

## Recertification Tips

Please read the following important information about the ISP<sup>®</sup> program and clarifications regarding recertification.

As an ISP<sup>®</sup>, you must recertify every three years. Below are some program requirements that you must keep in mind to make recertification as painless as possible.


- **Submission:** You must submit your recertification application and supporting data by the last day of the month in which you are required to recertify. It can be submitted no earlier than six months in advance. You are responsible to ensure that your recertification package reaches NCMS HQ by the due date. It is your responsibility to follow up with NCMS to ensure your package was received. The NCMS Executive Director, will contact you if there are any questions, needs additional supporting data, or has any problems with your recertification application. You must respond in a timely manner to questions or requests for additional supporting data. **Note: Failure to submit a completed application, payment, and ALL supporting documentation more than 30 days after your recertification due date will result in a lapse in your certification.**
- **Signature and Payment:** Although a signature is no longer required with the on-line application, by submitting the application to national, you are attesting to the accuracy of all information submitted. In addition, recertification applications will not be processed if payment is not processed with the application. Any delay with not submitting a completed application may cause you to miss the recertification deadline.<sup>1</sup>
- **Claiming of Credits:** You may claim recertification credit only for those educational and other activities that occurred within the recertification cycle. Therefore, attendance at a conference in April 2016 cannot be claimed for credit if the exam was taken and passed in June 2016. Further, attendance at a conference in August 2016 cannot be claimed for credit if the recertification expiration date is July 2016. Attendance at the NCMS Annual Seminar in June can be claimed for credit in the first term if you passed the exam even the day before the start of the Seminar. If in doubt whether an event qualifies for CEU award, submit a CEU Review Request to the CEU Review Subcommittee.
- **Membership CEUs:** Each year of membership in a professional security organization is worth five CEUs and the credit limit per term on memberships is set at 15 CEUs. This means that you cannot claim three years membership in NCMS and three years membership in ASIS during the same recertification cycle. You could, however, claim two years of membership in NCMS and one year of membership in ASIS for a total of 15 CEUs for the recertification term.
- **Documentation Requirements:** As you attend educational activities, please remember to obtain a certificate or letter of completion/attendance AND an agenda or course syllabus. **You must submit both to support your claim for credit.** Travel itineraries, expense reports, etc. will not satisfy this requirement. Acquiring all necessary documentation is the sole responsibility of the ISP<sup>®</sup>; it is not the responsibility of the Executive Director to acquire documentation for you. An exception is the NCMS Annual Seminar; you do not need to submit attendance documentation as NCMS HQ maintains attendance records; all that is required is to record attendance on the recertification application.
- **Other Certifications:** Achieving certification or recertification for other security-related certifications (e.g., CPP) counts for CEU credit for ISP<sup>®</sup> recertification, pending committee approval. An individual may attain a new certification or recertify an existing certification and be awarded an unlimited number of awards worth 15 CEUs apiece per 3yr term.<sup>2</sup>
- **Presentations:** Any presentation you claim for credit must be your original creation. You cannot claim credit for taking copious notes at a seminar and briefing your staff upon your return to work. You cannot claim credit for briefing an audience using a presentation developed by someone else. Further, credit is given for the development of the presentation or educational work, not the number of times you present it.

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<sup>1</sup> Updated to reflect a signature no longer required with on-line application; 3/16

<sup>2</sup> Revision on number of CEU earned to correct error; 4/17

**Only 60 CEUs are needed to recertify**; however, you may report more than 60. Although this is not required, it is recommended that you do a few extra CEUs just in case one or more CEUs are invalidated. Only 60 CEUs will be used in the recertification approval analysis and no CEUs are carried forward to the next recertification period. For additional information, see the following:

- [Recertification Credit Guide](#) 
- [Recertification Application](#)

In summary, to make the recertification process as easy as possible, send your recertification package in early; no earlier than six months but as soon after the six month window is open, get it submitted!

- Be sure you receive a confirmation of receipt, or contact NCMS HQ to inquire about the status.
- Respond promptly if additional information is requested.
- Obtain proof of attendance and program agendas for educational programs/courses you attend.
- Contact the ISP<sup>®</sup> Recertification Subcommittee should you have any questions or need clarifications pertaining to the recertification process. Contact the CEU Review Subcommittee to determine CEU eligibility award.