THE SOCIETY OF INDUSTRIAL SECURITY PROFESSIONALS

The Industrial Security Program (ISP®) Guidebook to Recertification

Table of Contents

TOP 4 REASONS TO RECERTIFY

Industrial Security Professionals are dedicated to protecting our country, our warfighters, and our companies. As economic times change, we are doing more with less. Therefore, it is more important than ever to be prepared to handle an increased workload with less staff and still maintain the competitive edge.

The ISP® certification enables us to stand out in a crowd. It demonstrates that we are experts in our field and are prepared to provide the leadership, direction, and inspiration to sustain a successful/compliant security program for our company and country.

1 An ISP® Certification demonstrates a foundation that includes areas of discipline that directly contribute to keeping our warfighters safe and secure.

2 A company with ISP®s on its security staff is in a stronger position when competing for contracts. The Certification may provide a competitive edge for proposal submissions, bid awards, company awards, and professional recognition in the security arena.

3 An ISP® Certification demonstrates a high degree of professionalism and the willingness to go the extra mile to develop professionally. It also builds self-confidence!

4 Being an ISP® certifies that the individual has the requisite knowledge of the NISPOM and other related directives used by security professionals on a daily basis.

ISP® RECERTIFICATION CHECKLIST & TIPS

It is highly recommended that you begin preparing for recertification once you become certified or immediately after your current recertification is final. ISP®s are required to recertify every three years but don't wait until the end of the third year to start earning your Continuing Education Units (CEUs) and/or gathering your supporting documentation. If you begin now, you will always know how many additional CEUs are needed. The following information can help you prepare your recertification package to include everything needed for adjudication.

Are you within the time limits to recertify?
You can submit your application as early as six months prior to your recertification due date, which is the last day of the month in which you are required to recertify. It is recommended that you submit as early as possible to give you and the committee time to address any deficiencies or other issues.

You are permitted a 30 day "grace period" following the due date to submit your application and accompanying materials. However, you will pay a late fee, and you cannot claim any CEUs earned during this grace period.

You are responsible to ensure your recertification package reaches NCMS HQ by the due date. The NCMS Executive Director will contact you if there are any questions or additional documentation needed with your recertification application. You must respond to questions or requests for additional supporting data (see "note" below).

Although a signature is no longer required with the on-line application, by submitting the application, you are attesting to the accuracy of all information submitted. In addition, recertification applications will not be processed if payment is not received with the application.

Note: Failure to submit a complete application, payment, and ALL supporting documentation more than 30 days after your recertification due date will result in a lapse in your certification.

Did you earn at least 60 CEUs?
Remember that credit for any activity can only be used once, and credit can only be applied to a single category.

It is recommended that you include a few extra CEUs in case not all training is applicable or the number of CEUs earned is less than expected. However, only 60 CEUs will be validated, and there is no carryover into the next recertification period of any valid unused CEUs.

Were your CEUs earned during your current recertification cycle?
You may claim credit only for applicable activities that occurred within your current recertification cycle. For instance, if you became certified in June 2017, then your first recertification cycle is July 1, 2017 – June 30, 2020. Therefore, attendance at a conference in April 2017 cannot be claimed.

Attendance at the NCMS Annual Seminar in June can be claimed for credit in the first recertification cycle if you passed the exam that was given the day before the start of the Seminar.
If in doubt whether an event qualifies for CEU credit, submit a CEU Review Request to the CEU Review Subcommittee.

Note: your next recertification cycle will not change if you submit your recertification application early. If you originally certified in June, your cycle will always be July 1 – June 30, regardless of when your previous recertification was submitted and approved.

CEUs earned but not used during a recertification cycle cannot be carried over to the next cycle.

Did you list your CEUs under the correct heading?
Membership voluntary service
No more than 50% or 30 CEUs can be claimed from this category.

Only one membership organization can be counted for each year.

Each year of membership is worth 5 CEUs.

Note: Credit in this category is not required for recertification.

