

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. PLEASE do not send in your packet earlier than six months prior to the deadline.
2. **If application, payment, and ALL supporting documentation are not submitted by 30 days past the recertification deadline, your certification will lapse.¹**
2. Sixty (60) CEUs are required for recertification.
3. All requests for credits to be used for recertification will be adjudicated by the NCMS ISP[®] Committee.
4. Some or all of your activities may qualify for credit under more than one professional certification.
5. 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.
6. 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 as a published article.)
7. Include all Documentation to support claimed recertification. Not including the required documentation may cause your certification to lapse.

[Refer to the Recertification Tips Sheet for more details selecting and assigning CEUs.](#)

	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 1 organization can be counted per year)	5 (one year)	15
1.2 Volunteer service in a chartered professional security organization. <ul style="list-style-type: none"> • 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 Proctoring an ISP exam (credits are earned per session, not per number of people)	2.0	12
1.4 Mentoring another member [ICW new mentor program] per person	5	15
2. Educational Programs and Courses		
The topics must be relevant to the practice of industrial security, industrial security management or information security At least 50% of total CEUs from Part 2 through Part 6 or not less than 30 CEUs		
	As noted	Limit per term
2.1 Attendance at the three day NCMS National Seminar is 24 CEUs. Other chartered security organization’s annual or other major conferences of three or more days will be awarded CEUs based on training hours...see 2.3. ²	24	Unlimited
2.2 Successful completion of a security-related course at an accredited college or university. [Based on a 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 minimum of one speaker oriented to security education will count as one CEU per training hour. 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 training hour. The attendance certificates for these must state the number of training hours involved.	1 per hour	Unlimited
Note: CPEs, CPUs and other miscellaneous training units (not associated with NCMS) are not necessarily a one for one hour of transferable 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. ³		

¹ Added 10/15 to reflect shortened timeline.

² Clarified CEU earned for NCMS Seminar; 04/17

³ Note added by Recert Subcommittee; 12/17

<p>2.4 Successful completion of a self or group study program and passing the exam given (e.g., CDSE). Requires a test or exam. Issuing authority determines the number of hours for the course.</p> <p><i>Note: Re-certification of an existing certification held cannot be counted more than once in a three-year recertification period.</i></p>	1 per hour as indicated by issuing authority	Unlimited
<p>2.5 Obtaining a security-related certification other than the ISP[®]. [such as CPP, CISSP, A+, Reid Institute, etc]</p> <p><i>Note: re-certification of an existing certification held can't be counted more than once in a three-year recertification period)</i></p>	15	Unlimited
<p>3. Instruction, Speeches and Other Presentations⁴ The topics must be relevant to the practice of industrial security, industrial security management, and information security. Credit is given per course topic.</p>		
	As noted	Limit per term
<p>3.1 Teaching a security-related course at an accredited college or university⁵</p>	20	Unlimited
<p>3.2 Developing and presenting training as an instructor, speaker, or panelist (minimum of 1 hour 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.)</p> <p>3.3 Chapter or National-level study courses:</p> <ul style="list-style-type: none"> • Planning the entire study course including multiple meetings • EPP Facilitator⁶ 	<p>5 per presentation</p> <p>15 per presentation</p> <p>1 CEU per mentoring hour</p>	<p>Unlimited</p> <p>Unlimited</p> <p>Unlimited</p>
<p>4. Publications The topics must be relevant to the practice of industrial security, industrial security management, and information security.</p>		
	Per Item	Limit per term
<p>4.1 Authoring or co-authoring a book</p>	30	30
<p>4.2 Authoring an article published in the NCMS Bulletin (this does not include summaries of presentations given) or a recognized security journal</p>	5	15
<p>4.3 Authoring a book review published in a recognized security journal</p>	5	15
<p>5. Public Service (must be security-related)</p>		
	At discretion of NCMS	
<p>6. Other Accomplishments</p>		
	At discretion of NCMS	

⁴ Removed "business management" from Sections 3-4; May 2012

⁵ Contractually responsible for implementation of the program

⁶ Name changed from "mentor"; 10/15