



Title	ISP-3094: Industrial Security Professional Certification Program Manual
Version	2.0
Owner	ISP® Committee

# Industrial Security Professional Certification Program

## *ISP® PROGRAM HISTORY*

***NCMS, Inc.***  
***The Society of Industrial Security Professionals***

Approved By:	ISP® Certification Committee
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Many early ISP® recipients contributed to this historical compilation of the Industrial Security Professional® Program. Their contributions and first-hand accounts filled many gaps and greatly contributed to an accurate report. Other dates and events were gleaned from past issues of the *Bulletin*,

ISP® articles published therein, program documentation and reports, along with various meeting minutes. The number of ISP®s and recertifications for each year reflect a count for the board year.

The program's logo and mark were not trademarked [®] until 2010, but this has been retroactively added to all documentation prior to that year.

This history depicts the growth, challenges, and improvements to the program over the years.

This historical reflection may not be all inclusive and should you recall a significant event or milestone that is not included, please submit that information to [kyle@mmcol.com](mailto:kyle@mmcol.com) so that we may add it.

#### **A. 2001 – 2002 (38<sup>th</sup> Board)**



During March 2001, the NCMS Board of Directors (hereafter referred to as the Board) agreed to pursue Dr. Hickok's proposal to create a professional certification for NCMS. The Chairman of the Training and Education Committee, Dr. James N. Hickok, agreed to spearhead this task and created an ISP® Subcommittee (hereafter referred to as the Committee), which he chaired as the first Certification Committee chair. During the June 2001 Board meeting, the Committee Chair delivered a professional certification concept paper, which included milestones, target audience, recertification, and general eligibility requirements. The Board approved this general concept.

From September-December 2001, the Committee researched certification programs and training programs that could be used for comparison and guidelines in developing the NCMS certification program. This research helped to form the basis of the program concept.

##### March 2002

The Board approved:

1. The detailed concept paper for the NCMS professional certification program, which included focusing on DoD Facility Security Officers with five years' professional industrial security experience, requiring a supervisor recommendation, having a certification examination, accepting the DOE Professional Enhancement Program as qualifying for the certification, and having a recertification requirement.
2. The knowledge topics to be covered in the certification examination.
3. MMCo becoming the administrative agent for the NCMS professional certification program.

#### **B. 2002 - 2003 (39<sup>th</sup> Board)**

##### September 2002

1. Using the Board members and Chapter Chairs as subject matter experts, the Committee produced a detailed outline of the Knowledge, Skills, and Abilities (KSAs) that are required to attain the industrial security professional certification.
2. The Board approved the KSAs and the idea of having a special meeting of the Board and Chapter Chairs to assist in developing the list of specific examination topics following the December Board meeting.

#### December 2002

1. The Committee Chairman organized members of the Board and Chapter Chairs into topical subcommittees of subject-matter experts. Members were assigned topics in which they had demonstrated experience. These subcommittees developed a list of tasks and subtasks falling under each major topical area of expertise. These tasks and subtasks became the bases for developing the examination questions.
2. The Board approved the proposed administrative procedures for the professional certification.
3. The Board created a separate Professional Certification Committee because of the workload and the need to keep the certification program separate from the Training and Education Committee.

#### January-March 2003

The Committee, with the help of Ink and Other (an editing and test-writing firm), developed examination questions and conducted several quality reviews for these questions.

### **C. 2003 – 2004 (40<sup>th</sup> Board)**

#### June-November 2003

Dr. Hickok provided the initial alpha test to the Board of Directors during 2003 and 2004. He then conducted the initial in-person beta test of the exam to his home chapter, the Enchantment Chapter. Twelve members showed up that day both terrified and excited to be a part of what Jim had created. The Committee refined the test questions based upon an analysis of the test results. The Committee also continued to refine the ISP<sup>®</sup> program procedures and administrative rules.

#### December 2003

The Board approved the name of Industrial Security Professional (ISP<sup>®</sup>) for the NCMS professional certification program, the final concept for the ISP<sup>®</sup>, the code of ethics, and the schedule for launching the program.

#### March 2004

The Board approved the ISP<sup>®</sup> Certification Program as proposed by the Committee Chairman and agreed to launch the program at the June 2004 Annual Training Seminar. The Committee continued to refine the examination questions and program policies.

#### **D. 2004 - 2005 (41<sup>st</sup> Board)**

##### June 2004

Kathy Dolan, ISP® and Barbra Taylor, ISP® were selected as Certification Co-Chairs for the 41<sup>st</sup> Board year.

##### October 2004

The Board agreed to pursue the creation of an on-line version of the ISP® examination. At this time the Committee began to work with MMCo to find a suitable vendor to provide on-line testing.

##### December 2004

MMCo proposed a vendor, **Thomson-Prometric**, for the on-line examination capability, based upon budget and operating guidance from the Board. The board approved this selection.

##### January 2005

Published an article in the January/February 2005 *Bulletin* entitled *Passing the ISP® Exam* written by William L. Uttenweiler, ISP®.

#### **E. 2005 - 2006 (42<sup>nd</sup> Board)**

##### June 2005

1. Kathy Dolan, ISP® and Barbara Taylor, ISP® were selected as Certification Committee Co-Chairs for the 42<sup>nd</sup> Board year.
2. The ISP® Certification Committee gave the first ISP® Certification Examination at the Annual Training Seminar in Seattle, WA.

##### September – October 2005

1. MMCo and the ISP® Certification Committee began beta-testing the on-line examination.
2. The Committee began updating the examination questions to reflect new NISPOM and DSS policy. The ISP® Certification Committee added questions on e-QIP and JPAS, which are required of DOD FSOs.
3. The Board approved creation of a new ISP® Certification Certificate.
4. The Board approved creating and posting a list of ISP®s on the NCMS website.
5. Published an article in the September/October 2005 *Bulletin* entitled *NCMS Plans ISP® Exam prep Program for 2006* written by William L. Uttenweiler, ISP®

##### January – February 2006

1. Published an article in the January/February 2006 *Bulletin* entitled *ISP® Exam Preparation Program Sign-ups Triple Expectations* written by William L. Uttenweiler, ISP.
2. MMCo and the ISP® Certification Committee began work with Thomson-Prometric to create the on-line test using the existing master bank of examination questions.