Educational programs and courses
At least 50% or 30 CEUs or greater must come from this category.

CEU must be relevant to Industrial Security, Industrial Security Management, Information Security or Professional Development.

Earning a certification or recertification for other security-related certifications (e.g., CPP) counts for CEU credit.

Speeches and other presentations
These must be relevant to Industrial Security, Industrial Security Management or Information Security.
These must be original presentations developed by the ISP®.

Credit cannot be claimed for briefing an audience using a presentation developed by someone else.

Credit is given for the development of the presentation or educational work, not the number of times you present it.

Publications
Relevant to Industrial Security, Industrial Security Management or Information Security.

For each CEU claimed, is there appropriate supporting documentation enclosed?
Certificates of attendance/completion are required for all training, seminars, conferences, and workshops. If the training organization did not supply a certificate, a signed letter from the organization attesting to your completion/attendance is acceptable.

Travel itineraries, expense reports, registration payments, etc. do not satisfy this requirement for documentation of completion/attendance.

CHECKLIST & TIPS CONTINUED

TESTIMONIALS

A detailed agenda or course description that documents the number of hours and type of training involved is required for adjudication.

For non-NCMS events where a certificate of completion or training is NOT provided by the organization or event host, the ISP® can submit a self-certification form (ISP6074_CEU_Self-Certification_Form) with the agenda or event description.

The ISP® is responsible for obtaining and submitting all necessary documentation. It is not the responsibility of the committee or the Executive Director to collect any of this documentation on your behalf.

If you have questions about potential CEUs, have you contacted your chapter chair, CEU Review Subcommittee, or Recertification Subcommittee? Get your questions answered before submitting your application to avoid any delays in processing.

Did you enter the payment information?

Did you answer the two questions pertaining to felonies?

In summary, submit your recertification package on time and respond promptly to NCMS if additional information is requested. Collect your documentation as you go and save to the online portal so you don't have to do it all at the last minute!!

"The ISP® certification challenged me to always be learning more about security and staying current. There is also a responsibility as an ISP® to share, mentor or proctor other security professionals. We have worked very hard to be recognized as part of the customer and company's mission, and we earn that by knowing the security program." Linda Lewis, ISP®

"My own reason for obtaining the certification was purely a personal challenge. I had no thoughts that it would bring a raise or promotion. We lobbied long and hard for including this certification in job postings, promotion criteria, and proposals. Early successes were few and we realized we had to continue educating management on the exceptional value of the certification. Today, we are seeing the ISP® Certification being included in contract proposals and job postings, a recognition of knowledge and expertise."

"ISP's are required to recertify every three years but don't wait until the end of the third year to start earning your Continuing Education Units (CEUs) and/or gathering your supporting documentation."

"Recertification really is easy! Just make sure that are saving and documenting your applicable training, courses, memberships, and other certifications as they happen so you are not frantically trying to pull together three years' worth of CEU at the last minute! And you can upload as you go on the recertification portal."

Facts and Ethics of Earning CEUs

EXCERPTED FROM AN ARTICLE WRITTEN BY JIM MASSARO, ISP
Last Updated February 2023 to reflect changes to calculation of CEU

Remember this? "Membership in NCMS is a privilege and with it comes the expectation of professional and ethical behavior by all Society members. As NCMS members, we must never forget that conducting business ethically requires much more than merely complying with the laws, rules, and regulations that govern our business. Overall common sense and good judgment should rule the day in our decisions."

Furthermore, after years of hard work and finally attaining the ISP® Certification, ethical behavior again is at the forefront as ISP®s and ISP® candidates are also expected to 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.

When we overlay this onto earning CEUs, there is a lot to consider. The general requirements for awarding CEUs are described in the recertification credit guide (next page). While it is useful, it does not address what not to do or what not to count or request for CEU credit, This is where the ISP® must keep the above ethics in mind, be honest, and use common sense and good judgment. Examples are the best way to illustrate what this means; however, before we get to examples, let's define a CEU.[1]

Effective February 2022, changes were made to CEU calculations. Where before one CEU equaled 50 - 60 minutes of training, the minimum has now been reduced to 45 minutes.

