



# SCA Service Supplier **Accreditation**

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The Strata Community Association (SCA) has developed a robust **Accreditation Program** to support, recognise and elevate the capabilities of Strata Professionals across all career stages.

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## Introduction

Managing a strata community is a complex and demanding profession. It requires a unique blend of legal knowledge, financial acumen, people skills and operational oversight. We recognise the service suppliers who support the strata communities.

### New to the Industry?

Our Accreditation Program lays a strong foundation for those entering the profession. You'll gain a clear understanding of how strata communities operate, and the core knowledge you'll need to thrive. This is the first step in your journey toward becoming a trusted, skilled and respected Strata Professional.

### Experienced Strata Professional?

Accreditation formally acknowledges the depth of your experience while keeping you up to date with emerging best practices and legislative change. It also provides a nationally recognised professional status that enhances your credibility and opens new career pathways.

### Why It Matters

By choosing to become accredited, you're not only advancing your own career, but you're also helping to raise the standards of professionalism across the strata sector. A stronger, more capable community of Strata Professionals benefits everyone.

## Take the next step

Join the SCA Accreditation Program today and help shape the future of strata management.



## Step 1 Choose Your Level

Whether you have just completed your first year or you are looking to formalise years of experience as a strata professional, the SCA Accreditation Program offers a clear progression pathway tailored to your career stage.

There are multiple levels of Accreditation, each with corresponding post-nominals that recognise your professional standing within the industry. These designations reflect your expertise, commitment, and contribution to the strata profession.

## Step 2

### Accreditation Prerequisites



#### Level 1 – Accredited Strata Service Provider

Post-nominal: ASSP

To be awarded Level 1 ASSP Accreditation, you must meet the following minimum requirements and demonstrate your commitment to professional standards, industry knowledge and ethical conduct.

##### Membership

- Minimum 1 year Membership with SCA

##### Experience

- Be working as a Strata Service Provider for at least 1 year
- Achieve 6 CPD points over the previous 12 months (from date of application)

##### Professionalism

- Avoid any breaches of the SCA Code of Ethics
- Provide a clear current National Police Check (no older than 12 months)



#### Level 2 – Fellow Strata Service Provider

Post-nominal: FSSP

To be awarded Level 2 FSSP Accreditation, you must meet the following minimum requirements and demonstrate your commitment to professional standards, industry knowledge and ethical conduct.

##### Membership

- Minimum 5 years Membership with SCA

##### Accreditation

- Hold Level 1 – Accredited Strata Service Provider (ASSP) Accreditation for at least one year

##### Experience

- Be working as a Strata Service Provider for at least 5 years
- Achieve 6 CPD points over the previous 12 months (from date of application)

##### SCA Engagement

- You must have completed a minimum of 30 SCA Volunteer CPD points through SCA approved activities (see CPD Policy).

##### Professionalism

- Avoid any breaches of the SCA Code of Ethics





## Level 3 – Honorary Fellow Strata Service Provider

Post-nominal: HFSSP

The title of HFSSP represents the highest honour awarded by the Strata Community Association. It recognises individuals who have demonstrated extraordinary service, leadership and dedication to the SCA Community and strata industry.

### Accreditation

- Hold Level 2 – Fellow Strata Service Provider (FSSSP) Accreditation

### Membership

- Be awarded Life Membership by your SCA State or Chapter Board

### Professionalism

- Avoid any breaches of the SCA Code of Ethics

**Note:** To maintain HFSSP Accreditation, recipients must remain working as a Strata Service Provider, in any capacity relevant to the profession.

## Step 3

### Submission of Application

To apply for Accreditation, you must complete the relevant application form available at [www.strata.community/accreditation](http://www.strata.community/accreditation).

All applicants are required to submit supporting documentation, including:

- A current National Police Check (or New Zealand equivalent), issued within the past 12 months

Applications will not be assessed until all required documentation is received.

You must have met the CPD requirements for the level of Accreditation you are applying for. If you believe your CPD record is incomplete, contact [membership@strata.community](mailto:membership@strata.community).

If you need additional CPD points, we recommend speaking with your SCA education team for guidance.

**Note:** CPD points earned through SCA activities are recorded in your member profile within 7 days of completion. If you are claiming CPD points from external training, please submit your request via the online [CPD Points Application for External Training Form](#).

## Step 4

### Maintaining and Renewing Your Accreditation

To retain your Accreditation with the Strata Community Association, you must remain committed to continuous professional development, adhere to SCA Best Practices and uphold the highest standards of professional conduct.