3. MMCo and the ISP® Certification Committee completed beta-testing and reported to the Board that the on-line version of the test was ready for use.
4. NCMS activated the On-Line ISP® Certification Examination.
5. The Board approved having a special meeting of ISP®s at the national training seminar to recognize ISP®s and further enhance the status of being an ISP®.
6. The Board approved the concept of gaining accreditation for ISP® Certification Program and authorized money to start the process.
7. The ISP® Certification Committee developed new ISP® examination questions to reflect changes to the NISPOM and other FSO references.

#### March 2006

1. The accreditation process was delayed when the agency NCMS planned to use, NSSB, an accrediting company that folded and become unavailable.
2. The search for a new accreditation agency continued.
3. The ISP® Certification Committee continued work on updating examination questions; the new questions were vetted and revised as needed.
4. The ISP® Certification Committee refined the recertification process.

#### **F. 2006 - 2007 (43<sup>rd</sup> Board)**

#### June 2006

1. Barbara Taylor, ISP® and Priscilla Crawford, ISP® were selected as the ISP® Certification Co-Chairs for the 43<sup>rd</sup> Board year.
2. The ISP® Certification Examination was given at annual Training Seminar in Atlanta, GA.
3. NCMS sponsored an ISP® recognition reception/meeting during the seminar. This was done to improve the visibility of the certification and to reward the ISP® recipients.

#### September 2006

1. The Board selected ANSI as its accreditation agency at the recommendation of Accreditation Sub-Committee of the ISP® Certification Committee.
2. The Board formally created the ISP® Accreditation Committee to ensure proper separation from both the NCMS Training and Education and ISP® Certification Committees.
3. The ISP® Certification Committee began its annual review and update of the ISP® examination questions.

#### November - December 2006

Published an article in the November/ December 2006 *Bulletin* entitled *ISP® Exam Prep Program Update* written by William L. Uttenweiler, ISP®.

#### January – February 2007

1. Published two articles in the January/February 2007 *Bulletin*:

- *New ISP® Website Launched for ISPs and Wannabes*
  - *Enrollments Open for round #3 ISP® Exam Prep Program* written by William L. Uttenweiler, ISP®
2. The new website for the Industrial Security Professional program was launched. This new website consolidated ISP® information that was posted in various locations on the NCMS website. It added testimonials and streamlined program updates.
  3. The ISP® Certification Committee completed new and revised examination questions and began to validate and edit them.
  4. The ISP® Accreditation Committee began work on creating an ISP® Certification Program Manual and an ISP® Examination Manual.

#### March – April 2007

Published an article in the March/April 2007 *Bulletin* entitled *Sunset Date for the Current ISP® Exam*.

#### May – June 2007

Published two articles in the May/June 2007 *Bulletin*:

- *ISP® Certification Information & Tips* written by Jeffrey W. Bennett, ISP®.
- *Round #4 ISP Exam Prep Program to begin in Early July* written by William L. Uttenweiler, ISP®.

### **G. 2007 - 2008 (44<sup>th</sup> Board)**

#### June 2007

1. Barbara Taylor, ISP® and Priscilla Crawford, ISP® were selected as the Certification Committee Co-Chairs the 44<sup>th</sup> Board year.
2. Dr. James N. Hickok was selected as the Accreditation Committee Chair for the 44<sup>th</sup> Board year.
  - The ISP® Committee gave the ISP® Certification Examination at the Annual Training Seminar in Reno, NV.
  - The ISP® Certification Committee hosted an ISP® recognition and update meeting.
  - The ISP® Certification Committee completed a rough draft of ISP® Certification Program and Testing Manuals.
  - The Board and Chapter Chairs approved the concept of proctored on-line testing to comply with ANSI accreditation requirements.

#### July 2007

Published an article in the Seminar 2007 *Bulletin* entitled *Reopening of the ISP® On-line Exam Delayed*.

#### September – October 2007

Published an article in the September/October 2007 *Bulletin* entitled *ISP® Certification Committee* written by Barbara Taylor, ISP®.

### March – April 2008

Published an article in the March/April 2008 *Bulletin* entitled *Key elements to Meeting Your Goal of Becoming an ISP®* written by Kenneth F. Chaney, ISP®.

### September 2007

1. The revised ISP® exam was launched that covered the 2006 NISPOM. The previous version of the exam based on the 1995 NISPOM was officially retired. This revised exam was offered at the 2007 seminar in Reno, NV.
2. Instituted changes to the proctoring program with new instructions and a proctor affirmation form.

## **H. 2008 - 2009 (45<sup>th</sup> Board)**

### June 2008

1. Barbara Taylor, ISP® and Priscilla Crawford, ISP® were selected as the Certification Committee Co-Chairs for the 45<sup>th</sup> Board year.
2. Dr. James N. Hickok was selected as the Accreditation Committee Chair for the 45<sup>th</sup> Board year.
  - The ISP® Certification Committee gave the ISP® Certification Examination at the Annual Training Seminar at the Foxwoods Resort in Mashantucket, CT.
  - The Board approved the ISP® Certification Program and Testing Materials.
  - The Accreditation Committee continued work on formalizing ISP® Certification Program documents.
  - Presented the 2008 ISP® Program Annual Review at the 2008 Annual Training Seminar at Foxwoods, CT.

### September- October 2008

Published an article in the September/October 2008 *Bulletin* entitled *ISP® Certification Committee Update* written by Barbara Taylor, ISP®.

