



Recertification and Continuing Educational Unit (CEU) Process Review and Update

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30 March 2017

Recertification Agenda



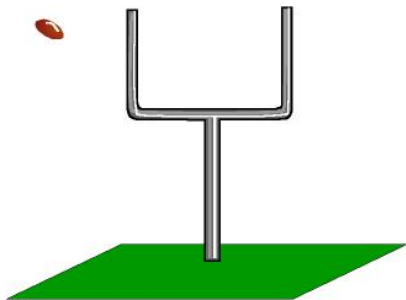
- Goals and Objectives
- What's Next after Certification?
- Why Recertify?
- When to Recertify
- Recertification/CEU Requirements
- Recertification/CEU Recommendations

Recertification Subcommittee Goals



Goals

- Develop marketing tools that promote ISP® Recertification
- Develop tools to further educate ISP®s on recertification policies and requirements
- Respond to Action Items as recommended by the Board of Directors



Recertification Subcommittee Objectives



- **Objectives** to achieve our goals:
- Conduct ongoing review of the website products to include FAQ updates
- Author NCMS Bulletin articles as needed
- Conduct recertification Brown Bags at least once a year

What's Next After Certification?



- You worked hard to pass the ISP[®] Exam and have achieved the coveted ISP[®] designation, what happens next?
- RECERTIFICATION...
 - The recertification process is very simple
 - Start the path to recertification immediately
 - WHICH MEANS ACCOUNT FOR CEUs ATTAINED

Why Recertify?



- Professional and Personal Pride!
- Shows continued professional development
- Demonstrates that you are current on both threats and defenses
- The ISP[®] certification *may* provide enhancement points during the DSS Vulnerability Assessment (Item # 3 of the matrix “Security Staff Professionalization”)

ISP® Recertification Requirements



- Recertification is required every 3 years
- Sixty (60) CEUs are required
- At least 50% of the credits must come from educational programs and courses, instruction, speeches and other presentations or publications
- No more than 50% of the claimed recertification credits can come from membership and voluntary service

ISP® Recertification Requirements Continued



- Include all documentation to support the CEUs
- Can recertify if
 - unemployed
 - retired
 - no longer in the Industrial Security role
(such as FSO, ISSM, ISSO)

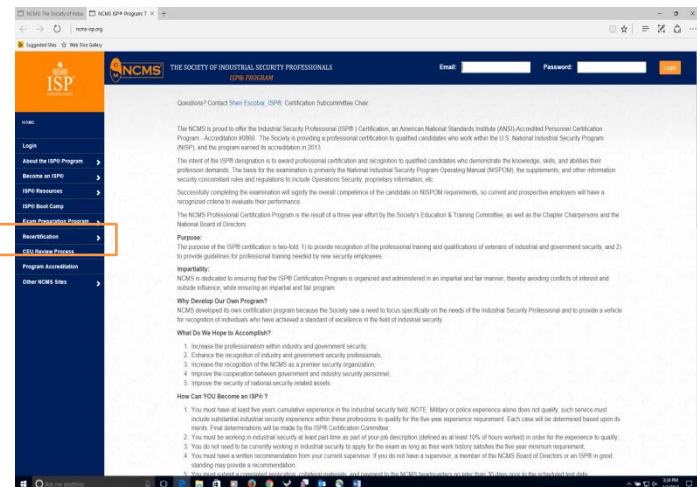
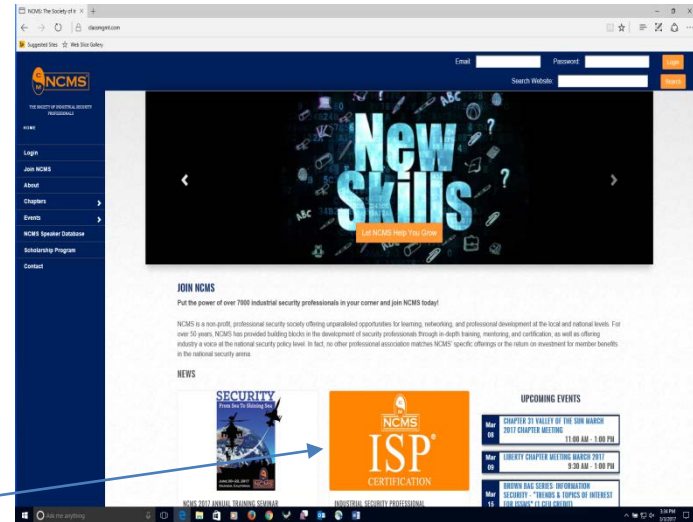
Recertification CEU Credit Documentation