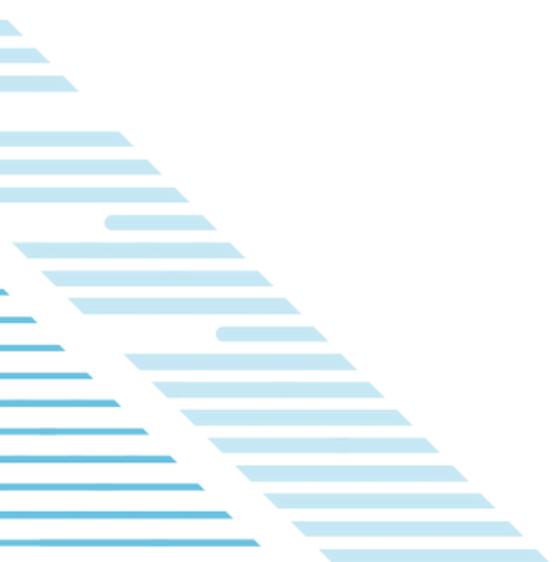
All accredited strata service suppliers are required to,

- Complete a minimum of 6 CPD points within each Fiscal Year
- Ensure all CPD activities align with the SCA CPD Policy
- Comply with SCA Code of Ethics at all times. Accreditation may be revoked if a member is found to have breached the SCA Code of Ethics.
- Provide a current National Police Check (or New Zealand equivalent) every three years.
- Maintain SCA Membership.

SCA provides quarterly CPD reports to all SCA members. These reports offer a clear summary of CPD points earned to date, helping members track progress toward their renewal requirements and maintain ongoing compliance with the CPD Policy.

You can also check your current status within your personal profile within the SCA member centre.

If you meet all renewal requirements by 30 June (the end of each fiscal year), your Accreditation will be renewed automatically by the SCA Team and you won't need to take any further action.



## Other Matters Regarding Accreditation

### Accreditation Across Regions

Your Accreditation is recognised across SCA regions, provided you maintain membership in each and meet the local CPD requirements.

### Changing Employers

If you change employers, ensure your new workplace holds an SCA Corporate or Personal Membership. Notify SCA of the change to maintain your accreditation status. If your SCA Membership is terminated, your accreditation becomes void and you must immediately cease using the post-nominal.

### Periods of Unemployment

Your Accreditation remains valid for up to six months while between jobs, as long as you return to a position with an SCA Corporate Member. During this period, post-nominals must not be used. Upon resuming Membership, you are required to fulfil the 12 CPD points requirement for the fiscal year.

### Police Checks

You must provide a current National Police Check (or New Zealand equivalent) when you first apply for Accreditation and every three years thereafter.

### Lapsed Accreditation

If your Accreditation lapses due to more than six months without membership or you fail to meet the required CPD points, you must reapply and meet CPD requirements for the lapsed period. This may involve completing 1.5x or 2x the annual CPD load, depending on the length of the lapse.

If you are unable to meet your CPD requirements due to extended leave such as maternity, long service, or other significant absence, you may request a temporary exemption or deferral. Requests must be submitted in writing to your State or Chapter Membership Team and will be reviewed on a case-by-case basis. You may be granted an extension or partial exemption.

### Appeals

To ensure transparency and fairness, all appeals must be submitted in writing to [accreditation@strata.community](mailto:accreditation@strata.community) for review by the Professional Standards and Membership Board Advisory Group (PSMBAG). All decisions made by the PSMBAG are final.

## Accreditation Checklist

### ASSP – Accredited Strata Service Provider

- ☐ At least 1 year of SCA membership
- ☐ At least 1 year working as a Strata Service Provider
- ☐ 6 CPD points (past 12 months)
- ☐ Clear National Police Check (within 12 months) – Attach
- ☐ Submit online application with all supporting documents

### FSSP – Fellow Strata Service Provider

- ☐ At least 5 years of SCA membership
- ☐ Accredited at Level 1 (ASSP) for at least 1 year
- ☐ At least 5 years working as a Strata Service Provider
- ☐ 6 CPD points (past 12 months)
- ☐ 30 CPD volunteer hours through SCA
- ☐ Clear National Police Check (within 12 months) – Attach
- ☐ Submit online application with all supporting documents

### HFSSP - Honorary Fellow Strata Service Provider

- ☐ Accredited at Level 2 (FSSP)
- ☐ Awarded Life Membership by your SCA State or Chapter Board
- ☐ Actively engaged as a Strata Service Provider (in any capacity)

## Annexure A - Accreditation Credentials

The following Members are required to use this CPD policy to meet maintain or apply for accreditation post nominals.

Abbreviation	Description
<b>Strata Management Members</b>	
	Strata Manager Members actively managing lots
ASCM	Accredited Strata Community Manager
CSCM	Certified Strata Community Manager
FSCM	Fellow Strata Community Manager
HFSCM	Honorary Fellow Strata Community Manager
<b>Strata Management Members</b>	
	Operational or Executive Members who don't manage lots
ASCA	Accredited Strata Community Associate
CSCE	Certified Strata Community Executive
FSCE	Fellow Strata Community Executive
HFSCE	Honorary Fellow Strata Community Executive
<b>Strata Service Supplier Members</b>	
ASSP	Accredited Strata Service Supplier
FSSP	Fellow Strata Service Supplier
HFSSP	Honorary Fellow Strata Service Supplier

