



***The Fellow in Synagogue  
Administration (FSA)  
Professional Certification***

Thank you for your interest in the FSA certification program, which affords synagogue executives the opportunity to demonstrate their leadership, professionalism, and adherence to the highest standards of continuing professional growth. FSA-certified executives are among the most sought-after mentors to others in the field of synagogue management, and serve as congregational consultants throughout the Conservative Movement.

We encourage you to investigate the requirements for certification, and to inquire as to the best way to utilize your unique experience to fulfill them. This booklet is both a worksheet and an application to start the process each day bringing you closer to recognition as a **Fellow in Synagogue Administration**.

Stephanie Krasman, FSA  
Chairperson  
FSA Professional Certification Committee  
*FSA@NAASE.org (416) 783-6103*



North American Association of Synagogue Executives
Fellow in Synagogue Administration Application

The Fellow in Synagogue Administration (FSA) Program is the certification program of NAASE which affords synagogue executives the opportunity to demonstrate their leadership, professionalism, experience, competence and knowledge of the field.

In recognition of the critical role that Executive Directors play in the life of a congregation, this credential has been developed and is recognized by one's peers at NAASE and by the United Synagogue of Conservative Judaism.

I, \_\_\_\_\_, recognize and understand the importance and significance of the FSA certification program and I agree to complete the general and specific requirements for certification within two (2) years from the date of this signed application.

Signature

Date

Email Address

Phone Number

Name of Current Congregation

Street Address, City, State/Province and Zip Code of Current Congregation

Total Years at this Congregation

Total Years as an Executive Director

Previous Congregation (if at current position for less than three years)

After reviewing this application, the NAASE FSA Certification Chairperson will also sign and return a copy of the application to the Candidate who will then undertake the completion of the Specific Requirements for Certification. Once completed, the Candidate and the NAASE FSA Certification Chairperson will arrange a time for the Professional Conversation.

## General Requirements for Certification

- The Candidate must complete this application and submit it, along with a non-refundable \$50 application fee, made payable to NAASE, and mailed to the FSA Certification Chairman: Mark Block, FSA, c/o Congregation Rodeph Sholom, 2385 Park Avenue, Bridgeport, CT 06604
- The Candidate must exhibit a record of excellent ethical and professional behavior.
- The Board of Governors reserves the right to reject a Candidate for any reason deemed advisable and the decision of the Board of Governors action is final.
- The Board of Governors may also revoke the FSA Certification for unethical behavior and behavior unbecoming a synagogue executive.

## Specific Requirements for Certification

### I. Longevity, Leadership and Participation (all are required)

1. Be a regular member of NAASE in good standing for a minimum of three years. List year joined: \_\_\_\_\_
2. Serve as a full-time Executive Director in a Conservative congregation for a minimum of three years.

Name of Congregation: \_\_\_\_\_

Year Hired: \_\_\_\_\_

3. Hold a minimum of a Bachelor's degree.

Degree: \_\_\_\_\_

School: \_\_\_\_\_ Year Achieved: \_\_\_\_\_

4. Be a registered participant in a combination of three annual conferences (minimum of two) and/or Weeks of Study

List Years Attended Conference: \_\_\_\_\_

List Year Attended Week of Study: \_\_\_\_\_

5. Chair or co-chair a NAASE Conference or Committee OR serve a minimum of two years on the NAASE Board of Governors.

List Qualification: \_\_\_\_\_

**II. Knowledge of the Field**

1. Submit three programs to the online NAASE Administrative Resource Center (ARC)

List Names of Programs:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

2. The applicant shall accomplish a minimum of two of the following:

- a. Teach a class at NAASE University.

List Year:\_\_\_\_\_ List Title of Class: \_\_\_\_\_

- b. Teach a class at a USCJ Biennial or Regional Convention

List Year:\_\_\_\_\_List Title of Class:\_\_\_\_\_

- c. Publish an article in the NAASE Journal on administrative theory or on an aspect of synagogue administration.

List Title of Article: \_\_\_\_\_

Date Published: \_\_\_\_\_

- d. Earn / hold a Master's Degree in a job-related field

Degree: \_\_\_\_\_

School:\_\_\_\_\_Year:\_\_\_\_\_

**III. Participation in a Professional Conversation**

The Candidate will participate in a one-hour professional conversation, arranged by the FSA Certification Chairperson, to take place at a NAASE Conference or other agreed upon time, with three, FSA-Certified colleagues. This conversation may cover some or all of the following subjects: Communications, Human Resources, Membership, Finance/Budget, General Synagogue Management, Governance, Jewish Ritual.

---

I, \_\_\_\_\_, the current NAASE FSA Certification Chairperson, have reviewed this application, spoken with the Candidate, and agree to work with this Candidate to help him/her achieve FSA Certification. A copy of this signed application will remain on file at the NAASE office, and one copy will be returned to the Candidate for completion of Specific Requirements.

\_\_\_\_\_  
Signature of FSA Certification Chairperson

\_\_\_\_\_  
Date

Date Application Received:\_\_\_\_\_

\$50 Payment Received \_\_\_\_\_