### November 2008

1. The ISP® Accreditation Chair submitted the NCMS packet to ANSI for approval of the ISP® Certification Program.
2. The ISP® Certification Committee initiated a benchmark study to convert the current six-point recertification requirement to the industry standard of Continuing Education Units (CEUs) or Continuing Professional Education (CPE) credits. This study reviewed nine relevant professional certifications.
3. Implemented the on-line proctoring process and policy updates.
4. Drafted a Standard Operating Procedure (SOP) for the ISP® Certification Committee.

## **I. 2009 - 2010 (46<sup>th</sup> Board)**

The number of ISP® Recipients was 195.

#### June 2009

1. Dotti Bitner, ISP® was selected as the Certification Committee Chair for the 46<sup>th</sup> Board year.
2. Dr. James N. Hickok was selected as the Accreditation Committee Chair for the 46<sup>th</sup> Board.
3. The ISP® Committee gave the ISP® Certification Examination at the Annual Training Seminar at the Disneyland Hotel in Anaheim, CA.
4. The Board approved the funds required to continue pursuing accreditation, which includes training, upgrading administrative procedures, and gaining outside technical assistance to address the concerns of ANSI. These efforts were ongoing.
5. The ISP® Certification Committee presented the ISP® Annual Program Review at the Disneyland Resort in Anaheim, CA.

#### November – December 2009

Published two articles in the November/December 2009 *Bulletin*:

- *ISP® EPP Announces Accelerated Schedule for Summer 2009*
- *Why Candidates Don't Pass the Exam*

#### January – February 2010

Published an article in the January/February 2010 *Bulletin* entitled *Going from Mentored to Mentee* written by James R. Bailey, ISP.

#### April 2010

The ISP® Accreditation Committee Chair attended ANSI training, began work on the next phase of attaining accreditation, and developed a two - year plan for completing accreditation.

#### May – June 2010

Published an article in the May/June 2010 *Bulletin* entitled *ISP® Accreditation* written by Dr. James N. Hickok.

### **J. 2010 - 2011 (47<sup>th</sup> Board)**

The number of ISP® Recipients was 251.

#### June 2010

1. Dotti Bitner ISP® was selected the Certification Committee Chair for the 47<sup>th</sup> Board year.
2. Dr. James N. Hickok was selected as the Accreditation Committee Chair for the 47<sup>th</sup> Board year.
3. Presented the ISP® Annual Program Review at the Siler Legacy in Reno. NV.
4. The ISP® Committee provided the ISP® Certification Examination at the National Training Seminar.



### November – December 2010

Published an article in the November/December 2010 *Bulletin* entitled *Costs of ISP® EPP Rising* written by William L. Uttenweiler, ISP®.

### January – February 2011

Published an article in the January/February 2011 *Bulletin* entitled *New ISP® Certifications Jump in 2010* written by William L. Uttenweiler, ISP®

### March – April 2011

1. The Board voted approved converting the recertification standard from six points to 60 CEUs per accreditation cycle. Additional changes included adding CEU credit for chapter-level committee work and officers, mentoring, and items focusing on computer security. The new recertification standard would take effect in January 1, 2012.
2. The ISP® Accreditation Committee distributed a survey for ISP®s that formalizes the Job Analysis (JA) required for validating the examination. This JA was completed during April 2011.
3. The Accreditation Committee gained Board approval of the accreditation plan and executed a contract for psychometrician support in our efforts to attain accreditation.
4. Published an article in the March/April 2011 *Bulletin* entitled *More ISP® Facts Emerge* written by William L. Uttenweiler, ISP®.
5. NCMS received notification that the term 'Industrial Security Professional' is now a registered name and officially started using the registration mark ® after the name and acronym ISP®. Note that all previous uses of ISP® do not include this registration mark by intent.



A new ISP® Pin (left) was introduced replacing the older version of the pin (right) that had been used since 2004. This change was made so that all NCMS pins would have the same design.



### **K. 2011 - 2012 (48<sup>th</sup> Board)**

The number of ISP® Recipients was 299.

### June 2011

1. Liz Fant, ISP® was selected as the ISP® Certification Committee Chair for the 48<sup>th</sup> Board year.
2. Dr. James N. Hickok was selected as the Accreditation Committee Chair was for the 48<sup>th</sup> Board year.
3. The ISP® Certification committee presented the ISP® Program Review at the Annual Training Seminar in New Orleans, LA.

4. The ISP® Certification Committee gave the ISP® Certification Examination at the Annual Training Seminar.

#### July 2011

1. Published an article in the Seminar 2011 *Bulletin* entitled *The ISP® Exam – ‘Just Do it’* written by Rusty Jones, ISP®.
2. Launched the new on-line practice exam with 10 questions.

#### September - October –2011

Published two articles in the September/October 2011 *Bulletin*:

- *ISP® Recertification Changes Coming!* written by Dianne Raynor, ISP®
- *ISP® Certification Examination Explained* written by Dr. James N. Hickok

#### November – December 2011

1. Published two articles in the November/December 2011 *Bulletin*:
  - *The Joy of Proctoring* written by James R. Bailey, ISP®
  - *CEU Implementation Just Around the Corner* written by Dianne Raynor, ISP®
2. The ISP® Accreditation Committee submitted a revised application to ANSI with two technical analysis reports created by psychometrician contractors (Examination and Item Analysis and a new JA). This submission included a great deal of work by the ISP® Certification Committee and MMCo. In January 2012 ANSI sent a positive reply with some recommended improvements to the ISP® Program.

#### Other Actions 2011 – Month Unknown

1. Completed the beta test for the SAP elective.
2. Determined that the paper version of the exam would only be given at the Annual Training seminar with a minimum of four applicants.