Recertification application
is online

Go to NCMS home page
then

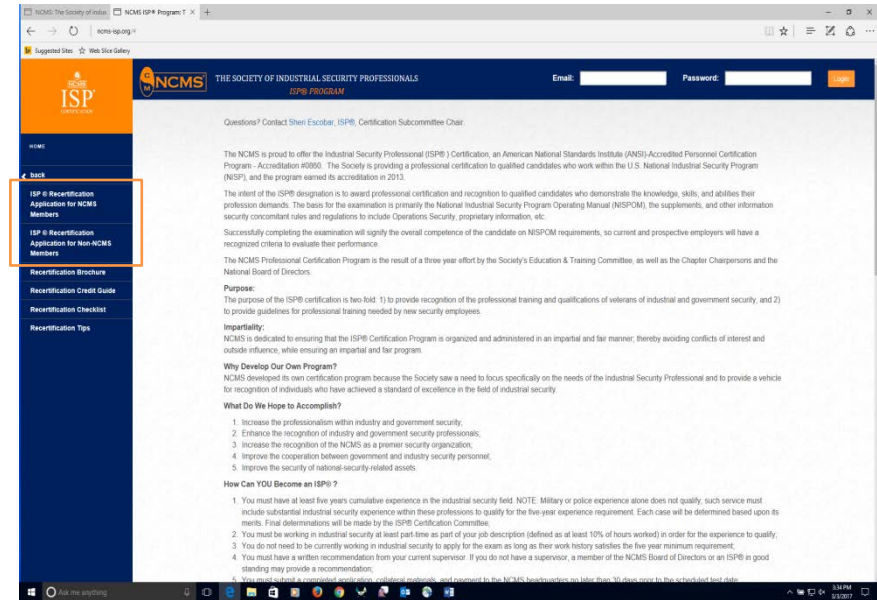
ISP® Recertification Site



Recertification CEU Credit Documentation



Select Member
or Non-Member



Recertification CEU Credit Documentation



You will see one of these options...

Non-Members

Members

This screenshot shows the NCMS login page for non-members. The page has a dark blue sidebar on the left with the NCMS logo and a list of navigation links including 'Login', 'About the ISPI Program', 'Become an ISPI', 'ISPI Resources', 'ISPI Boot Camp', 'Exam Preparation Program', 'Recertification', 'CEU Review Process', 'Program Accreditation', and 'Other NCMS Sites'. The main content area is white and features a 'LOGIN' section with input fields for 'Email' and 'Password', and a 'Login' button. Below the login fields, there is a red text warning: 'To view that page you must be logged into the site. If you are an NCMS member, you can use your NCMS Website login credentials to login. If you are not an NCMS member, you can enter your existing non-member login credentials, or sign up for them HERE.' The browser's address bar shows the URL 'https://www.ncms.org/login.php?recertification_login'.This screenshot shows the NCMS registration page for members. The page has a dark blue sidebar on the left with the NCMS logo and a list of navigation links including 'Login', 'About the ISPI Program', 'Become an ISPI', 'ISPI Resources', 'ISPI Boot Camp', 'Exam Preparation Program', 'Recertification', 'CEU Review Process', 'Program Accreditation', and 'Other NCMS Sites'. The main content area is white and features a 'REGISTER FOR CERTIFICATION USER ACCOUNT' section with input fields for 'First Name', 'Last Name', and 'Email', and a 'Register' button. Below the registration fields, there is a red text warning: 'Enter your information above and we'll send you an email to verify your account and set up a password.' The browser's address bar shows the URL 'https://www.ncms.org/non-member_registration.php'.

