

CEU Review Subcommittee (CRS)-SOPs for Calculating CEUs (rev. 6; 3 April 2023)

Scope

Chapters and individuals requesting CEU credit/recertification under the ISP® Recertification Guide reference for the below categories should follow the defined processes to ensure timely credit and/or recommendations for maximum CEU credit award:

1. Membership and voluntary service;
2. Educational programs and courses;
3. Instruction, speeches, other presentations;
4. Publications;
5. Public Service (must be security related);
6. Other accomplishments.

Requirements

1. Credit for CEUs and recertification will be determined based on the listed amounts per activity and limits per term in the ISP® Recertification Credit Guide.
2. 60 CEUs are required for recertification.
3. Candidates must recertify every three years by the last day of the month in which they originally certified.
4. Recertification requests are adjudicated by the ISP® Committee not the CEU Review Subcommittee.
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, Publications, Public service or Other accomplishments.
6. The same activity can only be counted in one category.
7. Complete documentation, i.e. CEU information attained must be included in the recertification package.

The requisite 60 CEUs must be well documented to include an attendance / successful completion certificate issued to the recertification candidate. In addition, CEU determination results (an agenda) must be included for each event. Determination is based on a submitted agenda for each event to include name, date of the event, amount of time for each training unit and a thorough description of each training unit as it relates to industrial security, industrial security management or information security. The only exception to an agenda submission is when a chapter chair awards up to 2 CEUs for chapter training -- see below. All documentation is submitted to the National Office for review by the CEU Review Subcommittee and the ISP® Committee as applicable.

CEU Calculation Process

Chapter Chairs - Self-CEU award for a Maximum 2 Hours of training.

Chapter Chairs may issue a maximum of two CEUs for a chapter meeting for the following:

1. Includes one to two 45-60 minute training sessions (a 30-minute session is also permissible for ½ CEU credit) providing the training topic is relevant to industrial security, industrial security management or information security. If the chapter chair is

not sure if the training qualifies for CEU credit he/she may request clarification from the CEU Review Subcommittee Chair.

2. For chapter meetings for two CEUs or less, an agenda is not required for subsequent submission by the ISP® for credit during recertification.
3. Refer to the business card template for instructions and a sample attendance certificate.

NOTE: All other education and training that exceeds 2 hours will follow the formal subcommittee process discussed below. Examples are workshops, training days, mini-seminars, seminars, conferences, schooling and courses etc.

Chapter Events Over 2 Hours and All Other CEU Awards

1. Chapters/individuals submit the training agenda to NCMS National Office, who will forward to the Chair of the CEU Review Subcommittee for review.
2. Training agenda should be submitted 30-days prior to the event to allow adequate time for review and editing as needed.
3. The CEU Review Subcommittee will:
 - a. Review the training agenda within 5 business days.
 - b. Convert the chapter's/individual's CEU request into evaluation results and/or make recommendations to the chapter/individual to maximize the CEU award.
 - c. Forward results and/or recommendations to the chapter/individual and National Office.
 - d. National Office will file the approved training agenda in the chapter's/individual's folder.
4. Chapters will provide attendees with an attendance certificate, and agenda which lists the date, event, event location and CEUs awarded as well as an agenda/program synopsis. Individuals are responsible for ensuring they obtain an attendance/successful completion certificate.

NOTE 1: Chapters/individuals who do not meet the 30-day timeline risk not receiving the CEU determination prior to their meeting, which may result in less CEU credit than expected. In addition, individuals or chapters who submit their request after the event date risk not being awarded total credit as well.