



**Certified Disability Sport Specialist
Continuing Education Guide**

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Introduction

From the date of a Certified Disability Sport Specialist (CDSS) certification, the credential is valid for a **two-year period** at which point CDSS holders must submit an application for continued certification. This *Maintenance Application* documents the CDSS holder's current employment/volunteer service and continuing education units related to disability sport and physical activity for the two year period. It is recommended that you acquire at least 50% of your CEU requirements by the end of your first two year period. The bi-annual maintenance fee is \$25.

Every four years following the date of the CDSS certification, CDSS holders are required to submit a Recertification Application demonstrating the completion of the requisite continuing education credits and fulfillment of direct service experience. Credits will be given for CEU and training sessions specific to disability sport, for disability sports coaching experience and for a variety of professional service experiences. The four-year recertification application requires that CDSS holders complete the following requirements for recertification:

CDSS Level I	4 Continuing Education Units (CEU) or equivalent & annual direct service
CDSS Level II	8 CEU or equivalent & annual direct service
CDSS Level III	12 CEU or equivalent & annual direct service or professional experience
CDSS Level IV	16 CEU or equivalent (<i>Some professional experiences (e.g. faculty lecturing) may fulfill CEU requirement</i>)

A CDSS Holder can obtain the required CEUs to maintain their credential through Continuing Education and Direct Service. The percentage of required Continuing Education and Direct Service within a four year recertification period is as follows:

Continuing Education: at least 20% but not more than 75% of required CEUs

Direct Service: at least 25% but not more than 80% of required CEUs

The content of the Continuing Education and/or Direct Service must relate to disability sport, Paralympic sport and/or adapted sports and recreation. BlazeSports and the CDSS Review Committee will continue to review and update this process annually.

Continuing Education – includes the following with content directly related to Disability Sport/Paralympic Sport/Adapted sports and recreation.

- Attending professional conferences, workshops or webinars
- Participating in live or pre-recorded BlazeSports webinars (housed at www.youtube.com/blazesports)
- Attending BlazeSports CDSS workshops
- Authoring a professional article, publication, book, book chapter, newsletter etc
- Giving a professional presentation or lecture
- Completing Academic Courses – for credit or audit

Attending a Workshop, Conference or Webinar

1 contact hour = 0.1 CEU

10 contact hours = 1.0 CEU

Documentation for attending a workshop or training: A CDSS holder must provide an official document of continuing education which includes name, attendance date (which must be within the recertification cycle), title of the course or program and contact hours. If this is not possible, the instructor or host of the program must provide a written statement (on agency letterhead) including the information mentioned above.

Academic Courses

Academic Courses for Credit	Audited Academic Courses
1 semester credit hour =15 CE hours = 1.5 CEUs	1 semester credit hour = 8 CE hours = .8 CEUs
1 trimester credit hour = 14 CE hours = 1.4 CEUs	1 trimester credit hour = 7 CE hours = .7 CEUs
1 quarter credit hour =10 CE hours = 1.0 CEUs	1 quarter credit hour =5 CE hours = .5 CEUs

Documentation for Academic Courses: A CDSS holder must provide an official academic transcript or grade report to document successful completion of a course.

Publications and Presentations

Publications and presentations must include the content directly related to Disability Sport/Paralympic Sport/Adapted sports and recreation. A CDSS holder must provide documentation of the publication or presentation including copies of publications, conference brochures, in-service flyers etc.

Type of publication	CEU
Presentation at a professional conference	.2
Published newsletter article	.2
Presentation at a conference or in-service	.2
Editorial review of professional journal article	.2
Published article in non-referred journal or publication (national, state or local)	.5
Published book review	.5
Authored article in refereed journal	.75
Authored unpublished masters or doctoral thesis	2.0
Published professional book (original or subsequent editions)	4.0

Professional or Volunteer Direct Service

Professional or Volunteer Direct Service in Disability Sport may also be used towards CDSS CEU requirement. A minimum of 25% up to a maximum of 80% of the required CEU's within the four-year recertification cycle must be gained through direct disability sports, Paralympic Sport or adapted sports and recreation experience.

CDSS Employment/Volunteer Verification Form

The CDSS Employment/Volunteer Verification Form is used to verify long-term employment or volunteer position that provides direct service in the areas of disability sports, Paralympic Sport or adapted sports and recreation experience including:

Direct Service Provider – implement regular ongoing sport programs throughout the year as part employment responsibilities either as a coach, assistant coach, program coordinator or administrator. Disability sport is a main component or responsibility (full time or part time) of the CDSS holder.

Volunteer – volunteer services performed as part of a disability sport program throughout the year or a season.

Student – completes a supervised internship within a disability sport program.

CDSS Direct Service Verification Form

The CDSS Direct Service Form is used to verify short-term paid or volunteer direct service. This would include 1, 2, or 3 day competitions, special events, camps, in-services etc. A separate form should be used for each different event. Forms should be completed and signed by a representative of the hosting organization for the CDSS holder to submit with the re-certification application.

CEU Credit levels for Direct Service Experience

Special events: tournaments, camps, etc: 0.1 CEU for each 5 hours of direct service

Full sport season: 1.0 CEUs

Part-time employment/volunteer (less than 20 hours a week) year round: 2.0 CEU's

Full-time employment: 4.0 CEUs per year