

ASA Certification Continuing Education

Today's webinar qualifies for **0.5 Legal CE** hour

- **Live webinar** attendees will see this CE added to their online CE status within three business days.
 - **On-demand viewers:** Submit this earned CE using the online submission form at *americanstaffing.net*.
 - This program is valid for **0.5 PDCs** for the SHRM-CP® or SHRM-SCP®.
- For more information about certification or recertification, please visit *shrmcertification.org*.





Access Today's Handouts

learn.americanstaffing.net  My ASA Learn

- **Click the Link in the Chat**

visit learn.americanstaffing.net



Ask a Question

- Q&A with Kia and Stephen
 - Type your questions into the Q&A box


STAFFING LAW CONFERENCE

Rates as low as **\$195!**

americanstaffing.net/lawconference21/



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LEGAL ANSWERS
YOU NEED



2021 **ASA**
**STAFFING
LAW**
VIRTUAL
CONFERENCE
APRIL 29–30

Welcome to Today's Webinar

Gain a Competitive Advantage With ASA Certification



Wednesday, March 17, 2021 3 p.m., Eastern Time

Please note that the audio will be streamed through your computer—there is no dial-in number. Please make sure to have your computer speakers turned on or your headphones handy.



American Staffing Association

Today's Presenters



Kia K. Matthews

Education & Certification Specialist
American Staffing Association



Stephen Dwyer, Esq.

General Counsel
American Staffing Association

Value of ASA Credentials

- Avoid legal missteps
- Protect the rights of your candidates and employees
- Demonstrate commitment
- Gain recognition

Real-World Scenarios

- Assignment limits
- Overtime liability
- Insulating clients from benefits liability
- Pre- and post-offer interview questions
- Candidate and employee privacy
- Document retention



Certified Staffing
Professional®

Certified Staffing Professional® (CSP)

- Features rigorous content focused on employment and labor law at both the federal and state levels

Who Should Earn the CSP?

- All who work in the staffing business benefit from earning this credential—owners, executives, branch managers, and sales representatives





Technical Services
Certified™

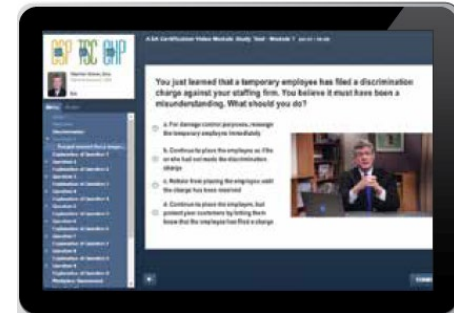
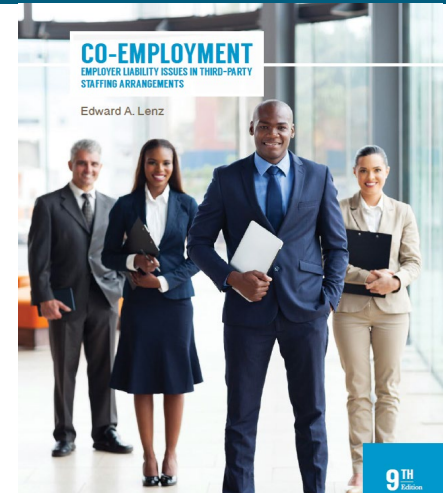
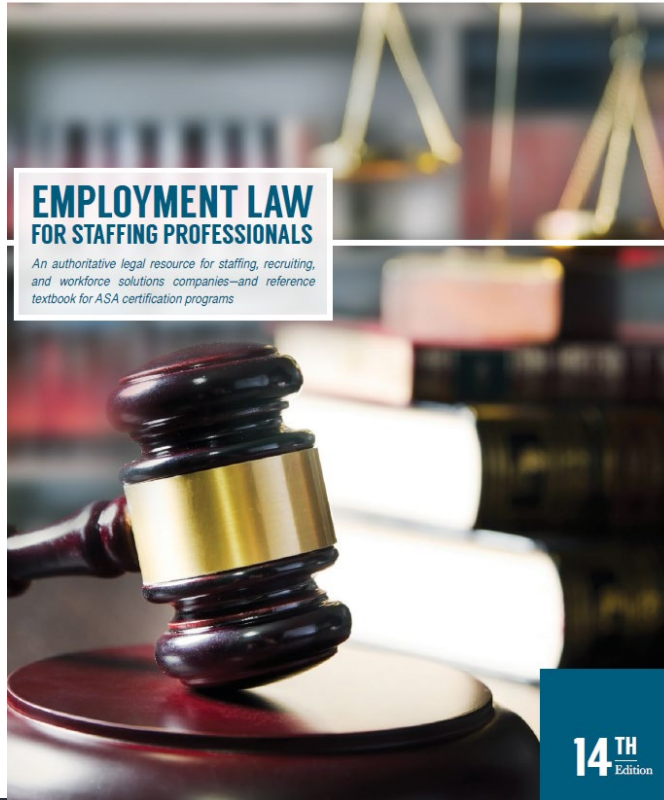
Technical Services CertifiedSM (TSC,CSP)

