertise, eloquence, or ethics are the most frequent reasons for application denial. Video submissions must be recorded within the past 24 months (about 2 years) and demonstrate your current area of expertise.

23. Is there a video length requirement?

Applicants have two options, as follows:

- a. Option One: Submit two 20–25-minute videos**
- b. Option Two: Submit one 40–45-minute video**

They must meet the length requirement. *Lengthy introductions of you as the speaker do not count toward the time limit.* Videos of live virtual sessions will qualify *if the reviewers see evidence of an audience.* Live virtual presentations may compromise up to 25% of the total presentations.

#### 24. Can I edit my video?

**No.** All video submission must be raw, unedited footage only. If your presentation includes time for an audience exercise conducted on their own, you should cut that from your submitted video. You may add an introduction slide indicating the date, topic, description of the audience, and type of presentation (keynote, training, or workshop).

#### 25. Who reviews the video(s)?

NSA selects the video reviewers from a pool of current CSP members of NSA or GSF Associations who are in good standing.

#### 26. I am an international applicant, and my best presentation is in another language. Can I use this?

Yes. Non-English speakers must provide a written transcript of the audio track in English. Speakers of your language will review videos when possible.

#### 27. I am an international presenter, and I am not paid in U.S. dollars. How should I show this?

Add a column to the spreadsheet next to U.S. Dollars to show your earnings in the currency paid. Do not convert income to U.S. dollars on the presentation spreadsheet.