



Employee Involvement Association

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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 (\$50 for EIA members)
- ❖ Completion of the renewal application form

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.*

Signature

Date

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 (\$50 for EIA members) and return the application to:

EIA
P.O. Box 2307
Dayton, OH 45401-2307
eia@meinet.com

Courier Address:
11 W Monument Avenue, Suite 510
Dayton OH 45402
937.586.3724