- Review of labor and employment laws that have specific relevance to technical, information technology, and scientific staffing
- Includes three topic areas not tested in CSP program
 - Per diem rules
 - Worker classification
 - H-1B visas
- Dual-certification! Anyone earning the TSC will automatically earn the CSP



Study Materials for CSP and TSC Exams

- *Employment Law for Staffing Professionals* (14th Edition)
- *Co-Employment: Employer Liability Issues in Third-Party Staffing Arrangements* (9th Edition)
- Certification study guide
- ACA study guide (pdf)
- Federal employment law workbook (pdf)
- State employment law workbook (pdf)
- Online practice exam
- Video Module Study Tool



Key Areas of Study—CSP and TSC

- ACA compliance
- Workplace safety
- Wrongful discharge
- Measures to reduce the likelihood of employment-related claims
- Labor–management relations
- Employee benefits
- Workers’ compensation
- Co-employment issues
- Workplace discrimination
- Pre-employment
- Equal employment opportunity
- Candidate screening
- Immigration
- Substance abuse and drug testing
- Employment agreements, employee handbooks, and restrictive covenants
- Wage and hour laws
- Family and medical leave



Certified Search
Consultant®

Certified Search Consultant® (CSC)

- Focuses on federal employment laws specific to recruiters and on state licensing and registration laws applicable to direct hire firms

Who Should Earn the CSC?

- Specifically designed for search and placement professionals who specialize in direct-to-hire placement

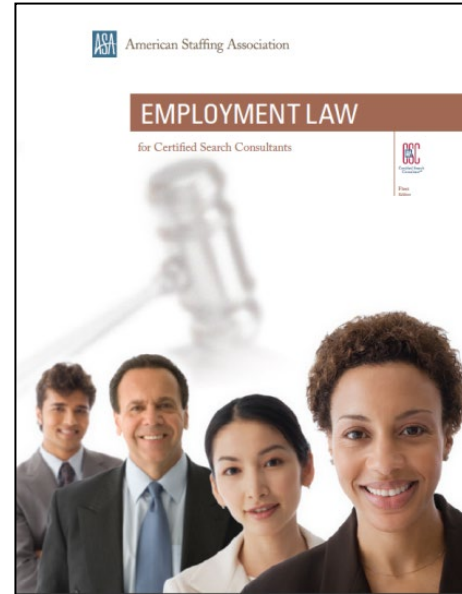


Key Areas of Study for CSC Exam

- Agreements with clients
- Direct hire placement
- Equal employment opportunity laws
- Immigration Reform and Control Act
- The pre-employment process
- State licensing and registration laws applicable to direct hire firms

Study Materials for CSC Exam

- *Employment Law for Certified Search Consultants* (First Edition)
- Online practice exam





Certified Health Care
Staffing Professional®

Certified Health Care Staffing Professional® (CHP)

- Rigorous content focused on employment and labor law at the federal level with specification to health care related topics

Who Should Earn the CHP?

