ISP® Recertification Checklist

It is highly recommended that the ISP® recertification candidate begin preparing for recertification once you become certified or your recertification is final. A recertification is required every three (3) years. Don't wait until the end of the 3rd year to start obtaining Continuing Education Units (CEUs), gather your support documentation, and/or research CEUs attained.

Begin information collection and metric consolidation right after initial certification and recertification, thereby always knowing how many additional credits are needed. This checklist is optional and is not included with your Recertification Application submission package; it is merely a tool to assist in attaining recertification and preclude a rejected package.

- ☐ Are you within the time limits to recertify i.e., within the last day of the month in which you originally became certified? You can submit the Recertification Application 6 months prior to your expiration date. Submit as early as possible so that any issues can be resolved.
- ☐ Did you attain at least 60 CEUs?
  - Remember credit for any activity can only be used once; credit can only be applied in a single one category.
  - It is a good idea to include a few extra CEUs to support anything that may not apply; however, only 60 CEUs will be validated and there is no carryover for any valid unused CEUs.
- ☐ Did you list the appropriate claim under the correct heading?
  - Membership voluntary service
    - No more than 50% or 30 CEUs
  - Educational programs and courses
    - At least 50% or 30 CEUs or greater must come from here
    - Relevant to Industrial Security, Industrial Security Management or Information Security
  - Speeches and other presentations
    - Relevant to Industrial Security, Industrial Security Management or Information Security
  - Publications

        - Relevant to Industrial Security, Industrial Security Management or Information Security

    - Public service
        - Security related
    - Other accomplishments

- ☐ For each CEU claimed, is there appropriate supporting documentation enclosed? For example, did you include attendance certificates, agendas, course descriptions, transcripts, etc.? Please refer to the Recertification Credit Guide or the Recertification Tips to determine documentation requirements for each item claimed.
    - *Please note that the ISP® is responsible for obtaining all necessary documentation; it* ***<u>is not</u>*** *the responsibility of the Executive Director. The Executive Director* ***<u>is not</u>*** *responsible for contacting agencies on your behalf to obtain requisite documentation.*
- ☐ If you have questions about potential credit have you contacted your chapter chair, CEU Review Subcommittee, or Recertification Subcommittee? Get questions addressed early on.
- ☐ Did you enter the payment information?
- ☐ Did you answer the two questions pertaining to felonies?
- ☐ Did you sign your form?