Therefore, one CEU can be earned for the first 45 - 60 minutes of relevant training, but the 2nd CEU does not begin to be calculated until after 60 minutes has passed. So 90 consecutive minutes of training does not equal 2 CEUs. It would equal 1.5 CEUs. Another change that was made is to count a 30 minute webinar or training session as .5 CEU *as long as the duration was 30 minutes* and documentation of completion is provided. Therefore, if someone attends 30 minutes of a 60 minute session, this would NOT count as .5 CEU since the training was not completed.

Now to some examples:

When attending the NCMS Annual Training Seminar, just because your attendance certificate lists a CEU total does not mean you should claim those if you did not attend the entire time. If some training hours were missed, you should subtract them from the total or send the agenda to the CEU Review Subcommittee identifying what you attended, and they can determine the total for you. Remember if you left in the middle of a session, you cannot take credit if you did not complete the training.

The same training activity cannot be counted under more than one category (see credit guide next page). For example, a presentation given orally cannot then be published and counted as both a presentation and a published article.

During a chapter meeting, relevant training must be conducted to award any CEUs (i.e. chapter or Society business and vendor product demonstrations do not count). For chapter meetings that include training, you must complete the training to receive the appropriate credit.

Education (i.e. – college courses) or training that is business-related and not specific to industrial security, industrial security management or information security are eligible for up to six CEU per recertification cycle.

If a chapter chair is not familiar with CEU credit requirements, he/she must refrain from awarding credit and consult with the CEU Review Subcommittee for guidance.

CDSE training courses that qualify for CEU credit are evaluated by the time listed by the CDSE in the detailed course description, which is found on their website.

If a course requires an exam, quizzes, or practicum, the exam and quizzes cannot be counted for CEU credit. However, a practicum can earn CEUs as it is designed to give students supervised practical application of previously studied theory. It affords students the chance to observe and participate in diverse educational settings and to apply the theories and concepts learned in the program course work. By the end of a practicum each student will have accomplished the following:

- Successful mastery of specific course objectives as they align to professional standards.
- A demonstration of learning.
- Significant professional growth in knowledge, skills, and dispositions.

A practicum is under instructor guidance, and presentations are usually done to confirm the learning and then to receive feedback from the instructor and group. Essentially, it is a total learning environment-- using the "tell me, show me, do it" style of training. It is an extension of the classroom session and demonstrates a deep comprehension as witnessed through a demonstrated application.

Remember that vendor or contractor demonstrations of security tools and products are not creditable.

There are many different measurements across organizations for continuing education and training, and they are not necessarily a one-to-one correlation. Just because you attended a non-NCMS event that awarded you 16 PDUs does not mean they equal 16 CEUs. That's why it is necessary to submit a detailed agenda with your certificate, so the appropriate CEUs can be awarded.

Follow the Recertification Credit Guide and if still in doubt, send the request to the CEU Review Subcommittee for evaluation. You can email the subcommittee directly at isp_ceu@classmgmt.com.

Keeping your certification is not difficult as long as you follow the guidelines, keep good records, ask questions if you are unsure, and ensure that you are adhering to the highest ethical and professional standards at all times.

ISP® RECERTIFICATION CREDIT GUIDE (ISP-3014)

1. Membership and Voluntary Service - Maximum 50% of total CEUs from Part 1 or no more than 30 CEUs	per activity	limit/term
1.1 Membership in a chartered professional security organization (membership in only one organization can be counted per year)	5 (one year)	15
1.2 Volunteer service in a chartered professional security organization. • 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 Mentoring another member [ICW NCMS mentoring program] per person. Note: Each relationship must be a minimum of six months and evidence of successful completion (i.e. – evaluation) must be provided.	5	15