- For health care staffing and recruiting professionals operating in the health care sector

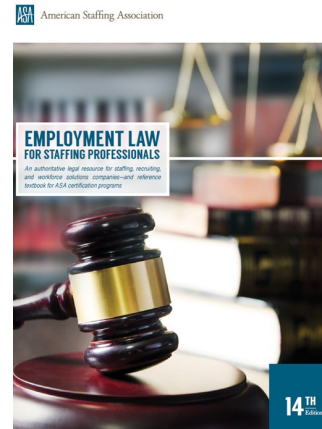
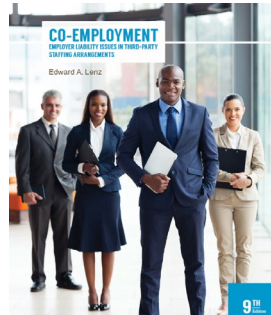


Key Areas of Study for CHP Exam

- Most topics from the CSP and TSC exams plus:
 - Anti-Kickback Statute and Stark Law
 - Health care credentialing requirements
 - Locum tenens as independent contractors
 - Malpractice issues
 - Mandatory vaccine policies
 - HIPAA (Health Insurance Portability and Accountability Act)
 - Medical information privacy
 - Continuing education

Study Materials for CHP Exam

- *Employment Law for Staffing Professionals* (14th Edition)
- *Co-Employment: Employer Liability Issues in Third-Party Staffing Arrangements* (9th Edition)
- CHP Workbook
- Certification study guide
- Online practice exam
- Video Module Study Tool



Question:

Can I earn more than one certification?

YES!

Exam Topic Comparison Chart: CSP vs. CSC

Certified Staffing Professional (CSP)		Certified Search Consultant (CSC)
Federal Employment Law Topics	State-Specific Employment Law Topics *	Direct Hire Employment Law Topics
Affordable Care Act	Equal Employment Opportunity Laws	Code of Ethics
Employment Agreements / Hdbk	Family Medical Leave Act	Direct Placement
Employee Benefits	Pre-Employment Process	Employer Agreements / Handbook
Equal Employment Opportunity Laws	Wage and Hour	Equal Employment Opportunity Laws
Ethics	Workers' Compensation	Job Security
Family and Medical Leave		Pre-Employment Process
Immigration		Registration
Job Security		Screening Candidates
OSHA		Substance Abuse/Drug Test
Pre-Employment Process		Workers' Compensation
Preventive measures		
Screening Candidates		
Substance Abuse/Drug Test		
Tax		
UI		
Union		
Wage and Hour Laws		
Workers' Compensation		
Workplace Safety		
Wrongful Discharge		

Recommended Study Tips

- Use the practice exam as a placement test.
You can take the practice exam as many times as necessary for the entire year.
- Divide your studies by category (i.e. Federal employment Law, State Employment law, Co-Employment and ACA)
- Create a study group discussion post on ASA Central and host virtual study sessions.
- Ask for necessary accommodations **BEFORE** taking your final exam.

ESTIMATED STUDY TIME: (Self-paced; times will vary)

ASA-Certified professionals have reported on average they studied for 1-2 hours per night, 3-4 nights per week for approximately 3-6 months.

Each credential program is a self-study, self-paced and study time depends on the individual's working knowledge of the staffing industry and employment law.



Convince Your Boss

Home > Education & Certification > ASA Certification Programs

Make Your Case: Why You Should Earn an ASA Credential

SAVE



DISCUSS



SHARE



You know earning an ASA credential is the next step for your career growth, and you are ready to move forward with your studies. But first you have to convince your boss.

Most bosses are concerned with the return on investment and your time spent on earning a credential. But don't worry, ASA has you covered. Use these tools and tactics to convince the right person at your company and soon you'll earn the most widely recognized certification in the staffing, recruiting, and workforce solutions industry.

Scroll through this page and build your case to earn an ASA credential:

- [Top Benefits of an ASA Credential](#)
- [Tools for Convincing Your Boss](#)
- [ASA Certification Videos](#)
- [ASA Certification Testimonials](#)
- [Upcoming Learning Events](#)

“ I can show my colleagues and clients that I have complete understanding of the health care staffing industry, and the CHP certification is the best way to do that. ”

“ I am much more informed about employment law and the recent challenges we all face as they relate to the EEOC. ASA certification has helped me speak as an industry leader within my market. ”

ASA Certification Programs

[Why Become ASA Certified?](#)

[How to Earn Your ASA Credential](#)

[Convince Your Boss](#)

[ASA Certification Videos](#)

