

## CSA Reaccreditation Portal — Quick Guide

A quick guide to signing in, saving your work and submitting your annual reaccreditation.

### 1. Sign in

Go to <https://link.coachingsupervisionacademy.com/reaccreditation> and enter the email address linked to your CSA account. You will be asked to confirm your name and then receive a secure sign-in link from 'Zite' by email. Open that link to enter your personal reaccreditation area.

### 2. Work at your own pace

Your reaccreditation area is available throughout the year. You can add information, save your work and return later, you do not need to complete everything in one sitting.

- Enter details of received coaching supervision.
- Add CPD activities as you complete them.
- Complete your reflective statement and future intentions.
- The portal will show your current progress and any outstanding requirements.

### 3. After entering what you need, use the 'Save Progress' button or 'Submit' when ready

### 4. Formal submission becomes available about a month before your reaccreditation expires. When you are ready, review the information carefully and submit it for CSA review. Once submitted, CSA will review the record and contact you if anything further is needed.

### 5. If more information is requested

If CSA asks for additional CPD, reflection or clarification, return to the same reaccreditation area, update the requested information and resubmit. Your existing information remains available to you.

### 6. Payment and completion

Where a fee is due, you will receive the payment invitation after your statement has been submitted. Once all requirements are complete, CSA will confirm successful reaccreditation and your updated accreditation period.

### 7. Need help? Contact CSA at [admin@csa.uk.net](mailto:admin@csa.uk.net) If your email address has changed, please contact us before trying to sign in.