

Certified Aging Services Professional (CASP)

A National Professional Certification Program for Aging Services
(Formerly the Retirement Housing Professionals Certification Program- RHP)

CALENDAR OF COURSE OFFERINGS

CORE COURSE I: ADMINISTERING THE RETIREMENT HOUSING COMMUNITY

Focuses on the unique aspects of managing a human service organization that serves older persons. Lessons address philosophy of housing management, management and administration, human resource management, fair housing, ADA, Sec. 504, and legal issues.

CORE COURSE II: MANAGEMENT AND THE AGING RESIDENT

Concentrates on the aging process and the unique understanding professionals should have to better serve an aging population. Lessons address the aging society; biological, psychological, and social aspects of aging; long-term care and social service networks; customer service; and integrating gerontological with management principles.

CORE COURSE III: MANAGING THE FINANCIAL AND PHYSICAL ENVIRONMENTS

Addresses the skills needed to monitor the financial solvency of the retirement community as well as the physical plant. Lessons focus on the budgeting process, financial trends, environmental design, facility management, and dining services while offering a basic financial overview.

Fall Institute

November 3 – 8, 2008	Dallas, Texas	All three courses offered
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Summer Institute

June 8 – 12, 2009	Columbus, Ohio	All three courses offered
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Self-Study

Year-round	To order, call 940-565-2733	All three courses offered
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The first step is to complete the candidacy application process. Once you are approved as a candidate, you may choose to become certified through the CASP Spring/Summer Institute, the CASP Fall Institute, or Self-Study. Courses may be completed in any order, but must be completed within three years of becoming an approved candidate.

<p>To request a candidacy application, more information, or to register, contact the CLAS Office by phone, or fill in your contact information and fax or mail this form to us.</p>	<p>Name: _____</p> <p>Facility/Organization: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Phone: _____ Fax: _____</p>	<p>University of North Texas CLAS Office 1155 Union Circle #305098 Denton, TX 76203-5017</p> <p>Phone: (940) 565-2733 Fax: (940) 369-7271</p> <p>www.unt.edu/aging/clas clas@unt.edu</p>
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