[Certification Pricing](#)

[How to Earn Continuing Education for Your ASA Credential](#)

[Renew Your ASA Credential](#)

[Display Your ASA Credentials](#)



americanstaffing.net/convince

ASA Certification Expenses Worksheet

Student Name:	[Put your name here]	
Expense*	Information	Cost
Study Materials and Final Credential Exam	<ul style="list-style-type: none"> ▪ Certified Staffing Professional® Program = \$250 member* / \$500 nonmember ▪ Technical Services CertifiedSM Program** = \$280 / \$560 ▪ Certified Search Consultant® Program = \$225 / \$450 ▪ Certified Health Care Staffing Professional® Program = \$280 / \$560 <p>(Study materials and exams are also available a la carte—go to americanstaffing.net/order for more information.)</p>	\$ _____
Credential Maintenance	<p>After passing the exam, you must earn 30 continuing education hours over the next three years. If you work for an ASA member company all ASA Webinars and on-demand archived recordings are free. Nonmembers pay \$200 per Webinar.</p> <p>(CE can also be earned outside of ASA events.)</p>	\$ _____
Credential Renewal	<p>Renewal fee due every three years:</p> <ul style="list-style-type: none"> ▪ CSP = \$75 / \$150 ▪ TSC, CSP = \$100 / \$200 ▪ CSC = \$75 / \$150 ▪ CHP = \$75 / \$150 	\$ _____
Miscellaneous	<p>Display your ASA credentials proudly to help advance your career within your firm and to impress clients and prospects with your qualifications.</p> <ul style="list-style-type: none"> ▪ Cherry wood frame to display your certificate = \$50 / \$100 ▪ Lapel pin = \$15 / \$30 ▪ Travel mug = \$20 / \$40 ▪ News release to announce your credential = \$0 ▪ Logo to market yourself as certified (for your business cards, website, email signature, etc.) = \$0 	\$ _____
	Total	\$ _____



Ready, Set—Get Certified

- Purchase the all-inclusive exam package in the ASA Store
- Prepare for the final exam
- Take the online final exam within one year from date of purchase

What's in Your Exam Package?

- Print textbook exam packages are shipped via FedEx
 - Study materials (as listed per certification)
 - White folder containing
 - Welcome letter with links to downloadable materials
 - Online exam log-in instructions (contains username and password)
- For Ebook packages (CSP and TSC only)
 - Welcome letter with links to downloadable materials and exam log-in instructions are emailed as PDFs

Online Final Exam Format and Breakdown

- **CSP exam:** 100 questions (80 federal / 20 state)
- **TSC exam:** 120 questions (80 federal / 20 state / 20 technical)
- **CSC exam:** 50 questions (federal only)
- **CHP exam:** 120 questions (80 federal / 40 health care)
 - ❑ Two-hour timed exam
 - ❑ True/false and multiple choice questions
 - ❑ **Passing score: 75% or higher**



EXAMS

CERTIFICATES

TRAINING

RESULTS

Welcome to Your Learning Portal

Get started by clicking on an icon below



Exams (2)



Training (0)





American Staffing Association



EXAMS

CERTIFICATES

TRAINING

RESULTS

Current Exams

Maryland-CSP Final Exam (14th 2019)

100 Questions | 1st Attempt

Time limit 2 Hr 0 Min | Time remaining 2 Hr 0 Min



Maryland-CSP Practice Exam (14th 2019)

100 Questions | 4th Attempt

Time limit 2 Hr 0 Min | Time remaining 2 Hr 0 Min



Maryland-CSP Practice Exam (14th 2019)

From Your Organization

1. Please review the information above before continuing.
2. For each question on this exam, select the most correct answer by clicking the corresponding circle.
3. After you have selected your answer, press the "Submit Answer" button.
4. At the end of the exam, click "Submit Exam" at the top of the screen.

You can take this practice exam as many times as you like: **If you pass the practice exam, you must send an email to asacertification@americanstaffing.net have the practice exam reactivated.** If you fail this practice exam, the exam will automatically reactivate itself.

This ASA credential exam **does contain** questions on the Affordable Care Act in its current form. If the law is changed, ASA will make any necessary modifications to exam study materials and questions to reflect such changes and will notify all pending exam takers, and currently certified individuals, accordingly. Please contact ASA with any questions at asacertification@americanstaffing.net.

