



The SSA Manager Certification Program and the SSA Certified Self Storage Manager (CSSM®) Designation

The Self Storage Association (SSA) Manager Certification Program advances the professionalism of the manager's role by offering standardized education and promoting continuing education and practical experience through continued tenure in the industry. For convenience, cost savings, and uniform accessibility to the industry, the CSSM® is attainable through SSA's Online University in any *one* of the three **SSA Manager Certification Program** tracks. Renewal of the designation is also simple, standardized, inexpensive, and at the designee's convenience throughout the renewal year.

Certification is attainment of SSA's Certified Self Storage Manager (CSSM®) designation. This consists of the following components:

- Standardized education through the SSA Manager Certification Program and passing the Program Exam
- Continuing education in the CSSM® Renewal Site (Part 2 below)
- Continued employment in good standing in the industry while sustaining certification (Part 2 below)

Part 1: CSSM® Certification Program Requirements

1. Successful completion of one of the three online CSSM Tracks in SSA's Online University and a passing score of 70 or above on the Certification Program Exam offered in the track. The exam is a multiple choice exam of 100 questions. Two hours is the allotted time for the examination. The exam must be passed in one sitting.
2. Agree to uphold the SSA Industry Code of Ethics as it applies to the facility manager's role.
3. Verifiable employment (or candidacy) in good standing as a self storage manager, supervisor, or owner /investor.

Those attaining certification may use the CSSM® designation, and their names will be listed in the SSA Official Registry of Certified Self Storage Managers appearing in SSA publications, on the SSA Web site, at SSA national conferences.

Part 2: Sustaining Certification: CSSM® Renewals

To retain the CSSM® designation, designees must:

1. Renew every two years- Attain 4 hours of continuing education (CE) credits via the SSA Online University CSSM® Renewal site by December 1 in the renewal-due year, which occurs in two year increments following the year of initial certification. (Example- If the CSSM® is earned in 2010, it is renewed by passing 4 one-hour credit sessions in the online SSA CSSM® Renewal Site between January, 2012 - December 1, 2012. The next renewal period for this sample designee would begin in January 2014, and so on.)
2. Adhere to the SSA Industry Code of Ethics.
3. Continue employment in good standing as a self storage manager, supervisor, or owner /investor.
4. CSSM® designees who do not fulfill the CSSM® renewal requirements as outlined above must recertify by successfully completing Part 1, above.

In the interest of maintaining the integrity of the CSSM® designation, CSSM® designees who do not renew their certification will be purged from the Registry and barred from using the SSA CSSM® designation, which is the property of the Self Storage Association.

CSSM® Disclaimer

The Self Storage Association Certified Self Storage Manager designation certifies that the individual has completed and demonstrated proficiency in specified course work relevant to working in the self storage industry. The Association does not investigate the background of applicants. Employers are encouraged to perform pre-employment background checks on all applicants, including applicants who hold SSA's or other certification. Certification program requirements and fees subject to change as resources or industry needs necessitate.