



ASSOCIATION OF  
CLOSET AND STORAGE PROFESSIONALS<sup>SM</sup>

portfolio EXTENSIVE. experience UNDENIED.  
career **CERTIFIED.**

# Designer Certification Program Details & Requirements

## How Does Designer Certification Work?

The Association of Closet and Storage Professionals has created a certification program for storage designers, the first of its kind available specifically to the storage design community. The program's main objective is to assist designers in marketing their skills, promoting their achievements, and defining their careers to both consumers and employers as the true, established professionals in this competitive and specialized design field.

Certification credentials are achieved by fulfilling a points system based on passing written exams, completing design challenges, working in the industry, and earning college and education credits.

Designer Certification will be awarded at each of the three certification levels:

- Registered Storage Designer<sup>SM</sup>
- Certified Storage Designer<sup>SM</sup>
- Master Storage Designer<sup>SM</sup>

Qualifying designers will be certified for a two-year term and shall be required to renew their certification every two years. There will be a fee charged to apply for certification at each level and to renew certifications (see Application for Designer Certification for fee schedule). The fee schedule may be modified by the Board of Directors of ACSP.

The application process will be managed by the Executive Director and administrative staff of ACSP. The evaluation of the design challenges, examination requirements, and portfolio requirements of the certifications shall be made by a Certification Committee appointed by the Board of Directors of ACSP. Each application for certification will be assigned a unique number so that all applications remain anonymous throughout the evaluation process. The Committee shall use an objective grading system for the design challenges portion of the requirements based on meeting the client's requirements as defined, using the space efficiently, and using the materials properly.

Successful candidates for each of the levels will receive an Official Certificate of Recognition from the ACSP and will be licensed to use the appropriate designation and mark on their business cards, stationery and marketing materials. All ACSP certified designers will be listed on the ACSP website and the listings will be searchable using various search terms. In addition, press kits will be provided to certified designers so that they may announce their certification status to media outlets in their respective markets.

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# Program Requirements by Certification Level



## LEVEL 1: REGISTERED STORAGE DESIGNER<sup>SM</sup>

*A minimum of 15 points are mandatory to qualify as a Registered Storage Designer<sup>SM</sup>. You must accumulate a total of 10 points prior to taking the certification exam and then completing the design challenges, which count for your final 5 points. The certification committee reserves the right to verify any and all details related to claiming points.*

### Experience

- 5 points for the first year as a full-time closet/storage designer and 1 point for each successive year
- 5 points for the first two years as a part-time closet/storage designer and 1 point for each successive two years
- A minimum of 1 year full-time experience or 2 years part-time experience is mandatory

### Education

- 0.5 points for each year of higher education with a maximum of 2 points from this sub-section
- 1 point for each other relevant certification from NAPO, NKBA, or the NCIDQ certification for interior designers
- 1 point for each attendance of the conference program of the Closets Expo with a maximum of 3 points from this sub-section
- 0.25 points for each published article about the industry or for being a presenter at a seminar at an industry event
- 4 points for each published book about the industry

### Recommendations

- 0.5 points for each letter of recommendation from a client on a closet/storage project. A minimum of 1.5 points are mandatory from this section.

### Design Challenges and Basic Examination

- 5 points for satisfactory completion of Design Challenges based on requirements that are assigned by the certification committee and satisfactory completion of the Basic Examination. This requirement is mandatory.

## LEVEL 2: CERTIFIED STORAGE DESIGNER<sup>SM</sup>

*Current certification as a Registered Storage Designer<sup>SM</sup> is mandatory, plus the following:*

- A minimum of three years of full-time closet/storage design experience or seven years of part-time closet/storage design experience
- Submission of a portfolio containing at least 3 projects demonstrating successful completion of Design Challenges (see Portfolio Submission Requirements for details)
- Achievement of a passing score on the qualification exam and advanced design challenges

## LEVEL 3: MASTER STORAGE DESIGNER<sup>SM</sup>

*Current certification as a Certified Storage Designer<sup>SM</sup> is mandatory, plus the following:*

- Ten years of full-time experience in the closet/storage industry, of which a minimum of seven years is specifically closet/storage design
- Submission of a portfolio containing at least ten projects demonstrating outstanding design (see Portfolio Submission Requirements for details)

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# Portfolio Submission Requirements & Program Fees



## PORTFOLIO SUBMISSION REQUIREMENTS

**Each project submitted to fulfill the portfolio requirements of the Certified Storage Designer<sup>SM</sup> and Master Storage Designer<sup>SM</sup> shall contain the following:**

1. A background description of the project – e.g. New construction of home for family of 2 adults, 3 children. Project includes 12 clothes closets, 4 linen closets, and a pantry
2. A requirements definition for each closet/storage unit - e.g. Her Master closet requires 10 linear feet of short hanging, 3 feet for pants hung long, 3 feet of long hanging, 75 pairs of shoes, 6 pairs of boots, 25 handbags, 3 drawers for socks & underwear, 2 large drawers for fine sweaters, a hamper, and lots of shelves for folded clothes
3. A description of any special challenges to be overcome
4. Scale drawings in plan view and each elevation showing the final design as installed
5. 3D views of the final design are welcomed but not mandatory
6. Photographs of the completed installation are welcomed but not mandatory
7. A summary paragraph discussing the completion of the project and how the requirements were met

**For examples of portfolio submissions, please visit [www.closets.org/certify](http://www.closets.org/certify) and click on the link for “Portfolio Submission Examples”.**

## CERTIFICATION APPLICATION FEES\*

ACSP Member (or employee of ACSP member).....	\$275
Non-ACSP Member.....	\$400

*\*Please Note:*

*Applicable fee must accompany application*

*Payment of applicable fee is mandatory for certification at each level and to renew certifications*

*Certification renewal fee is \$100 every two years*

*If an applicant fails to pass the Design Challenges or Examination, she/he may retest for a \$75 fee after a waiting period of six months*

## YOU WANT TO GET CERTIFIED...WHERE DO YOU START?

To begin the Certification Process, please visit [www.closets.org/certify](http://www.closets.org/certify) and print the Application for Designer Certification. Send your completed application, along with the appropriate application fee and applicable submissions to:

**Association of Closet & Storage Professionals  
214 N. Hale St.  
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Attn: Designer Certification**

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