#### January – February 2012

1. The program initiated Continuing Education Units (CEUs) for recertification.
2. The Special Access Program (SAP) was added as an elective to the ISP® Certification Exam with the first testing to be done via hard copy at the national training seminar at Orlando, FL. The on-line SAP examination is anticipated to be released in third quarter of 2012.
3. Published three articles in the January/February 2012 *Bulletin*:
  - *ISP® Accreditation* written by Dr. James N. Hickok
  - *New for 2012! CEUs Are Now in Effect for ISP® Recertification* written by Dianne Raynor, ISP®
  - *ISP®, Why Certify?* written by James R. Bailey, ISP®

#### March – April 2012

1. Published four articles in the March/April 2012 *Bulletin*:
  - *ISP® Certification Subcommittee Launched* written by William L. Uttenweiler, ISP®
  - *ISP® Recertification Updates* written by Dianne Raynor, ISP®
  - *SAP Elective Approved* written by William L. Uttenweiler, ISP®
  - *ISP® Certification Exam Test Taking Tips* written by James R. Bailey, ISP®
2. The ISP® Accreditation Committee submitted the second application to ANSI and provided a reply to the ANSI auditor comments of January 2011. This reply resulted in several improvements to the ISP® Program policies and procedures.

#### May – June 2012

Published four articles in the May/June 2012 *Bulletin*:

- *ISP® Certification: What's in it For Me?* written by James R. Bailey, ISP®
- *CEU Review Update* written by Jim Massaro, ISP®
- *E&T Subcommittee Launched for The Annotated NISPOM* written by William L. Uttenweiler, ISP®
- *ISP® Exam Test Takers hit 'Pause'* written by William L. Uttenweiler, ISP®

#### **L. 2012 - 2013 (49<sup>th</sup> Board)**

The number of ISP® Recipients was 347.

#### June 2012

1. Steve Blais, ISP® and Dennis Arriaga, ISP® were selected as Certification Committee Chair was Vice-chair, respectively for the 49<sup>th</sup> Board year.
2. Dr. James N. Hickok was selected as the Accreditation Committee Chair for the 49<sup>th</sup> Board year.
3. Dr. James N. Hickok was the recipient of the first Industrial Security Professional (ISP®) Award presented at the Disney World Resort in Orlando, FL.
4. The ISP® Certification Committee hosted the ISP® Exam in conjunction with the seminar.
5. The ISP® Certification Committee presented the Annual ISP® Program Review.

#### August 2012<sup>1</sup>

1. ANSI conducted a site visit at MMCo, the NCMS Executive offices, The visit went well, but the psychometrician auditor requested more data and recommended we go to one method of delivering the examination.
2. Added random selection of 5% of current ISP®s for internal records auditing to meet an ANSI requirement.

#### September – October 2012

Published an article in the September/October 2012 *Bulletin* entitled *Considering the ISP®? Does Your Resume Document Your Experience?* written by Robin A. Smith, ISP®.

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<sup>1</sup> Section GG through MM – updated by committee in 2013 to reflect changes since March 2012

### November 2012

NCMS submitted all improvements to the ISP® Program to ANSI.

### January - February 2013

1. Published an article in the January/February 2013 *Bulletin* entitled *ISP® Alumni Responsibilities* written by James R. Bailey, ISP®.
2. NCMS discontinued the hard-copy examination and launched a new version of the on-line ISP® Examination.
3. ANSI replied to NCMS and accepted our improvements, but they required that we provide statistical information for the new examination format.

### March – April 2013

1. Published an article in the March/April 2013 *Bulletin* entitled *If I can Do it . . .* written by Sally Charlesworth, ISP®
2. NCMS submitted a formal protest to the request for new data, but ANSI stood firm.
3. The Board authorized funding for the new on-line certification and recertification applications.
4. The ISP® Lifetime Certification was announced but was removed in 2013 due to an ANSI ruling.

### May – June 2013

1. Published an article in the May/June 2013 *Bulletin* entitled *Recertification Made Easy* written by Dianne /Raynor, ISP®.
2. Due to a restructuring, the responsibility for maintaining *The Annotated NISPOM (TAN)* was transferred from the ISP® Exam Maintenance Sub-Committee to the Education and Training Committee as a new sub-committee. This transfer resulted in process efficiencies, new FAQ documents, and uploaded the TAN to the ISP® Website.

## **M. 2013 - 2014 (50<sup>th</sup> Board)**

The number of ISP®s was 397.

### June 2013

1. Liz Fant, ISP® and Kat Madden, ISP® were selected as the Certification Committee Chair and the Vice-Chair, respectively for the 50<sup>th</sup> Board year.
2. Dr. James N. Hickok and Vice-chair was Kathy Dolan, ISP® were selected as the Accreditation Committee Chair and vice-chair, respectively for the 50<sup>th</sup> Board year.
3. William Uttenweiler, ISP® received the second James N. Hickok Industrial Security Professional (ISP®) Award presented in Chicago, IL.

4. The ISP® Certification Committee presented the ISP® Examination in the on-line format during the Annual Training Seminar in Chicago, IL.

#### July - August 2013

1. Published an article in the Summer Issue 2013 entitled *Recertification Tips* written by Hazel Martinez, ISP®.
2. NCMS presented new examination data compiled by our psychometricians.

#### September - October 2013

1. Published two articles in the September/October 2013:
  - *ISP® Annual Surveillance* written by Liz Fant, ISP®
  - *ISP® Certification – Who Qualifies to Take the Exam?* written by Patricia Robbins, ISP®
2. ANSI approved our new data, and in September granted accreditation to the NCMS ISP® Certification Program. This was a very significant milestone for the program!
3. Developed an Experience Conversion Guide describing acceptable and unacceptable types of experience required to apply to take the ISP® Examination.
4. Discontinued paper copies of the exam due to an ANSI requirement. The exam going forward will only be available on-line with exceptions approved by the ISP® Certification Committee.

#### November – December 2013

Published an article in the November/December 2013 *Bulletin* entitled *NCMS Receives ANSI Accreditation for the ISP® Certification* written by Dr. James N. Hickok.

