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## MASTER SUPERINTENDENT® GUIDELINES AND TERMS OF USE

### Use of the Title:

Once completing the Master Superintendent® (MS™) exam and being informed of your success you may begin to use the title Master Superintendent®. The privilege of using the designation “Master Superintendent®” applies only to qualified members of the CGSA.

Qualified recipients of the designation Master Superintendent® may capitalize the words Master Superintendent® or use the abbreviated form MS™, immediately following their name or any other degrees or designations or on the line under their name.

For example: John Smith, B.A., Master Superintendent ®  
OR  
John Smith, B.A., MS™  
OR  
John Smith, B.A.  
Master Superintendent®

In the membership directory CSGA will list qualified individuals as **John Smith, BA, MS™** and the appropriate information such as phone number, etc. This provides prominence to the title which will help to enhance its recognition.

### To Maintain the Designation:

After earning the MS™ designation you can maintain your status by achieving one-hundred and twenty-five (125) Continuing Education Credits (CEC), a minimum of sixty (60) CEC must be obtained from courses, seminars, on-line instruction or conferences over a five (5) year period. This procedure requires individual MS™ members to continually upgrade their knowledge through participation in professional development activities. Once you earn your designation an official renewal form will be sent to you, it will also be available to view on-line for members who have achieved the designation. Prior to the end of the five (5) year renewal period, the form must be returned to the CGSA with supporting documentation.



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### **Loss of Designation:**

Any person who fails to meet the eligibility criteria for a designation would lose the designation.

Any person who fails to obtain the required CEC within the specified timeframe would be ineligible to use the designation.

Exceptions include persons who fail to qualify due to loss of job, illness or parental leave.

In the case of the loss of a position which would qualify an individual for receipt of an accreditation, the person would be able to maintain their eligibility if they were able to obtain the required point levels within the specified periods. If the person was unable to qualify simply due to a lack of a qualifying position, they could not use the accreditation but it would be re-instated upon meeting the job-related criteria. There would not be a time limit on this ability to maintain eligibility. If they failed to meet any other eligibility criteria during any renewal period (membership, CEC totals), the designation would lapse and the individual would need to reapply and pass the current exam to re-qualify.

In the case of parental leave or long-term disability or sick leave, the individual would still technically be an employee. The timeframe for achieving the required credits would be frozen and would restart at the time when the person returned to work. Their required number of CEC's would need to be attained within the extended time frame. Note the individual MUST report these circumstances to the CGSA within 60 days of the beginning date of such leave and within 60 days of the return to work.

### **Dispute Resolution Process**

Should someone dispute their status or the credits they have been awarded they must notify CGSA staff within sixty (60) days of the occurrence. The notification must be done in writing, preferably on a CGSA Accreditation Program dispute form. Upon receipt of this notice, CGSA staff will review the dispute issue to verify that it is a valid dispute and attempt to solve the issue (as in the case of missing credits staff will research and request appropriate documentation and reward credits as appropriate). Should the issue not be resolved by staff research the issue will be presented to the Accreditation Committee for a decision within thirty (30) days of receipt by CGSA staff. CGSA staff will notify the individual of the committee decision, in writing within ten (10) days of the decision being made.