



## ACSP Designer Certification Application

Date: \_\_\_\_\_

Assigned Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Application Points:** A minimum of 15 points is mandatory to qualify as a Registered Storage Designer<sup>SM</sup>. You must accumulate a minimum of 10 points prior to taking the certification exam and the design challenges, which count for your final 5 points. Points are to be calculated from the following sections.

### **\*Experience – minimum of 5 and maximum of 7 points may be applied from this section**

\_\_\_\_\_ 5 points for the first year as a full-time closet/storage designer and 1 point for each successive year.

\_\_\_\_\_ 5 points for the first two years as a part-time closet/storage designer and 1 point for each successive two years

A minimum of 1-year full time experience or 2 years part-time experience is mandatory.

### **\*Education – minimum of 1.5 and maximum of 5 points may be applied from this section**

\_\_\_\_\_ 0.5 points for each year of college education (a maximum of 2 points may be applied from this sub-section)

\_\_\_\_\_ 1 point for each other relevant certification from NAPO, NKBA, or the NCIDQ certification for interior designers.

\_\_\_\_\_ 1 point for each attendance of the conference program of the Closets Expo (a maximum of 3 points may be applied from this sub-section)

\_\_\_\_\_ 0.25 points for each published article about the industry or for presenting a seminar at an industry event.

\_\_\_\_\_ 4 points for a published book related to the industry

\_\_\_\_\_ 0.5 points for each ACSP Webinar attended (a maximum of 2 points may be applied from this sub-section)

### **\*Recommendations – minimum of 1.5 and maximum of 2.5 points from this section**

\_\_\_\_\_ 0.5 points for each letter of recommendation from a client on a closet/storage project. A minimum of 1.5 points are mandatory from this section.

\_\_\_\_\_ Pre-Examination Point Total (must equal a minimum of 10 points)

(\*these elements are mandatory for certification consideration)

**\*Design Challenges and Basic Examination**

The final 5 points will be applied to your application upon satisfactory completion of Design Challenges based on requirements that are assigned by the certification committee and satisfactory completion of the Basic Examination. This requirement is mandatory.

I attest that the information I have provided in connection with the ACSP Certification Application is truthful and complete.

- I grant the certification board permission to verify any and all elements of my application.
- I understand that I am applying for a revocable, non-transferable, non-divisible license to use the certification credential as permitted by the ACSP Certification Board for as long as my certification remains current. I will be allowed to use this certification until/unless:
  - The license lapses and is not renewed through recertification
  - I lose access through a breach of ethics, disciplinary action or the result of a complaint procedure.
  - The certification process ceases to exist.
- I understand that the certification may be used as an indication of professional knowledge through office signage, resumes, business cards, presentations, introductions and electronic signature.
- I understand that the certification may not be used to endorse a product or service, brand name or company and that use of the certification must be in keeping with the intended function of identifying professional knowledge.
- I agree to use the certification only in the manner permitted by the ACSP Certification Board.
- I agree to voluntarily surrender my certification should any part of my application prove untrue.
- I understand that I am not allowed to use my certification in any way, shape or form until receiving formal approval from the ACSP Certification Board.
- I agree to keep the ACSP Certification Board abreast of any changes in my contact information or industry status.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Certification being applied for:**

\_\_\_ Registered Storage Designer<sup>SM</sup> \_\_\_ Certified Storage Designer<sup>SM</sup> \_\_\_ Master Storage Designer<sup>SM</sup>

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

<u>FEE:</u>	<u>ACSP MEMBER</u>	<u>NON-ACSP MEMBER</u>
<u>Registered</u>	<u>\$275</u>	<u>\$400</u>
<u>Certified</u>	<u>\$275</u>	<u>\$400</u>
<u>Master</u>	<u>\$275</u>	<u>\$400</u>

**Fee must accompany application**

**Details Supporting the Application**

**Experience (Points Claimed \_\_\_\_\_ )**

Company \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_ Position FT/PT \_\_\_\_\_  
Employed From-To \_\_\_\_\_ Contact to Verify Employment \_\_\_\_\_

Company \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_ Position FT/PT \_\_\_\_\_  
Employed From-To \_\_\_\_\_ Contact to Verify Employment \_\_\_\_\_

Company \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_ Position FT/PT \_\_\_\_\_  
Employed From-To \_\_\_\_\_ Contact to Verify Employment \_\_\_\_\_

Company \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Phone \_\_\_\_\_ Position FT/PT \_\_\_\_\_  
Employed From-To \_\_\_\_\_ Contact to Verify Employment \_\_\_\_\_

**Education (Points Claimed \_\_\_\_\_ )**

College \_\_\_\_\_ Attended From-To \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Degree \_\_\_\_\_

College \_\_\_\_\_ Attended From-To \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Degree \_\_\_\_\_

College \_\_\_\_\_ Attended From-To \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Degree \_\_\_\_\_

**Other Relevant Certifications (Points Claimed \_\_\_\_\_)**

Organization \_\_\_\_\_

Certification \_\_\_\_\_ Date Received \_\_\_\_\_

Organization \_\_\_\_\_

Certification \_\_\_\_\_ Date Received \_\_\_\_\_

Organization \_\_\_\_\_

Certification \_\_\_\_\_ Date Received \_\_\_\_\_

**Attendance at Closets Expo Conference (Points Claimed \_\_\_\_\_)**

Year(s) Attended:

