

# NCMS, INC.

The Society of Industrial Security Professionals



## Industrial Security Professional (ISP®) *Certification Program Requirements & Application*

Developed & administered by the NCMS, Inc.  
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## PROGRAM OVERVIEW

### INTRODUCTION

NCMS is proud to offer the Industrial Security Professional (ISP®) Certification Program. Originally led by James N. Hickok II, PhD, Past President of the Society, in coordination with the NCMS Board of Directors and Chapter Chairs, the Society has provided this professional certification to qualified candidates who work within the U.S. National Industrial Security Program (NISP) since 2004.

The intent of the ISP® program is to award professional certification and recognition to qualified candidates who demonstrate the knowledge, skills, and abilities their profession demands. The basis for the examination is primarily the National Industrial Security Program Operating Manual (NISPOM), the supplements, and other information security concomitant rules and regulations to include operations security, proprietary information, etc.

Successfully completing the test signifies the overall competence of the candidate on NISPOM requirements, so current and prospective employers will have a recognized criteria to evaluate their performance.

### PURPOSE

The purpose of the ISP® certification is two-fold:

1. to provide recognition of the professional training and qualifications of veterans of industrial and government security, and
2. to provide guidelines for professional training needed by new security employees.

### IMPARTIALITY

NCMS is dedicated to ensuring that the ISP® Certification Program is organized and administered in an impartial and fair manner, thereby avoiding conflicts of interest and outside influence while ensuring an impartial and fair program.

### WHY DEVELOP OUR OWN PROGRAM?

NCMS developed its own certification program because the Society saw a need to focus specifically on the needs of the Industrial Security Professional and to provide a vehicle for recognition of individuals who have achieved a standard of excellence in the field of industrial security.

### WHAT DO WE HOPE TO ACCOMPLISH?

- Increase the professionalism within industry and government security;
- Enhance the recognition of industry and government security professionals;
- Increase the recognition of the NCMS as a premier security organization;
- Improve the cooperation between government and industry security personnel;
- Improve the security of national-security-related assets.

Questions? Please visit our website at [ncms-isp.org](http://ncms-isp.org).

## TEST ADMINISTRATION

1. The main test consists of 110 questions:
  - 100 questions from nine required categories, and
  - 5 questions each from two of five elective categories, which the candidate will choose in advance (see “Required and Elective Categories”).
2. Candidate will have two hours to complete the test.
3. A score of 75% or greater is needed to pass.
4. All tests are held at Prometric test centers. Test sessions will be scheduled through Prometric’s online portal. **Availability for your requested date is not guaranteed.**
5. To locate test centers near you, visit Prometric at: <http://securereg3.prometric.com/landing.aspx?prg=NCMS&path=schd>
6. The test is “open book”. The following references will be available on the screen during the test:
  - DoD Manual 5205.02, November 3, 2008
  - CNSS Glossary, April 6, 2015
  - DSS Assessment & Authorization Process Manual (DAAPM), March 31, 2017
  - JAFAN 6/0, May 29, 2008
  - JCAVS User Guide, November 2008
  - Marking Classified National Security, January 2014
  - National Security Decision Directive No. 298
  - Annotated NISPOM, May 18, 2016
  - Uniform Trade Secrets Act, February 11, 1986
7. A comprehensive list of test references for the purposes of exam preparation is available at <http://ncms-isp.org>.
8. If a candidate fails the test:
  - a. the test may be retaken after six months;
  - b. candidate must apply online to retest at least 30 days in advance of the anticipated test date;
  - c. a retest fee of \$140 (NCMS members) or \$200 (non members) must accompany the application;
  - d. updated collateral materials are only required if current data has changed and/or candidate is retesting more than one year following approval of the original application;
  - e. failure a second time requires a new application and collateral materials after a six month waiting period, along with entire test fee.

9. Special Accommodations:

Candidates may request special consideration or accommodation in writing to the Executive Director, for review and determination by the ISP® Committee. All requests must include the specific condition(s) that requires the accommodation and a doctor’s written confirmation of the condition and reason for the accommodation.

10. If a candidate passes the test:

- a. Official written notification and ISP® pin will be received from NCMS HQ within 10-15 business days;
- b. Certificate will follow within 4-6 weeks;
- c. Individual may begin using the ISP® designation immediately in accordance with NCMS Appropriate Use policy (refer to the P&P Manual);
- d. It is the individual’s responsibility to comply with all policies of the ISP® program.

## CANDIDATE REQUIREMENTS

1. Experience:

- At least five years cumulative experience in industrial security (*note: military/police/guard experience may not qualify*);
- Candidates must be working in security at least part-time as part of their job description (a minimum of 10% of hours worked) in order for the experience to be considered;
- Candidates do not need to be currently working in industrial security to apply as long as their work history satisfies the five year requirement;
- A current resume is required. Be as specific as possible regarding security experience.