#### March – April 2014

Published two articles in the March/April 2014 *Bulletin*:

- *ISP® Certification Fees Increase* written by Liz Fant, ISP®
- *ISP®/CEU (Continuing Education Credit) Made Easy* written by Jim Massaro, ISP®

#### May – June 2014

Published two articles in the May/June 2014 *Bulletin*:

- *ISP® Certification Celebrates 10<sup>th</sup> Anniversary!* written by Liz Fant, ISP®
- *ISP® Testimonials* written by multiple ISP® Recipients

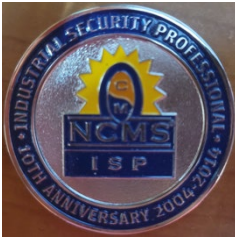
### **N. 2014 - 2015 (51<sup>st</sup> Board)**

The number of ISP®s was 424.

#### June 2014

1. Liz Fant, ISP® and Dianne Raynor, ISP® were selected as the Certification Committee Chair and Vice-Chair, respectively for the 51<sup>st</sup> Board year.

2. Dr. James N. Hickok and Vice-chair was Kathy Dolan, ISP® were selected as the Accreditation Committee Chair and vice-chair, respectively for the 51<sup>st</sup> Board year.
3. The ISP® Industrial Security Professional (ISP®) Award was presented to James R. Bailey, ISP®, James Massaro, ISP®, Cynthia Moiani, ISP®, and Patricia Robbins, ISP® in National Harbor, MD.
4. The annual ISP® Program Review was presented at the Training Seminar in National Harbor, MD.
5. William Uttenweiler, ISP® provided a presentation entitled *ISP® Pioneers* at the June 2014 Training seminar in National Harbor, MD commemorating the 10-year anniversary of the program. This presentation can be found at the on-line ISP® Website under resources.



A ten-year anniversary coin was presented to each ISP® recipient.



6. Completed the beta test on the 2013 exam data base review with 21 participants.

#### July – August 2014

Published an article in the July/August 2014 *Bulletin* entitled *Recertification Concerns and Questions – I Don't Think I can Recertify?* written by Debra Holzclaw, ISP®

#### September – October 2014

1. Published one article in the September/October 2014 *Bulletin* entitled *Writing a Resume for ISP® Certification* written by William L. Uttenweiler, ISP® and Hazel Martinez, ISP®.
2. ANSI conducted a second audit of the program and accreditation was continued for another year.

#### November – December 2014

Published three articles in the November/December 2014 *Bulletin*:

- *Reasons for ISP® Recertification* written by Karen Brown, ISP®
- *Hesitation on the High Dive (The Fear of ISP® Examination Failure)* written by George Quin, ISP®
- *The ISP® Examination Application is Now Available Online*

#### January – February 2015

Published an article in the January/February 2015 *Bulletin* entitled *Take Heed! Recertification Mistakes or Omissions? Easily Avoidable in Your Recertification Package* written by Jim Massaro, ISP®.

#### March – April 2015

1. Published three articles in the March/April 2015 *Bulletin*:

- *Why Recertify Early* written by Debra Holzclaw, ISP®
  - *The Marathon* written by Lisa Doman, ISP®
  - *Does your NCMS Chapter have an ISP® Committee?* written by Jim Massaro, ISP®
2. The ISP® fees for taking the exam and recertification were increased to offset rising program expenses.
    - Exam Fee NCMS Member \$275
    - Exam Fee Non-NCMS Member \$400
    - Retest Fee NCMS Member \$140
    - Retest Fee Non-NCMS Member \$200
    - Recertification Fee NCMS Member \$75 (no change)
    - Recertification Fee Non-NCMS Member \$125

#### May – June 2015

1. Published two articles in the May/June 2015 *Bulletin*:
  - *The ISP® Exam, Fear, Focus, Foundation . . . Success!* written by Anthonia Finklea, ISP®
  - *Comparing the ISP® and SPED Certifications*, written by Patrick Dale, ISP®, SFPC
2. The examination application officially launched as an on-line tool to streamline the process and save the applicants time and postage.
3. The recertification application was also converted to an on-line system further streamlining the process and saving time and postage.

#### **O. 2015 - 2016 (52<sup>nd</sup> Board)**

The number of ISP®s was 414.

#### June 2015

1. Dianne Raynor, ISP® and Carla Peters-Carr, ISP® were selected as Chair and Vice-chair for the Certification Committee Chair for the 52<sup>nd</sup> Board year.
2. Liz Fant, ISP® and Debbie Young, ISP® were selected as the chair and vice-chair, respectively of the Accreditation Committee Chair for the 52<sup>nd</sup> Board year.
3. During the June 2015 Seminar in Las Vegas, NV, 39 candidates tested for the ISP® exam, an all-time high.
4. The Education and training Committee presented the inaugural ISP® *Boot Camp*, an workshop for those interested in taking the ISP® examination.

#### July - August 2015

Published an article in the July/August 2015 *Bulletin* entitled *Re-certification CEUs are Easier Than Ever!!* written by Jim Massaro, ISP®

#### September – October 2015

1. Published an article in the September/October 2015 *Bulletin* entitled *ISP® Certification Re-Accredited by ANSI!* written by Liz Fant, ISP®.
2. The ISP® Certification Committee published the *Insights* Newsletter

3. NCMS received the 2014 - 2015 program ANSI Accreditation.
4. ANSI conducted a third annual audit of the program and accreditation was continued for another year.
5. Responding to ANSI recommendations, implemented policy changes to resolve conflict-of-interest concerns. This resulted in a firewall between the Exam Preparation Program (EPP) and the ISP® program. Subsequently, several volunteers were asked which program they preferred supporting and the committee assignments were changed as needed. This change also generated a new restricted roster that identified those individuals on either side of the firewall.

The second change was to shorten the recertification grace period from 90 days to 30 days for providing qualifying documentation.

6. Completed the five-year Job Analysis review.
7. Authorized chapter chairs to award up to two CEUs for their respective chapter meetings providing the training met CEU criteria.

#### November – December 2015

1. Published an article in the November/December 2015 *2015 Bulletin* entitled *ISP® 24/7* written by George Quin, ISP®
2. The ISO® Certification Committee launched the new *ISP® Insights*, a publication for the ISP® Community containing timely updates and articles of general interest to the ISP® Community. This inaugural publication paid tribute to the untimely passing of Dr. James N. Hickok, the driving force behind the ISP® Program.

