

CSP International™ Masters Designation Application

READ FIRST

NOTE: Incomplete submissions will not be processed.

First Name: _____	Last Name: _____	CSP® ID#: _____
Company Name: _____		Non-CSP® Equiv. Exam % Mark: _____
Address: _____	Suite #: _____	City: _____
State/Prov: _____	Country: _____	Zip/Postal: _____
Wk Phone #: _____	Hm Phone#: _____	Cell Phone#: _____
Email: _____	Website: _____	Facebook: _____

INSTRUCTIONS

Read & Complete Step One of CSP International™ Masters Designation Application FIRST.

STEP ONE:

If you are not a CSP® graduate and you are joining the program by choosing to complete the CSP® Equivalency Exam – Please initial you have read and understand the following:

- _____ Successful completion of STEP ONE does not mean I can advertise as a CSP or display the CSP logo on branding. I know I must complete STEP ONE & STEP TWO to be eligible for CSP Membership Privileges.
 - _____ The Exam measures the level of knowledge for the Staging Process, Business, Marketing, Contract & Pricing.
 - _____ There are no credits awarded for successfully completing the equivalency exam.
 - _____ The \$25 administration fee is non-refundable. Everyone will receive feedback on exam results with suggestions of continuing education whether passing grade or non-passing grade.
 - _____ In the event of not achieving a passing grade a Re-assessment exam is required: they are charged at the same rate of \$25.00 as an administration fee.
- CSP International™ reserves the right to refuse acceptance of any stager to the Master's program.



STEP TWO:

- Section A. Proof of 2yrs experience:** Applicants must include 1 of 2 methods of proof. Copy of Business License of State/Province or Letter of Employment Form with Application.
- Section B. Professional References:** Applicants must include 5 professional references complete with full contact information.
- Section C. Client Testimonials:** Applicants must include 5 testimonials. Testimonials include contact information of client.
- Section D. Professional Portfolio:** Applicants must include 10 samples of their staging work. No less than 5 different clients. Client contact information required. Photos can be submitted via Dropbox or www.bigtransferfiles.com
- Section E. Code of Conduct:** Each applicant agrees if successful in achieving Masters, to agree to sign a Code of Conduct.
- Section F. Continuing Education Credits:** List all continuing education courses, date completed, score and attach copy of letter awarding CEC. Include an additional \$15 administration fee for **every** missing letter. Office will look up missing notifications and reissue to the address filed on the application form. Applicant must have 28 approved CSP International™ Credits. Visit this link for qualifying courses: <https://www.stagingtraining.com/continuing-education-courses>
- Section G. Method of Payment:** Application will not be accepted unless accompanied by \$225 non-refundable administration fee. This fee includes one year membership with CSP® if applicant is successfully approved and awarded the CSP International™ Masters Designation.



Mail - **Attention: MASTERS PROGRAM**
 CSP International™ Business Academy
 36 Hiscott St. Suite 100, St. Catharines, ON L2R 1C8

OFFICE USE:	Comments:
	Date Received:
	Date Approved:

CSP International Masters™ Designation Application

STEP ONE: LEVEL OF KNOWLEDGE

I successfully completed the Certified Staging Professionals® Course on _____ and I am a CSP® Member in good standing. My CSP® ID# is _____.

OR

I successfully completed the CSP® Equivalency Exam on _____ with a score of _____. See attached copy of certificate.

STEP TWO: LEVEL OF EXPERIENCE

SECTION A - Staging Business

First Name: _____ Last Name: _____

Company Name: _____ Established: _____

Applicants must provide proof of a successful staging business and/or be staging for a staging company a minimum of 2 years and provide proof of current insurance.

- Business License (Attached Copy)
- Letter of Employment Form (Attach Copy)
- Insurance Policy (Attach Copy)

SECTION B - Professional References

Reference #1:	OFFICE USE ONLY:
Name: Title: Email: Phone:	
Reference #2:	OFFICE USE ONLY:
Name: Title: Email: Phone:	
Reference #3:	OFFICE USE ONLY:
Name: Title: Email: Phone:	



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STEP TWO: LEVEL OF EXPERIENCE ..continued.

SECTION C - Client Testimonials

Testimonial #1:

OFFICE USE ONLY:

Name:
Title:
Email:
Phone:
Address:

TESTIMONIAL ENCLOSED

Testimonial #2:

OFFICE USE ONLY:

Name:
Title:
Email:
Phone:
Address:

TESTIMONIAL ENCLOSED

Testimonial #3:

OFFICE USE ONLY:

Name:
Title:
Email:
Phone:
Address:

TESTIMONIAL ENCLOSED

Testimonial #4:

OFFICE USE ONLY:

Name:
Title:
Email:
Phone:
Address:

TESTIMONIAL ENCLOSED

Testimonial #5:

OFFICE USE ONLY:

Name:
Title:
Email:
Phone:
Address:

TESTIMONIAL ENCLOSED



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STEP TWO: LEVEL OF EXPERIENCE ..continued.

