Asia Professional Speakers Singapore

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HOW WILL YOUR APPLICATION BE PROCESSED?

STAGE 1: APSS Secretariat

1. The applicant (not an assistant) should forward all the documentation listed on Section B2 of our Criteria and Requirements to our APSS Secretariat.

2. The Secretariat will check everything thoroughly to make sure all documentation has been completed correctly and that all details meet the necessary requirements. If there are any queries or anomalies, the Secretariat will follow up directly with the applicant.

3. When the Secretariat is satisfied that the application meets all the necessary requirements, she will contact the applicant to let them know that their application has been accepted and will now be moved forward for processing.

STAGE 2: CSP National Accreditation Chair and Deputy

4. The Secretariat forwards all the application documents to both the National Accreditation Chair and the National Accreditation Deputy. At APSS, we believe it is essential to have at least two senior CSPs look through all the application documentation thoroughly.

5. After reviewing all the documents individually, the Chair and Deputy will meet in person if possible, or on Zoom if necessary, to thoroughly discuss the application documents.

6. The Chair and Deputy will contact a few random clients shown on the Income and Work Summary spreadsheet to confirm engagements and fees.

7. Any application may be forwarded to an external auditor for further scrutiny.

8. When satisfied that the application meets all the Criteria and Requirements, the process will move forward to the next stage.

STAGES 3 and 4: CSP PEER REVIEW

9. The National Accreditation Chair will choose a CSP Peer Review Panel comprising 3 CSPs of more than one year's standing.

10. The CSP Peer Review Panel members will be asked to sign the *APSS CSP Confidentiality, Unconscious Bias Acknowledgement and Commitment Statement.*

11. The Chair will forward each CSP peer reviewer the applicant's form *A6-APSS CSP Video Recording Details*, which contains a link to their video.

12. Each member of the CSP Peer Review panel will watch the applicant's video and complete the online evaluation form.

STAGE 5

13. When all three members of the CSP Peer Review panel have submitted their results on the online evaluation form, the National Accreditation Chair checks the submissions. To pass this stage, the applicant needs two yes votes out of three.

14. If an applicant's video fails, the Chair will contact the applicant and give some advice on how they can improve their video submission to achieve a pass. The applicant will be given a set time to submit a new video.

15. If the CSP is approved, the Chair will contact the APSS President, who will call the applicant with the good news.

16. If a failed applicant wishes to appeal a decision regarding their CSP application, an appeals process is available.