#### January 2016

NCMS implemented on-line forms for both the exam application process and for recertification. Hard-copy forms were discontinued.

#### March - April 2016

1. The ISP® Certification Committee published the *Insights* Newsletter.
2. Karen Brown, ISP® and Jim Massaro, ISP® presented the *Recertifications and CEUs* workshop using WebEx.

### **P. 2016 –2017 (53<sup>rd</sup> Board)**

The number of recertifications was 94.

#### June 2016

1. Dianne Raynor, ISP® and Carla Peters-Carr, ISP® were selected as the Chair and Vice-chair, respectively of the Certification Committee for the 53<sup>rd</sup> Board year.
2. Liz Fant, ISP® and Debbie Young, ISP® were selected as the chair and vice-chair, respectively of the Accreditation Committee Chair for the 53<sup>rd</sup> Board year.



3. The ISP® Industrial Security Professional (ISP®) Award was presented to Kathy Dolan, ISP®, Ray Hair, ISP®, and Hazel Martinez, ISP® at the Gaylord Resort in Nashville, TN.
4. The Education and training Committee presented the ISP® *Boot Camp*.

#### August 2016

1. The ISP® Certification Committee presented the annual Program Review using WebEx.
2. The ISP® Certification Committee published the *Insights* Newsletter

#### September – October 2016

1. Obtained the 2016 – 2017 program ANSI Accreditation.
2. Published the one-year anniversary *Insights* Newsletter.
3. With launch of new NCMS website (and platform change), existing on-line applications were rendered obsolete, requiring a complete revision, utilizing PHP (formerly ASP). Both exam and recertification applications were down for a period of about three weeks over the summer. Those ISP®s whose recertifications were due during this time were given a 30-day extension to submit their paperwork but were not permitted to take additional training during this time.

#### Other Accomplishments – Month Unknown

Presented two WebEx presentations on Certification.

#### January – February 2017

Published two articles in the January/February 2017 *Bulletin*

- *The Lifecycle of ISP® Exams* written by Dianne Raynor, ISP®
- *Get off the Fence and Take the ISP® Exam* written by James R. Bailey, ISP®

#### March – April 2017

1. Published an article in the March/April 2017 *Bulletin* entitled *What is in a Certification?* Written by James R. Bailey, ISP®.
2. The ISP® Certification Committee published the *Insights* Newsletter.
3. The ISP® Job/Task Analysis was completed per the requirement that it be conducted at least every five years. A survey was sent to all active ISP®s, and results were analyzed and final report provided by the contracted psychometricians.
4. Karen Brown, ISP® and Jim Massaro, ISP® presented the *Recertifications and CEUs* workshop using WebEx.
5. Need date: Developed a volunteer participation form number NCMS – 0027 for verifying active ISP® committee participation for CEU credit. This template was later revised to use for all committees.
6. The ISP® Certification Committee requested approval from the Board of Directors to adjust the reporting year from the current calendar year to the board year. The board approved this proposal that started with the 2016 – 2017 board year.

### May - June 2017

1. Published an article in the May/June 2017 *Bulletin* entitled *Taking the ISP® Exam: at the National Seminar or with a Proctor* written by James R. Bailey, ISP®
2. Generated new exam questions for the NISPOM Conforming Change 2 and Industrial Security Letters (ISLs) 2014-01, 2014-03 and 2016-02.
3. Began to pursue two new electives for DoE and Export Control.

### October 2017

Completed a beta test of revisions to the too easy/too hard questions. Developed a new beta test checklist to capture all ANSI required elements of planning and reporting for a beta test.

### Other Accomplishments – Month Unknown

Completed an exam resume template and posted to the website. This serves as an aid for those applying for the exam.

### **Q. 2017 –2018 (54<sup>th</sup> Board)**

The number of ISP®s was 423.

The number of recertifications was 114.

### June 2017

1. Dianne Raynor, ISP® and Carla Peters-Carr, ISP® were selected as the Chair and Vice-Chair of the ISP® Certification Committee for the 54<sup>th</sup> Board.
2. Liz Fant, ISP® and Debbie Young, ISP® were selected as the Chair and Vice-Chair, respectively, of the ISP® Accreditation Committee for the 54<sup>th</sup> Board year.
3. Conducted the exam at a Prometric facility for 22 candidates at the Annual Training Seminar in Anaheim, CA.
4. The Education and training Committee presented the ISP® *Boot Camp*.
5. Created ISP® program marketing items for the ISP® seminar booth that included coasters with the slogan 'ISP®s Absorb Knowledge', magnifying cards with the slogan 'ISP®s See the Bigger Picture', and mousepad/notepad with one of Dr. Hickok's notable quotes "What Are You Waiting For?" and the slogan 'An ISP®s To Do List is Never Ending'.



#### July - August 2017

1. Launched the new exam for Conforming Change 2 (CC2) material.
2. ISP® Certification Committee published the *Insights* Newsletter.

#### September – October 2017

1. Published two articles in the September/October 2017 *Bulletin*:
  - *The Value of Having and ISP®* written by Sally Charlesworth, ISP®
  - *The Exam Prep Program (EPP): A Benchmark for Success with the ISP® Exam* written by James R. Bailey, ISP®
2. Obtained the 2017 – 2018 program ANSI Accreditation.
3. Developed the new ISP-5034 *Privacy Policy*.

#### November - December 2017

1. The ISP® Certification Committee published the *Insights* Newsletter.
2. Published an article in the November – December *Bulletin* entitled *Recertification: the Inside Story* written by Jim Massaro, ISP®.

#### January – February 2018

1. Published an article in the January/February 2018 *Bulletin* entitled *Navigating the ISP® Website* written by Dorothy (Dotti) Bitner, ISP®.
2. The ISP® Certification Committee published the *Insights* Newsletter.