SECTION D- Professional Portfolio This section must be submitted as a WORD document.

Sample #1:		OFFICE USE ONLY:
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	
Sample #2:		
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	
Sample #3:		
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	
Sample #4:		
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	
Sample #5:		
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	



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STEP TWO: LEVEL OF EXPERIENCE ..continued.

SECTION D- Professional Portfolio

Sample #6:		OFFICE USE ONLY:
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	
Sample #7:		
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	
Sample #8:		
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	
Sample #9:		
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	
Sample #10:		
Photo File Name - Before:		
Photo File Name - After:		
Challenge:	Client Name:	
Solution:	Phone:	
	Email:	



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STEP TWO: LEVEL OF EXPERIENCE ..continued.

SECTION E- Code of Ethics

Requirements For Designation: Signed Code of Ethics and Successfully Completed Ethics Webinar.

- I successfully completed the Code of Ethics Course on _____ with a final score
(date)
of _____. (See attached Copy of Certificate. Note: Missing Certificates will be charged a \$15
(score of test)
administration fee for reissuing by CSP International office.) _____
Signature of Applicant (date: MM/DD/YY)

As a CSP International Master™:

- I understand how I conduct my business reflects on the whole CSP® staging community, so I will conduct my business practice in such a way to always protect and earn the respect of the client, my fellow staging industry specialists, the real estate industry and the public at large. I also understand violation of this code may result in revocation of my designation without any compensation.
- I agree to never accept any professional responsibilities unless adequately educated, skilled and experienced to do so.
- Prior to the work actually starting, I will always inform the client of the scope of the work, pricing and accepted form of payment.
- I will never divulge confidential information about my client, the client project, photographs, CSP® course material or DVDs without prior written consent of the appropriate people.
- I will always conduct my professional responsibilities with honesty, integrity, fairness and respect; not initiate engage or participate in any discussion or activity which might result in unjust harm to the reputation or business relationship of another industry professional or the CSP® designation program or company.
- I will educate Homeowners, Real Estate Agents, the Media and others about: the CSP® staging designation and the value of having the CSP Masters™ seal of approval before ANY marketing starts.
- I will never engage in any form of false or misleading promotional or advertising activities. Will not knowingly plagiarize or take credit for work which is not my own. I will never use stock photography in my portfolio or marketing material where it may be mistaken for my work.
- I will support these "Best Practice" standards established by CSP International™. As a CSP International™ Master I will not market a property staged, unless the full staging process has been implemented.

Signature of Applicant

(date: MM/DD/YY)

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STEP TWO: LEVEL OF EXPERIENCE ..continued.

SECTION F- Continuing Education Credits

Course Name List Approved by CSP International Course Name	Platform classroom/webinar	Date course completed	Score & Credits		Letter/Certificate Attached?	
			Yes	No - \$15/missing doc	Yes	No - \$15/missing doc
Example: Certified Eco Professional	Classroom	January 13th, 2011	85%	8		Lost Copy - \$15
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STEP TWO: LEVEL OF EXPERIENCE ..continued.

SECTION G- Administration Fee & Payment Options

Application will be reviewed by CSP International™ Business Training Academy. Only applications accompanied by a \$25 non-refundable administration fee will be processed. Please allow 10-15 business days for processing. Applicants which are approved are awarded the CSP International™ Masters Designation for a period of two years.

Upon approval applicants will receive:

- The license to display CSP International Masters of Real Estate Staging logo on all marketing material which meets the CSP code of conduct guidelines.
- A listing in the Masters of Real Estate Staging™ Directory
- CSP International™ Membership privileges including; Exclusive Marketing Advantages, such as the award winning Staging Magazine, Preferred Pricing Partnership programs, access to the CSP® Business Resources Center and more!
- International recognition of achievement

OPTION 1 - Pay online at www.StagingTraining.com/masters

OPTION 2 - Credit Card with Application

Type of Card: Visa / Mastercard (circle)	
Name on Card: _____	
Credit Card Number: _____	
Expiry: _____	
Billing Address: _____	Suite #: _____ City: _____
State/Prov: _____	Country: _____ Zip/Postal: _____
_____	_____
Signature of Applicant	(date: MM/DD/YY)

OPTION 3 - Mail Check with Application

Attention: MASTERS PROGRAM

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