2. Recommendation:

- A written recommendation is required from a supervisor. If the candidate does not have a supervisor, contact the Executive Director for further guidance.
- A sample recommendation can be found on the program’s website.

3. Confidentiality/Conflict of Interest Form (CCOI):

- A signed CCOI is required from the candidate with the application. The form is available for download on the program’s website.

4. Application/Payment:

- A completed application, along with payment in full, must be received **at least 30 days prior** to the anticipated test date.
- Exam fees are \$275/NCMS Members; \$400 non-members.
- There is a \$50 surcharge for international candidates.

5. Approval:

- Candidates will receive notification via email from NCMS HQ.
- If approved, candidates will have six months following approval in which to take the test.
- If a candidate’s application is not approved, the reason will be provided, and candidate will have the opportunity to reapply when all requirements are met.

## CANCELLATION/ RESCHEDULING POLICY

### CANCELLATION:

- Prometric charges a cancellation fee if a session is cancelled less than 30 days prior to the scheduled test date:

30+ days prior to test date:	no fee
5–29 days prior to test date:	\$50
Less than 5 days:	\$70

- NCMS charges a \$50 fee for candidates who cancel after being approved to take the test.
- These fees will be deducted from the original test fee, and the candidate will be refunded the remaining funds.
- Cancellations must be first made directly with Prometric.
- The Executive Director must be notified in writing in order to receive any refunds.

### RESCHEDULING:

- Prometric charges reschedule fees if a session is rescheduled less than 30 days prior to the scheduled test date:

30+ days prior to test date:	no fee
5–29 days prior to test date:	\$50
Less than 5 days:	\$70

- NCMS does not charge a rescheduling fee.
- The candidate will not be permitted to reschedule until the fee is paid directly to Prometric.
- Rescheduling test sessions must be made directly with Prometric.

## REQUIRED AND ELECTIVE CATEGORIES

1. Security Administration & Management
  - a. Records, Planning & Budgeting
  - b. Staffing
  - c. Facility Clearances & Approvals
  - d. Special forms (254, 441, etc.)
  - e. Escorting Uncleared US Nationals
  - f. Incidents of Security Concern
  - g. Risk Management
  - h. Insider Threat Program
2. Document Security
  - a. Creation & Marking
  - b. Storage & Accountability
  - c. Transmission & Receipting
  - d. Reproduction & Destruction
  - e. End of Contract Actions
  - f. Emergency Actions and Physical Protections
  - g. Access Controls
3. Information Systems Security
  - a. System Security Plans
  - b. Accreditation
  - c. Physical Protections
  - d. Administrative & Procedural Controls
  - e. Forensics
  - f. Reporting & Records
  - g. Destruction
  - h. Risk Management Framework
4. Physical Security
  - a. Theory: Graded & Layered Protection
  - b. Locks & Security Containers
  - c. Vaults & Vault-type Rooms
  - d. Alarms
  - e. CCTV
  - f. Central Alarm Stations & Requirements
  - g. Access Controls and Guards
  - h. Records
5. Personnel Security
  - a. Forms
  - b. Adjudication
  - c. EPSQ/JPAS
  - d. Clearances & Badges
6. International Security
  - a. Export Control Regulations
  - b. Foreign Visits & Assignments
  - c. Foreign Ownership, Control or Influence
  - d. Controlling Access by Foreign Persons

7. Classification
  - a. Identifying Critical Information
  - b. Classification System & Guides
  - c. Declassification
  - d. Records
8. Security Education
  - a. Requirements and Content
  - b. Ideas & Techniques
9. Audits & Self-Assessments
  - a. Audits
  - b. Self-Assessments
10. Electives
  - a. Intellectual Property
  - b. COMSEC/TEMPEST
  - c. Counterintelligence
  - d. Operations Security (OPSEC)
  - e. Special Access Programs

## ISP® CODE OF ETHICS

ISP®s and ISP® candidates must always demonstrate the highest levels of professional and ethical behavior, with unquestionable integrity, which includes, but is not limited to, the characteristics listed below.

Act in an honest, forthright, and dependable manner.

- Follow and enforce all applicable security laws, regulations, orders, rules, policies, and procedures.
- Safeguard classified and proprietary information at all times.
- Place national security above all other work priorities.
- Maintain proficiency in the appropriate security fields.
- Assist fellow security professionals who are in need.
- Balance security needs with operational and research requirements.
- Refrain from negative actions such as starting rumors, making slanderous statements, and embarking on character assassination.

DISCIPLINARY ACTIONS. Any NCMS member or ISP® should submit in writing any instances of unprofessional or unethical behavior to the NCMS Executive Director. All disciplinary issues will be reviewed by the Ethics Committee, who will determine what, if any, disciplinary actions are appropriate.

REASONS FOR DISCIPLINARY ACTIONS. The reasons for disciplinary actions include, but are not restricted to, the following actions:

- Conviction on felony charges.
- Failure to abide by the ISP® Code of Ethics.
- Making false official statements or claims.