2. Educational Programs and Courses - Topics must be relevant to the practice of industrial security, industrial security management or information security, with the following exception: Up to 6 CEU (per recertification period) may be submitted for continuing education related to professional development. Topics include but are not limited to: Ethics, Business Management, Leadership and Employee Development. *Contact NCMS HQ if you have questions about accepted training topics.* At least 50% of total CEUs from Part 2 through Part 6 or not less than 30 CEUs

2.1 Attendance at the three-day NCMS Annual Seminar and the Fall Virtual Security Conference. CEUs will be awarded based on actual training hours. (See 2.3).	See 2.3 for CEU calcuation	Unlimited
2.2 Successful completion of a security-related course at an accredited college or university. [Minimum of 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 a minimum of one speaker oriented to security education will count as one CEU per 45-60 minute training block. Chapter meetings without speakers do not count. Seminars (multiple topics, 8+ hours), mini-seminars (multiple topics, 4+ hours), and workshops (single topic, 4+ hours) count as one CEU per 45-60 minute training block. Attendance certificates for these must state the number of training hours involved and detailed agendas are required for adjudication. *Note: CPEs, CPUs and other training units (not issued by NCMS) are not necessarily a one for one unit of transferrable 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.*	.5 for a 30-minute period if training is completed in that time; 1 per 45-60 minute training block	Unlimited
2.4 Successful completion of a self or group study program AND passing the exam given (e.g., CDSE). Issuing authority determines the number of hours for the course. A complete agenda or course outline is required.	1 per 45-60 minutes as indicated by issuing authority	Unlimited
2.5 Obtaining a security-related certification other than the ISP®. [such as CPP, CISSP, A+, Reid Institute, etc.] *Note: re-certification of an existing certification held cannot be counted more than once in a three-year recertification period)*	15	Unlimited
2.6 Successful completion of continuing education related to professional development. Can be a seminar, conference or workshop; course from an accredited college or university; webinar; or certification.	See 2.3 for CEU calculation	6

3. Instruction, Speeches and Other Presentations - The topics must be relevant to the practice of industrial security, industrial security management, or information security. Credit is given per course topic.

3.1 Teaching a security-related course at an accredited college or university	20	Unlimited
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 presented. Must be an original presentation, not a review or a briefing on a presentation you attended.)	5 per presentation	Unlimited
3.3 Chapter or National-level study courses: • Planning the entire study course including multiple meetings • EPP Facilitator	15 per course 1 CEU per mentoring hour	Unlimited

4. Publications - The topics must be relevant to the practice of industrial security, industrial security management, or information security, with the following exception: Up to 6 CEU (per recertification period) may be submitted for publications related to professional development.

4.1 Authoring or co-authoring a book	30	30
4.2 Authoring an article published in the NCMS Bulletin (this does not include summaries of presentations given) or a recognized security journal	5	15
4.3 Authoring a book review published in a recognized security journal	5	15

Navigating the
ISP® Webpage

Excerpted from an article
written by Dotti Bitner, ISP®

The ISP® web page provides all the information you need about the program. The main page describes the ISP® Certification accreditation, intent of the ISP® designation, information on the ISP® exam and results of achieving the ISP® designation. In addition, the Main page describes the process of becoming an ISP® and provides links to various program documents such as the ISP® Brochure, the ISP® Conversion Chart, and the ISP® Certification Program Manual.

The tabs on the left side of the page direct you to multiple subjects relating to the ISP® Program as follows:

"About the ISP® Program":
- Why Certify
- Code of Ethics
- Current List of ISP®s
- Testimonials from ISP®s

"Become an ISP®"
- Online applications for NCMS Members and Non-Members
- Information about the testing process with Prometric

"ISP® Resources":
- ISP® Documentation
- Frequently Asked Questions (FAQs)
- Test Sources and Study References

"ISP® -Guided Study": This session is conducted prior to the Annual Training Seminar. There is a separate fee for attending the Guided study sessions.*