Recertification Resources



This is what the screen will look like

Note the links to
our reference material...
(one more will be added)



Document Number: ISP-4044 Revision Date: November 2015 Version: 1.1

Recertification Tips

Please read the following important information about the ISP® program and clarifications regarding recertification.

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

- Submissions:** 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, need 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.

Document Number: ISP-4044 Revision Date: August 2014 Version: 1.0

ISP® Recertification Checklist

It is highly recommended that the ISP® recertification candidate begin preparing for recertification once you become certified or your recertification is final. A recertification is required every three (3) years. Don't wait until the end of the 3rd year to start obtaining Continuing Education Units (CEUs), gather your support documentation, and/or research CEUs attained.

Begin information collection and metric consolidation right after initial certification and recertification, thereby always knowing how many additional credits are needed. This checklist is optional and is not included with your Recertification Application submission package; it is merely a tool to assist in attaining recertification and preclude a rejected package.

Document Number: ISP-3014 Revision Date: November 2015 Version: 1.1

ISP® RECERTIFICATION CREDIT GUIDE

- 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.
- If application, payment, and ALL supporting documentation are not submitted by 30 days past the recertification deadline, your certification will lapse.
- Only 30 CEUs are required for recertification.
- All applicants are asked to be active in their profession or to be active in the NCMS ISP® Committee. Some or all of your activities may qualify for credit under more than one professional institution.
- No more than 50% of the credits for recertification credit can come from Continuing Education (CEUs), Seminars and Other Presentations, or Publications.
- 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.)
- Include all documentation to support earned 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.

| 1. Membership and Industry Service | By Month | By Year |
|--|--------------|---------|
| Maximum 50% of total CEUs from Part 1 or no more than 30 CEUs | | |
| 1. Membership in a chartered professional security organization (membership) | 5 (one year) | 15 |
| 2. (or 1) Participation in an industry security event | | |



Recertification Resources



This is what the bottom of the screen looks like

A screenshot of a web browser displaying the NCMS ISP Recertification application form. The browser's address bar shows 'ncms-isp.org/Recertification_App.php'. The page has a blue sidebar on the left with the NCMS logo and a list of navigation links: 'HOME', 'back', 'ISP & Recertification Application for NCMS Members', 'ISP & Recertification Application for Non-NCMS Members', 'Recertification Brochure', 'Recertification Credit Guide', 'Recertification Checklist', and 'Recertification Tips'. The main content area is titled 'NEW ENTRIES (FILL IN THE FIELDS BELOW TO ADD AN ENTRY)'. It contains several sections: 'Accomplishment Description:' with a text input field; 'CEUs:' with a text input field; 'ATTACH OTHER ACCOMPLISHMENTS DOCUMENTATION (pdf format ONLY)' with a 'Browse...' button and a note about using Ctrl-click or Command-click; 'Have you ever been arrested for a felony? (If answer is 'Yes', please explain)' with radio buttons for 'No' and 'Yes (explain)'; 'Had a security eligibility denied, suspended, revoked, or terminated for cause? (If answer is 'Yes', please explain)' with radio buttons for 'No' and 'Yes (explain)'; 'ATTACH FELONY & SECURITY ELIGIBILITY DOCUMENTATION (pdf format ONLY)' with a 'Browse...' button and a note about using Ctrl-click or Command-click; and a 'Save Application' button at the bottom. The Windows taskbar is visible at the very bottom of the screen.

Recertification Resources-Continued



From the NCMS Bulletin...