#### March – April 2018

Completed the annual Job Analysis review.

#### May – June 2018

1. Published an article in the May/June 2018 *Bulletin* entitled *It's the Perfect Time to Take the New ISP® Exam . . . With a Little Inside Help* written by Jim Massaro, ISP® and Barbara Taylor, ISP®
2. Karen Brown, ISP® and Jim Massaro, ISP® presented the *Recertifications and CEUs* workshop using WebEx.
3. Completed a post-exam survey and received 15 responses.
4. Presented two WebEx presentations on Certification with Sheri Escobar, ISP®

### **R. 2018 –2019 (55<sup>th</sup> Board)**

There were 406 ISP® Recipients.

There were 101 recertifications.

#### June 2018

1. The Board made the decision to adjust the Chair and Vice-Chair positions to Co-Chairs. The affected policies were updated.

2. Dianne Raynor, ISP® and Dennis Arriaga, ISP® were selected as the Certification Committee Co-Chairs for the 55<sup>th</sup> board year. Due to unforeseen circumstances, Dennis Arriaga, ISP® stepped aside and Ms. Sheila Garland, ISP® stepped in as the Co-Chair.
3. Liz Fant, ISP® and Debbie Young, ISP® were selected as the Chair and Vice-Chair, respectively, of the ISP® Accreditation Committee for the 55<sup>th</sup> Board year.
4. The James N. Hickok ISP® Industrial Security Professional (ISP®) Award was presented to Karen Brown, ISP® in St. Louis, MO.
5. Presented the *Why Become an ISP®* workshop during the seminar.
6. Completed examination testing for 22 candidates.
7. The Education and training Committee presented the ISP® *Boot Camp*
8. Developed ISP® Marketing items for the seminar that included coasters with the slogan 'ISP®s Absorb Knowledge' and folding fans with the slogan 'Be A Fan'.



To honor Dr. James N. Hickok, who passed away in 2014, the ISP® Award was renamed in his honor to the James N. Hickok ISP® Industrial Security Professional (ISP®) Award. Presenting the awards at the 2018 Annual Training Seminar in Dallas, TX were his wife, Barbara and son Neal.

The James N. Hickok ISP® Industrial Security Professional (ISP®) Award was presented to Dotti Bitner, ISP®, Lisa Doman, ISP®, and Debora Young, ISP®.

#### July – August 2018

1. Published an article in the Seminar 2018 *Bulletin: Press Release: ISP® Certification Examination Updates*
2. The ISP® Certification Committee published the *Insights* Newsletter

#### September – October 2018

1. In September, the Board approved funding to start using Prometric, an internationally-known exam company. This eliminated the need for proctors except for exceptional needs. All relevant documents were updated removing proctor information. The ISP® website and exam application was updated with Prometric details.
2. Based on a consideration during the Accreditation Surveillance Audit, the committee began the efforts to eliminate the five electives from the exam.
3. ANSI approved a second five-year accreditation with annual surveillance audits. This was another significant milestone for the program.

#### November 2018

The ISP® Certification Committee published the *Insights* Newsletter

#### January – February 2019

Published two articles in the January/February 2019 *Bulletin*

- *NCMS Receives ANSI Accreditation for the ISP® Certification* written by Liz Fant, ISP®
- *How to Get Your ISP® Certification* written by James Bailey, Jr ISP®

#### March – April 2019

1. Published an article in the March/April 2019 *Bulletin* entitled *ISP® Exam Session Scheduled for St. Louis*.
2. The ISP® Certification Committee conducted a survey of the ISP® Community. This survey asked respondents to select their tenure as an ISP® by their ISP® number IE; numbers 1–14, 15–75, 76–200, and 201–700. The results were tabulated and presented to the Board of Directors.
3. Completed a survey of the ISP® Community with 224 respondents.
4. Published the *Insights* Newsletter.
5. Completed the annual Job Analysis review.

#### May 2019

1. Published the *Insights* Newsletter.
2. Presented a WebEx session on *Recertification and CEUs*. Karen Brown, ISP® and Jim Massaro, ISP®

#### Other Accomplishments – Month Unknown

1. Presented a WebEx session on *Certification*. Seri Escobar, ISP®
2. Added the ISP® Certification to the Credential Engine, a 501© (3) non-profit organization at credentialengine.org

#### **S. 2019 –2020 (56<sup>th</sup> Board)**

There were 398 ISP® Recipients.  
There were 101 recertifications.

#### June 2019

1. Dianne Raynor, ISP® and Carla Peters-Carr, ISP® were selected as the Certification Committee Co-Chairs were for the 56<sup>th</sup> Board year.
2. Liz Fant, ISP® and Debbie Young, ISP® were selected as the Chair and Vice-Chair, respectively, of the ISP® Accreditation Committee for the 56<sup>th</sup> Board year.
3. Presented the Dr. James N. Hickok Industrial Security Professional (ISP®) Award to Barbara Taylor, ISP®.
4. The Education and training Committee presented the ISP® *Guided Study (formerly known as the Boot Camp)* led by Laura Rodowsky, ISP® and Amy Orzechowski, ISP®.

#### September – October 2019

1. Obtained the 2019 – 2020 program ANSI Accreditation.
2. Published an Article in the September/October 2019 *Bulletin: ISP® Exam Format Changing in January 2020*
3. Presented the *ISP® Recertification and CEUs* workshop via WebEx presented by Karen Brown, ISP® and Jim Massaro, ISP®
4. The ISP® Certification Committee published the *Insights* Newsletter
5. Received the 2019 exam candidate survey report.
6. Conducted Beta Test on questions from CC2

#### November – December 2019

Published three articles in the November/December 2019 *Bulletin*:

*Accreditation Committee – Still Looking for a Few Great ISP®s* written by Liz Fant, ISP®  
*The Fact – and Ethics – of Earning CEUs* written by Jim Massaro, ISP®  
*Why Recertify?* written by James R. Bailey, ISP®

#### January – February 2020

1. The Board of Directors approved the concept of an ISP® Lifetime Retired Certification with ANSI's acknowledgement.
2. Published two articles in the January/February 2020 *Bulletin*  
*NCMS Receives ANSI Accreditation for the ISP® Certification* written by Liz Fant, ISP®  
*Resolve to Get Your ISP® Certification* written by James R. Bailey, ISP®

#### March – April 2020

1. Published an article in the March/April *Bulletin* intitled *Appropriate Use of the ISP® Logo* written by Dotti Bitner, ISP®.
2. The ISP® Certification Committee published the *Insights* Newsletter.
3. Completed the annual Job Analysis review.



