



# Employee Involvement Association

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 Auburn Hills, MI 48326-1447  
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## Certified Administrator of Suggestion Systems

The CASS designation is awarded by the Employee Involvement Association to individuals who attend the CASS workshop and successfully complete the CASS test. The professional designation is valid for three years and can be renewed every three years if the following requirements are met. If certification is allowed to lapse for longer than 12 months, the workshop and test must be repeated. Renewal requirements:

- . Continued involvement in suggestion program administration
- . \$300 renewal fee (\$75 for EIA members)
- . Completion of the renewal application form

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## Application for Renewal of Professional Designation

### Certified Administrator of Suggestion Systems

|                                   |  |       |  |     |  |
|-----------------------------------|--|-------|--|-----|--|
| Name                              |  |       |  |     |  |
| Employer                          |  |       |  |     |  |
| Address                           |  |       |  |     |  |
| City                              |  | State |  | Zip |  |
| Phone                             |  | Email |  |     |  |
| Date of Original CASS designation |  |       |  |     |  |

Please indicate the dates during which you have been involved in suggestion program administration and the percentage of work time spent in suggestion program administration: *To qualify for recertification, you must spend at least 33% of your time in suggestion program administration.*

Please outline your professional activities during the last 3 years related to suggestion program administration including articles written, continuing education classes taken, presentations at professional seminars, training classes conducted: *To be recertified, you must document a minimum of five (5) professional activities. Participation at the EIA Conference counts for each year you have attended.*

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Signature

Date

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Please Print Name

Are you a member of EIA?  Yes  No

If you are not a member of EIA, would you like membership information sent to you?  
 Yes  No

Please enclose payment of \$300 (\$75 for EIA members) and return the application to:

EIA  
162 South Vista  
Auburn Hills, MI 48326-1447