



The Professional Service Coordinator Program

The Professional Service Coordinator Program is a collaboration between the American Association of Service Coordinators and The Ohio State University Office of Geriatrics and Interprofessional Aging Studies. The Professional Service Coordinator (PSC) Program is available to anyone interested in continuing education and professional development in the field of service coordination.

Program Requirements

Candidates interested in earning the PSC designation from AASC must be a current member in good standing. Please contact AASC directly to join or to renew membership. AASC membership numbers must be added to the candidate's PSC profile to receive the discount price.

Completion of SC101: Fundamentals of Service Coordination is a prerequisite to the PSC program. Individuals may begin the PSC modules before SC101, but participants must complete the full six-course SC101 series at least 30 days before taking the PSC Comprehensive Exam.

Candidates must provide proof of either qualifying education or the equivalent years of service; both options are not required.

Qualifying Education

Associate, Bachelor, or other Advanced Degree

Qualify degrees include the social service or healthcare fields.

Other fields of study may be accepted, upon approval of the PSC committee.

A copy of the degree or- transcript indicating the degree was awarded is required.

Equivalent Work Experience

Two years minimum employment

Qualifying experience includes a social service or healthcare setting on behalf of older adults.

Property management experience with responsibility for assisting residents with service acquisition will qualify.

Any field with supervisory or customer service experience may be accepted, upon approval of the PSC committee.



Work experience from a combination of settings is acceptable. The required documentation may include a pay stub that indicates the date of hire, a letter from the employer confirming the minimum two years of experience, a training certificate from the employer, a tax return, or other proof of paid employment (with start date) for all jobs under consideration. Additionally, a resume must be submitted. All personal information, such as social security number and birth date, should be removed from all documentation before submission. Candidates must upload all required documents to their PSC account.

Exam Requirements

Candidates interested in earning the PSC designation from the American Association of Service Coordinators must meet all program requirements before taking the comprehensive examination. Failure to meet the deadlines stated below will forfeit the opportunity to complete the program.

Module Completion Deadline – Candidates must complete the twelve PSC module within two years of program registration.

Exam Completion Deadline – Candidates must take the comprehensive examination no more than one year after completing the last PSC module.

There is a required minimum of 30 days between completing the last module and taking the examination.

Candidates must indicate their readiness to take the comprehensive examination by submitting the exam registration form.

All exams must be proctored, either at an in-person testing site* or using the virtual online proctor Proctorio*. **Additional fees and requirements will apply.*

For more information, please visit <https://aasc.osu.edu> and click on the relevant tabs in the top navigation bar.

Please direct questions to the Office of Interprofessional Aging Studies at 614-293-4815 or aging@osu.edu.