\_\_\_\_\_ 2003                      \_\_\_\_\_ 2004                      \_\_\_\_\_ 2005

\_\_\_\_\_ 2006                      \_\_\_\_\_ 2007                      \_\_\_\_\_ 2008

\_\_\_\_\_ 2009                      \_\_\_\_\_ 2010                      \_\_\_\_\_ 2011

**Published Articles and Seminars Presented (Points Claimed \_\_\_\_\_)**

Magazine/Journal /Seminar \_\_\_\_\_

Date Published/Presented \_\_\_\_\_

Magazine/Journal /Seminar \_\_\_\_\_

Date Published/Presented \_\_\_\_\_

Magazine/Journal /Seminar \_\_\_\_\_

Date Published/Presented \_\_\_\_\_

**Published Books (Points Claimed \_\_\_\_\_)**

Book Title \_\_\_\_\_

Publisher \_\_\_\_\_ Year Published \_\_\_\_\_

Book Title \_\_\_\_\_

Publisher \_\_\_\_\_ Year Published \_\_\_\_\_

Book Title \_\_\_\_\_

Publisher \_\_\_\_\_ Year Published \_\_\_\_\_

**Webinars Attended (Points Claimed \_\_\_\_\_)**

Webinar Title \_\_\_\_\_

Date Viewed \_\_\_\_\_

Webinar Title \_\_\_\_\_

Date Viewed \_\_\_\_\_

Webinar Title \_\_\_\_\_

Date Viewed \_\_\_\_\_

**Recommendations (Points Claimed \_\_\_\_\_)**

Copies of the Letters of Recommendation must be attached.

**Clarification of Points System**

Many kinds of experience provide the proper background for a good storage designer. Your ability to properly counsel your client is related to your understanding of core design concepts, developing balance in the design, properly apportioning space and being able to relay those thoughts to your client. With this in mind, qualification requires points from more than one facet of your knowledge base. You must accumulate a total of 10 points prior to taking the certification exam and then completing the design challenges which count for your final 5 points. The certification committee reserves the right to verify any and all details related to claiming points.

**Education**

- a) Points may be accrued from any recognized institution of higher education such as a community college, certificate program or 4 year college.
- b) To accrue points from other certifications, those certifications must come from related fields such as professional organizing, woodworking, or interior design. Examples of such certification include but are not limited to the National Association of Professional Organizers (NAPO), the National Kitchen and Bath Association (NKBA) or the American Society of Interior Designers (ASID).
- c) Attending national conferences provides continuing education, exposure to trends and opportunities to refine your skill through networking connections. While you may accumulate points towards certification through conference attendance, it is limited to 3 points.
- d) Points may be accumulated by writing articles for newspapers or magazines, presenting seminars or webinars, or publishing a book. Samples of these works may be requested for verification.

**Experience**

- a) It is mandatory that the applicant have a minimum of **1 year full-time or 2 years part-time** field experience prior to applying for certification. This experience must be in the role of designer. Employment in production, installation or administration

can not be applied. There is no replacement for field experience in the role of storage designer.

### **Recommendations**

- a) Letters of recommendation attest to your skill from your biggest critics, your customers. Letters must come in their own words, be signed, dated and reflect on their satisfaction with your skill. Up to 3 letters may be submitted with your application. Letters may be subject to verification by the certification committee.

### **Certification Exam**

- a) The exam will be administered in two parts. A multiple choice test will be administered first. The multiple choice questions cover dimensioning, construction terms and core design principles many of which are covered in the ACSP Design and Construction Techniques handbook. Once passed, the applicant will be able to take part two, the Design Challenges. This part of the exam requires the applicant to design 4 different closets incorporating requirements as itemized, illustrate an ability to meet the customer's needs, and formulate a balanced design that follows core design principles. There is also recognition for creativity in the design. Once the test is completed, results will be delivered within 3-4 weeks. Passing the multiple-choice test and Design Challenges accumulates 5 points and is mandatory for certification.

## **Frequently Asked Questions**

### **What if I don't pass part of the exam?**

A waiting period of 6 months is required before you can test out again. In addition, a fee of \$175 must accompany your request to re-test.

### **Can I substitute points from one category for another?**

No. The application indicates what points are mandatory and how many points you can apply from each category. Meeting this criteria ensures a rounded background.

### **Once I apply, how much time do I have to complete the exam?**

The first part of the exam, the multiple choice questions must be completed in one session online. You have 14 days to complete the Design Challenges part of the exam.

### **Is my exam confidential?**

Yes. Your application will be numbered and remain anonymous to the scoring committee. Your test scores will be returned to you via e-mail.

### **What do I get once I am certified?**

Your certification is a license to use the ACSP trademarked designation of Registered Storage Designer, Certified Storage Designer or Master Storage Designer. You will receive a certificate, a pin, and the right to advertise your level of expertise using your designation. This license is

renewable every 2 years. It is recommended, but not mandatory, to seek certification at higher levels as you gain experience.

**Can I lose my certification?**

Yes. Failure to renew your certification or improper use will result in revocation.

**How many attempts at passing the exam are allowed?**

You are allowed two attempts to pass each part of the examination. If an applicant fails to pass either the Design Challenges or the Examination, he/she may retest for a \$75 fee after a waiting period of six months.

**When do I have to pay for my certification?**

Your payment must accompany your application. The application fee is non-refundable.