BACK

CONTINUE



American Staffing Association

SUPPORT | PROFILE | LOG OUT

Welcome back
Klat

KM

Maryland-CSP Practice Exam (14th 2019)

System instructions

- Logging out does not stop the timer
- The "Exit Exam" link returns you to your exam list
- Answers are saved in the cloud as you go
- To avoid errors don't use the back button
- This is a timed exam. I understand that logging out **will not** stop the timer.

BACK

CONTINUE

AFTER You Submit Your Final Exam

- Instant, on-screen, pass or fail notification
- A welcome email from ASA within three business days. Email contains
 - Mailing address confirmation—(you must respond)
 - Instructions on how to use the credentials with your name
 - Link to download news release and credential logos
 - Access to the ASA Store to purchase certificate frame, lapel pin, travel mug, or CSP tumbler to showcase your credential with clients and candidates
- In three to five weeks, you will receive your welcome packet containing
 - Your certificate to display in your home or office
 - Continuing education information—how to maintain your new credential

Your ASA credential is a powerful marketing tool



How to Maintain Your Credential

- Within your three-year renewal period
 - Earn and submit 30.00 Continuing education hours (CEH)
 - Submit certification renewal fee(s)
 - TSC,CSP Renewal Fee covers **BOTH** TSC and CSP credentials only

Continuing Education Requirements

To maintain your ASA professional credentials, certified individuals are required to

- Participate in 30 hours of approved CE every three years.
- Submit required renewal fee

CE Breakdown for CSP/TSC/CSC-Certified Individuals—30.00 Total:

- 6.0 Legal CE minimum
- 24.0 any combination of Passive*, Active, Legal CE

CE Breakdown for CHP-Certified Individuals—30.00 Total:

- 6.0 Legal CE minimum
- 6.0 Healthcare CE minimum
- 18.0 any combination of Passive*, Active, Legal, and Healthcare CE

*A **maximum** of 12.00 CE hours may be earned by completing approved “passive” learning programs. Passive learning involves programs in which students have no real-time interaction with the instructor or other students (*example: a recording of a once-live webinar*).

Certification Renewal Fees as of 2021

	CSP	TSC, CSP	CSC	CHP
ASA Members	\$75	\$100	\$75	\$75
Nonmembers	\$150	\$200	\$150	\$150

- Current Renewal Deadlines are Jan.1 or July 1

Earning CE

- From ASA:
 - Webinars (active, legal, and health care CE)—free for ASA members (\$100 nonmembers)
 - On-demand recordings (passive and legal CE)—*most* event session recordings are free for ASA members
- ASA conferences and events:
 - Staffing World® in September 2021
 - Staffing Law Conference in April 2021
 - Virtual events throughout the year (Industry Networking calls, State networks, etc.)
- Your internal company training programs (professional development)
- Online employment law and business-related webinars and trainings

<https://americanstaffing.net/asa-events/>



On-Demand Recordings

- Visit *americanstaffing.net*
 - Click on Learning & Career Webinars & Recorded Sessions
 - Recordings of webinars are free for ASA members—Staffing World and Staffing Law Conference recordings from previous years are free, but you must have attended the event to access this year's

The screenshot shows the American Staffing Association (ASA) website. The top navigation bar includes 'News & Resources', 'Law & Advocacy', 'Learning & Career' (highlighted with a yellow circle), 'Community & People', and 'Events'. Below the navigation, the page title is 'ASA Webinars & ASA On-Demand'. There are buttons for 'SAVE', 'DISCUSS', and 'SHARE'. The main content area features a section titled 'On-Demand Recording Library' with a video player thumbnail that says 'ASA ON-DEMAND Search our library of webinar recordings'. To the right, there is a section for 'Upcoming ASA Webinars' with a list of three webinars: 'Maximize Your ASA Membership', 'Gain a Competitive Advantage With ASA Certification', and 'ASA State of the Industry Webinar Series—First Quarter Update for Staffing Professionals, Focusing on Internal Employees | Diversity, Equity, and Inclusion'. At the bottom, there are two columns: 'ASA Staffing Law Conference Recordings' and 'Staffing World Recordings'.