"Exam Preparation Program (EPP)":
- Welcome page that explains the EPP
- EPP Study Resources
- Program FAQs
- Session Registration*
- Call Recordings

"Recertification"
- Online applications for NCMS Members and Non-Members
- Recertification Brochure
- Recertification Credit Guide
- Recertification Handbook
- Program FAQs

"CEU Review Process": Provides CEU Guidance for chapters and describes, in detail, how chapters and ISPs can be awarded CEU credits for recertification. It also includes links to the following information:
- CEU Credit Calculation Chart
- CEU Business Card Template
- CEU Review Subcommittee – SOP for calculating CEUs
- Recertification and Recertification CEU Update (webinar)

"Program Accreditation"

note - these pages may be removed from time to time as registration/availability changes.

Walking Through the Application Process

Excerpted from an article written by Karen Brown, ISP®

I recently went through the ISP® Recertification process again. While being the Recertification Subcommittee Chair might show how passionate I am about recertifying, it does not give me an advantage when it comes to going through the process. I fill out my own form just like everyone else. I realize how easy it is to forget what was done for a previous submittal. This was a perfect opportunity for me to take a few screenshots as I went through the process.

As you all know, recertification is required every three years. My recertification month is in March. For this cycle, I needed to submit my form no later than March 31, 2022, but no earlier than six months prior. In early October, I received a reminder letter from the NCMS Executive Director. Although I was keeping track of my recertification date, it was validating to receive the letter. Included in the package were some of the ISP® Recertification resource documents. Here are the steps for recertifying.

STEP 1: To begin, go to the ISP® Webpage at https://ncms-isp.org.

STEP 2: Select Recertification from the right column menu
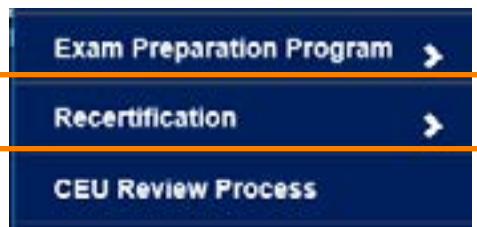
STEP 3: Select your Application option

STEP 4: You will need to log in to access the form. Members use their existing UserID and Password. Non-members can use their existing credentials if they already have them or sign up for an account.

STEP 5: Once logged in, you will see the following screen. The current fee is $75 for members and $125 for non-members.

STEP 6: Now it's time to start filling out the form. Keep in mind you are able (and encouraged) to fill out the form and upload supporting documents as you go along! I found it very useful to have the ISP® Recertification Credit Guide in front of me while I was filling out the form.

STEP 7: Application Section I

Note: No more than 50% of the claimed recertification credits can come from Membership and Voluntary Service activities (see Credit Guide excerpt above). However, it is highly encouraged to submit more than what is required in the event that any CEUs are called into question.

STEP 8: Application Section II

Note 1: There is no requirement to upload documentation to prove attendance at the NCMS Annual Training Seminar. The records are already on file. However, I uploaded copies to make things easier for the reviewer.

Note 2: At least 50% of the credits must come from Educational Programs and Courses, Instruction, Speeches and Other Presentations, or Publications. It is highly encouraged to submit more than what is required in the event that any CEUs are called into question.

STEP 9: Application Section III

STEP 10: Application Section IV

STEP 11: Now it is time to answer the critical, yet easy questions.

STEP 12: After you have reviewed the application to be sure everything is correct, it is time to select Save Application. Next, enter the payment information and select Submit Application.

STEP 13: Recertifying is easy and very much worth it to maintain your certification. As an ISP®, you stand out in a crowd, and having the certification shows that you are willing to go above and beyond with continued professional development.

**THE SOCIETY OF INDUSTRIAL
SECURITY PROFESSIONALS**

NCMS Inc.
994 Old Eagle School Road, Suite 1019
Wayne, PA 19087
(610) 971-4856   Fax: (610) 971-4859
Email: info@classmgmt.com
Web Site: https://ncms-isp.org