ISP® RECERTIFICATION CREDIT GUIDE

Requirements:

1. Candidates must recertify every three years by the last day of the month in which the candidate originally became certified.
2. **If application, payment, and ALL supporting documentation are not submitted by the last day of the month past the recertification deadline, certification will lapse.**. Sixty CEUs are required for recertification.
3. All requests for credits to be used for recertification will be adjudicated by the NCMS ISP® Committee.
4. No more than 50% of the claimed recertification credits can come from Membership and Voluntary Service activities. At least 50% of the credits must come from Educational Programs and Courses, Instruction, Speeches and Other Presentations, or Publications.
5. The same activity may not be counted under more than one category. (For example, a presentation originally given orally cannot be published and counted both as a presentation and a published article.)
6. Include all documentation to support claimed recertification. Not including the required documentation may cause your certification to lapse.

	Per Activity	Limit per term
1. Membership and Voluntary Service **Maximum 50% of total CEUs from Part 1 or no more than 30 CEUs**		
1.1 Membership in a chartered professional security organization (membership in only one organization can be counted per year)	5 (one year)	15
1.2 Volunteer service in a chartered professional security organization • Service as an elected member of the board of directors • Service as an elected officer for a local chapter • Active participation as a member of a national or chapter-level committee	 15 10 5	 30 30 15
1.3 Mentoring another member [ICW NCMS mentoring program]. Note: Each relationship must be a minimum of six months and evidence of successful completion (i.e. – evaluation) must be provided.[1]	5	15

	As noted	Limit per term
2. Educational Programs and Courses Topics must be relevant to the practice of industrial security, industrial security management or information security, with the following exception: Up to 6 CEU (per recertification period) may be submitted for continuing education related to professional development topics.[2] Topics include but are not limited to: Ethics, Business Management, Leadership and Employee Development. *Contact NCMS HQ if you have questions about accepted training topics.* **At least 50% of total CEUs from Part 2 through Part 6 or not less than 30 CEUs**		
2.1 Attendance at the three-day NCMS Annual Training Seminar and the Fall Virtual Security Conference. CEUs will be awarded based on actual training hours (See 2.3).[3]	.5 for a 30-minute period if training is completed in that time; 1 per 45-60-minute training block	Unlimited
2.2 Successful completion of a security-related course at an accredited college or university. [Minimum of three college credit hours]	15	Unlimited
2.3 Attendance at seminars, workshops, conferences, whether sponsored by the government, other security organizations, or local NCMS chapters. NOTE: Regular chapter meetings that have a minimum of one speaker oriented to applicable training and education will count as one CEU per 45-60 minutes training block. Chapter meetings without speakers do not count. Seminars (multiple topics, 8+ hours) and mini-seminars (multiple topics, 4+ hours) and workshops (single topic, 4+ hours) count as one CEU per 45-60-minute training block. Attendance certificates must state the number of training hours and detailed agendas are required for adjudication.	.5 for a 30-minute period if training is completed in that time;	Unlimited

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[1] Minimum added and requirement for evaluations; 10/18
[2] Added 10/22 per board approval.
[3] Changes to CEU evaluation; 03/23

Note: CPEs, CPUs and other miscellaneous training units (not associated with NCMS) are not necessarily a one for one unit of transferrable NCMS CEU training. Training credit given under any organization other than NCMS must be submitted to the NCMS Executive Director and subsequently to the CEU Review Subcommittee for CEU credit determination.[4]	1 per 45-60-minute training block	

	As noted	Limit per term
2.4 Successful completion of a self or group study program AND passing the exam given (e.g., CDSE). Issuing authority determines the number of hours for the course. A complete agenda or course outline is required.	1 per 45-60 minutes as indicated by issuing authority	Unlimited
2.5 Obtaining a security-related certification other than the ISP®. [e.g., CPP, CISSP, A+, Reid Institute, etc.] *Note:* Re-certification of an existing certification held cannot be counted more than once in a three-year recertification period)	15	Unlimited
2.6 Successful completion of continuing education related to professional development (i.e., ethics, business management, executive leadership, employee development, etc.). Can be a seminar, conference or workshop; course from an accredited college or university; webinar; or certification. [5]	.5 for a 30-minute period if training is completed in that time; 1 per 45-60-minute training block	6

3. Instruction, Speeches and Other Presentations [6]

   The topics must be relevant to the practice of industrial security, industrial security management, or information security. Credit is given per course topic.

	As noted	Limit per term
3.1 Teaching a security-related or other (see #2 above re: professional development) course at an accredited college or university[7]	20	Unlimited
3.2 Developing and presenting security-related or other (see #2 above re: professional development) training as an instructor, speaker, or panelist (minimum of 45-minute presentation – credits given per presentation, not the number of times it is presented. This must be a new or original presentation, not a review or a briefing on a presentation you attended.)	5 per presentation	Unlimited
3.3 Chapter or national-level study courses: • Planning the entire study course including multiple meetings	15 per presentation	Unlimited
• EPP Facilitator[8]	1 CEU per mentoring hour	Unlimited

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[4] Note added by Recertification Subcommittee; 12/17
[5] Added to address acceptance of professional development; 03/23
[6] Removed "business management" from Sections 3-4; May 2012
[7] Contractually responsible for implementation of the program
[8] Name changed from "mentor"; 10/15

4. Publications

  Topics must be relevant to the practice of industrial security, industrial security management or information security, with the following exception: Up to 6 CEU (per recertification period) may be submitted for publications related to professional development topics.[9] Topics include but are not limited to: Ethics, Business Management, Leadership and Employee Development. *Contact NCMS HQ if you have questions about accepted training topics.*

	Per Item	Limit per term
4.1 Authoring or co-authoring a book	30	30
4.2 Authoring an article published in the NCMS Bulletin (this does not include summaries of presentations given) or a recognized security journal	5	15
4.3 Authoring a book review published in a recognized security journal	5	15

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[9] Added 10/22 per board approval.