Home » Education & Certification

ASA Webinars & ASA On-Demand

SAVE DISCUSS SHARE

Best practices, legal updates, health care reform, how-tos, marketing, analysis and trends, and more—if there's a topic important to staffing firms and staffing professionals, you'll likely find it covered in ASA's hundreds of webinars and recorded sessions from Staffing World and the ASA Staffing Law Conference.

On-Demand Recording Library

ASA Webinars are scheduled in Eastern Time

Upcoming ASA Webinars

WEBINAR March 10, 2021
[Maximize Your ASA Membership](#)

UPCOMING WEBINAR March 17, 2021
[Gain a Competitive Advantage With ASA Certification](#)

WEBINAR March 31, 2021
[ASA State of the Industry Webinar Series—First Quarter Update for Staffing Professionals, Focusing on Internal Employees | Diversity, Equity, and Inclusion](#)

[View All Upcoming ASA Webinars](#)

ASA Staffing Law Conference Recordings

The ASA Staffing Law Conference is the only event dedicated exclusively to the legal and regulatory issues facing staffing, recruiting, and workforce solutions companies.

[Browse ASA Staffing Law Conference recordings](#)

Staffing World Recordings

Staffing World is the largest, most comprehensive convention and expo in the staffing, recruiting, and workforce solutions industry.

[Browse Staffing World recordings](#)



How to view Your CE Hours

myASA WORKSPACE

RENEW

Find Goods & Services

Find a Staffing Agency

For the Media

About ASA

Welcome Kia Matthews ▾



American Staffing Association

Search American Staffing Association...

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Learning & Career ▾

Community & People ▾

Events & Networking ▾

Covid-19 ▾

Home > Education & Certification > How to Earn Continuing Education for Your ASA Credential

CE Status and Submission Form

SAVED



DISCUSS



SHARE



View Your ASA CE Status

Make sure you're on track to fill the CE requirement for maintaining your ASA credential, view your renewal deadline, and pay your renewal fee.

[See your CE status »](#)

Want to Know More About Continuing Education?

[Find out about CE requirements and how to earn CE hours »](#)

Registered attendees who are ASA-certified and view the entire webinar will automatically see the earned CE hour added to their online CE status within three business days. You no longer need to submit earned hours from attending live ASA webinars on the CE submission form.

You must still submit your earned CE hours from any ASA On-Demand recordings and previous live webinars attended.

Learning & Career

Learning & Career Home

ASA Certification Programs

ASA Learn

Webinars & Recorded Sessions

CE Status and Submission Form

Staffing as a Career

Call for Presenters

ASA Store





[Click Here to View
Your CE Status](#)

View Your Online CE Status

Make sure you're on track to fill the CE requirement for maintaining your ASA credential—view your current CE hour counts, your upcoming renewal deadline, and pay your renewal fee.

[Click Here to Access the
CE Submission Form](#)

Submit your Earned CE Hours to ASA

As you earn CE hours to maintain your ASA credential, you must submit them to ASA using the online CE submission form. It may take up to three business days for the approved CE to appear in your CE status.

As a reminder, CE is automatically added to your CE status when you attend a live ASA webinar.



Submit Your Earned CE Hours to ASA

- Visit *americanstaffing.net*, hover over Learning & Career, and select *CE Status and Submission Form*
- Click on “Access the CE Submission Form”
- CE Hours are calculated as:
 - 1.0 CE Hour = 60 minutes (smallest unit is 15 minutes = 0.25 CEH)
- Submitted CE appears in your online CE Status within three business days
- If you are a presenter, you earn **double** CE Hours!
- You do **not** need to submit if you attend live ASA events

QUESTIONS?



American Staffing Association

Contact ASA



Kia K. Matthews

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Stephen Dwyer, Esq.

General Counsel

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REMINDERS



American Staffing Association

ASA Certification Continuing Education

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STAFFING LAW CONFERENCE

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GET THE
LEGAL ANSWERS
YOU NEED



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**STAFFING
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FEEDBACK

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Nominate your industry peers, employees, and mentors who may be excellent [webinar](#) presenters.

Visit [ASA Central](#) for more details

Thank You for Attending

You will now be redirected to a brief survey

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