4. Combined four Recertification documents into the new ISP-6024 *The Industrial Security Program (ISP)® Guidebook to Recertification* (left).
5. Combined multiple certification documents into the new ISP-3034 *Industrial Security Professional (ISP)® Certification Program Requirements and Application* (right).



### May 2020

Developed and presented a WebEx session intitled *Reaching Your Goal of Becoming an ISP®* for the Pacific Northwest Chapter.



ANSI began transitioning to ANSI National Accreditation Board (ANAB). The ISP® Program started migrating all references of ANSI to ANAB in all programs and web-site references during the 2020 program review.



### **T. 2020 –2021 (57<sup>th</sup> Board)**

There were 380 ISP® Recipients.

### June 2020

1. Dianne Raynor, ISP® and Tanya Matthews, ISP® were selected as Certification Committee Co-Chairs for the 57<sup>th</sup> Board year.
2. Liz Fant, ISP® and Debbie Young, ISP® were selected as the Chair and Vice-Chair, respectively, of the ISP® Accreditation Committee for the 57<sup>th</sup> Board year.
3. Presented the James N. Hickok Industrial Security Professional (ISP®) Award to Ms. Priscilla Crawford, ISP®.
4. Submitted an article to the Defense Counterintelligence Security Agency (DCSA) entitled *Benefits of the ISP® Program* written by Dotti Bitner, ISP®.
5. The exam was updated to Form E that eliminated the five electives. This was in direct response to an ANSI observation that they were no longer needed.

### August 2020

Began a review of the five-year Job Analysis (JA) that would dramatically reduce the number of questions and the time required to complete the exam.

#### September – October 2020

1. Obtained the 2020 – 2021 ANAB Accreditation.
2. The ISP® Certification Committee published the *Insights* Newsletter
3. Presented the *ISP® Recertification and CEUs* workshop via WebEx presented by Karen Brown, ISP® and Jim Massaro, ISP®.
4. Combined the Exam Generation Sub-Committee and the New Questions Sub-Committee into a single Sub-Committee called the Exam Questions Sub-Committee. This combined leadership talent and provided organization efficiencies. Added three volunteers as the ISP® Review Master Lead, the ISP® Prometric Analysis Lead, and the ISP® Beta Test Lead. The Sub-Committee also added two subject matter experts.
5. The Board approved funding for the Accreditation Chair to hire administrative support. This was accomplished through MMCo hiring a qualified employee for this effort. This support proved very effective and helpful in the accreditation cycle.
6. Conducted Beta Test 2020-01 using the new ISP-6034 *Beta Test Checklist* and 17 volunteers completing the beta test.

#### November – December 2020

1. Published a new full-page marketing ‘splash page’ in the November/December 2020 *Bulletin*.
2. The ISP® Certification Committee published the *Insights* Newsletter
3. Presented *Why Become an ISP®* NCMSLive Workshop with Conrad Hertzog, ISP® to 142 attendees.
4. Presented one NCMSLive session entitled *Navigating the Annotated NISPOM (TAN)* with Jim Massaro, ISP®.



#### February 2021

Created an ISP® Certification Community within the NCMS HUB. All ISP®s who are NCMS members were automatically added to the Community. All previous *Insights* were uploaded for reference.

#### March 2021

1. The ISP® Certification Committee published the *Insights* Newsletter.
2. Presented *Why Become an ISP®* NCMSLive Workshop with Conrad Hertzog, ISP® to 80 attendees.
3. Presented two NCMSLive sessions entitled *Navigating the Annotated NISPOM (TAN)* with 38 attendees with Jim Massaro, ISP®.

#### April - May 2021



1. Finalized a Beta Test Checklist ISP-6034 that was used for the first time during the October 2020 beta test 2020-01.
2. Twelve volunteers from the Exam Questions Sub-Committee and the Executive Director attended a virtual Prometric instructor-led training course for Item Writing.
3. The Job Analysis team completed a draft of a dramatically redesigned JA survey. The survey added filters based on the participants' job and company categories with new dropdown responses. The new JA was scheduled for a 2021 publication to meet the ANAB five-year requirement.
4. The ISP® Certification Committee published the *Insights* Newsletter.
5. Presented *Why Become an ISP®* NCMSLive Workshop with Conrad Hertzog, ISP® to 31 attendees.
6. Completed the 2020 Candidate survey and reviewed the responses.
7. Converted program briefings and reports to the new NCMS Branding standard.

#### **U. 2021 –2022 (58<sup>th</sup> Board)**

##### June 2021

1. The Certification Committee Co-Chairs were Liz Fant, ISP® and Edith Mate, ISP® for the 58<sup>th</sup> Board year.
2. Accreditation Committee Chair was Tanya Matthews, ISP®; and Debbie Young, ISP®, vice-chair; and Nicole Malbone, ISP®, Committee Member for the 58<sup>th</sup> Board year.
3. Presented the ISP® *Recertification and CEU Presentation* during the Chapter Chair meeting June 3, 2021 with Karen Brown, ISP® and Jim Massaro, ISP®.

##### July 2021

The Job Analysis Survey was provided to the entire NCMS membership.

##### September 2021

Officially Launched the new ISP® Lifetime Certification with corresponding policy and website updates. This Lifetime Certificate is for those who have retired from their professional career.

The story continues. . .