

Industrial Security Professional (ISP) Certification Committee Report

March 2007

Committee Members

- Priscilla Crawford, ISP – Co-Chair
- Barbara Taylor, ISP – Co-Chair
- Dr. Jim Hickok, ISP – Program Advisor, Accreditation
- Sharon Tannahill – NCMS Executive Director
- Karin Lee – Exam Generation & Maintenance
- Bill Uttenweiler, ISP – Lead Mentor, Exam Prep Program & Original Workbook Author/Editor
- Pat Robbins, ISP – Lead Mentor, Exam Prep Program & Workbook Rewrite Author/Editor
- Cal Stewart, ISP – Lead Mentor, Exam Prep Program
- Crystal Chambers, ISP – Mentor, Exam Prep Program
- Bernard Chevalier, ISP – Mentor, Exam Prep Program
- Lugdy Cueva, ISP – Mentor, Exam Prep Program
- Patrick Dale, ISP – Mentor, Exam Prep Program & Workbook Rewrite Author
- John Dean, ISP – Mentor, Exam Prep Program
- Liz Fant, ISP – Mentor, Exam Prep Program
- Ray Hair, ISP – Mentor, Exam Prep Program
- Elaine Jennings, ISP – Mentor, Exam Prep Program
- Hazel Martinez, ISP – Mentor, Exam Prep Program
- Paul Michaels, ISP –
- Cynthia Moiani, ISP – Mentor, Exam Prep Program
- Leonard Moss, ISP – Mentor, Exam Prep Program & Workbook Rewrite Author
- Cheryl Pelton, ISP – Mentor, Exam Prep Program & Workbook Rewrite Author
- George Quin, ISP – Mentor, Exam Prep Program & Workbook Rewrite Author
- Joe Reuter, ISP – Exam Prep Workbook Author
- Bodhan Stryk, ISP – Mentor, Exam Prep Program & Workbook Rewrite Author
- Patricia Williams, ISP - Exam Prep Program Workbook Rewrite Author

Committee Objectives for the 2006 – 2007 Society Year

- Begin the process to obtain official accreditation for the ISP certification.
- Work with DSSA to ensure that the ISP certification is considered part (not technically, but conceptually and effectively) of the Security Professional Education & Development Program (SPED) (currently in development) or an equivalency.
- Review the core exam question against the changes published in the February 2006 NISPOM and update the questions and the answer reference paragraphs as necessary.
- Review the COMSEC elective questions against the COMSEC section in the Feb. 2006 NISPOM and the revised COMSEC Manual (NSA 3-16, dated 8/5/05) and update the questions as necessary.
- Review the Exam Preparation Program Workbook against the changes published in the Feb. 2006 NISPOM and update as necessary.
- Ensure that the ISP website is current, relevant, and includes all useful information.
- Determine how to notify ISPs that claimed recertification points have been accepted and they have been recertified for the next three years
- Develop a sample test that prospective applicants can take on-line to evaluate their level of preparedness for taking the exam.
- Develop new core exam questions.

Committee Accomplishments for the Quarter

Accreditation (Jim Hickok)

- Nothing to report this period.

Exam Prep Program

- Developed an order form for the new Workbook. The workbook is now sent to candidates via e-mail (rather than hardcopy sent via mail) in their choice of format (i.e., Word document or Adobe pdf) for a cost of \$15. This money is sent to National for the ISP Certification program. To date, orders of the new Workbook have brought in \$2,146.
- Bill Uttenweiler sent an e-mail announcement for Round #3 of the Exam Prep Program to all NCMS Chapter members and published an article about it in the January/February 2007 issue of the CM Bulletin.
- Started Round #3 of the Exam Prep Program on the week of 3/5/07 with over 200 candidates registered. This round will conclude just prior to the exam given at the June Seminar. The week-by-week schedule was posted on the ISP webpage. There are 3 conference calls for each week's session of the program. This is fewer calls than in previous rounds, but considered quite adequate. All calls will be recorded, so that candidates who miss a call can catch up with the mentor and candidates with whom they are familiar.
- All mentors teaching this round have taught either one or both previous rounds of the program. To ensure things go well, however, tips for conducting the conference call sessions were sent to all the mentors.

General

- Because it is quite extensive, and new material was added, Bill Uttenweiler requested that several people review the ISP website for link connectivity and content. Recommendations were made for minor changes for consistency, grammar, and links. Bill wrote an article about the new website that was published in the January/February 2007 issue of the CM Bulletin.
- Updated the ISP Study References & Sources webpage with information provided by Gussie Scardina of DSSA. This includes a link to the table of contents from the Customizable Security Guide, a comprehensive study tool.
- Added an ISP Workshop to the June Seminar schedule.
- Due to lack of time on the part of the Committee co-chairs, we have discontinued the practice of sending personal congratulatory notices to newly certified ISPs.
- Ordered new recertification seals from Special Effects Design which will incorporate the new ISP pin logo.
- Provided the COMSEC elective questions to Joe Reuter for review against the new COMSEC Manual 3-16.
- Wrote and distributed a survey to ISPs concerning what benefits they may have realized since obtaining their certification.
- The Valley of the Sun Chapter will have an ISP booth at their one-day seminar in April to promote certification for Chapter members.
- Worked with one ISP whose original submission for recertification did not contain activities totaling to the required number of points. Reviewed additional materials submitted, which were needed to make the required number of points.
- Reconfirmed the decision to hand check exams of candidates who fail by a small margin. They will be given ½ credit for answering one of the correct answers when the fully correct answer is "both a and b." In addition, scores of not less than 74.5% will be rounded up to a passing score of 75%.

Planned Activities

- Continue work on accreditation process.
- In conjunction with the accreditation process, develop a "Policies & Procedures" manual for the ISP Certification program.
- Continue the review of the exam questions against the changes in the Feb. 2006 NISPOM with the goal to have all questions reviewed and revised as necessary for implementation NLT the Seminar in June 2007.
- Send recertification seals to those ISPs who have recertified.
- Distribute ISP survey results.
- Prepare for the ISP Workshop, by developing the briefing presentation and planning food.
- Keep a tally of needed changes to the Exam Prep Program Workbook for updating prior to Round #4.

Respectfully submitted,

//signed//

Priscilla Crawford, ISP

Barbara Taylor, ISP, CPP

Co-Chairs