- ISP® Recertification Supporting Documents
 - November/December 2016, Pages 13, 23
 - Provides examples of documentation to support the categories listed in the Credit Guide
- Seminar Continuing Education Units (CEU) and Ethics
 - September/October 2016, Page 6
 - A reminder to only claim actual CEUs earned and adhering to high standards
- Recertification CEUs Easier Than Ever!
 - July/August 2015, Page 6
 - Details for on-line submission, CEU information in trifold, bulletins, and for chapter training
- Why Certify Early?
 - March/April 2015, Page 10
 - Details early preparation and submission for success
- Take Heed! Recertification Mistakes or Omissions?
 - January/February 2015, Page 10
 - Details how incorrect information or incomplete documentation may cause a recertification setback
- Recertification Concerns and Questions-I Don't Think I Can Recertify!
 - July/August 2014, Page 9
 - Answers critical last minute questions about recertification

ISP® Recertification Recommendations



- Start early!
- Open your recertification application immediately after obtaining your certification or completion of recertification and start uploading certificates and recording CEU awards in real time.
 - There is no reason to hold the files until you are close to the 3-year recertification time. Preplanning makes the process much easier!

CEU Agenda



- Goals and Objectives
- What's Next after Certification?
- Why Recertify?
- When to Recertify
- Recertification/CEU Requirements
- Recertification/CEU Recommendations
- CEU Credit
- Recertification guide
- Calculation process-Chapters
- Calculation process-Individuals
- Time chart
- Common CEU claim mistakes

CEU Credit



- Chapters and individuals are awarded CEU credit under the ISP[®] Recertification Guide for events such as:

- Membership and voluntary service;
- Educational programs and courses;
- Instruction, speeches, and other presentations;
- Publications
- Public Service
- Other

- http://www.ncms-isp.org/documents/recertification_Credit_guide.pdf



CEU Credit



- Credit for CEUs and recertification will be determined based on the listed amounts per activity and limits per term in the ISP[®] Recertification Guide.



Recertification Guide- Requirements



- 60 CEUs are required for recertification.
- Candidates must recertify every three years.
- Recertification requests are adjudicated by the ISP[®] Committee.
- No more than 50% of the claimed recertification credits can come from Category 1 activities. At least 50% of the credits must come from Category 2.

ISP® RECERTIFICATION CREDIT GUIDE (60 CEUs required in three-year term)

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. 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. Attach all Documentation to support claimed recertification. Not including the required documentation will delay the processing of your application.

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. | | |
| • Service as an elected member of the Board of Directors | 15 | 30 |
| • Service as an elected officer for a local chapter | 10 | 30 |
| • Active participation as a member of a National or Chapter-level Committee | 5 | 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 a chartered security organization's annual or other major conference of three or more days. | 24 | 60 |
| 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 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 hour. The attendance certificates for these must state the number of training hours involved. | 1 per actual hour | Unlimited |
| 2.4 Successful completion of a self or group study program and passing the exam given (e.g., CDSE courses or ISP® preparation). Requires a test or exam. Issuing authority determines the number of hours for the course. Note: re-certification of an existing certification held cannot be counted more than once in a three-year recertification period | 1 per hour 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 can't be counted more than once in a three-year recertification period) | 15 | Unlimited |



Document Number: ISP - 3014

Revision Date: August 2014

Version: 1.0

| | | |
|---|--------------------------|----------------|
| 3. Instruction, Speeches and Other Presentations ¹ | | |
| The topics must be relevant to the practice of industrial security, industrial security management, and information security. Credit is given per course topic. | | |
| | As noted | Limit per term |
| 3.1 Teaching a security-related course at an accredited college or university ² | 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 it is presented. This 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: | 15 per presentation | Unlimited |
| <ul style="list-style-type: none"> Planning the entire study course including multiple meetings | | |
| EPP Exam Mentor | 1 CEU per mentoring hour | Unlimited |
| 4. Publications | | |
| The topics must be relevant to the practice of industrial security, industrial security management, and information security. | | |
| | Per Item | Limit per term |
| 4.1 Authoring or co-authoring a book | 30 | 30 |
| 4.2 Authoring an article published in the CM 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 |
| 5. Public Service (must be security-related) | At discretion of NCMS | |
| 6. Other Accomplishments | At discretion of NCMS | |

Recertification Guide



- The requisite 60 CEUs must be well documented to include an attendance / successful completion certificate issued to the recertification candidate and an agenda/syllabus.
- Responsibility of the candidate to acquire all documentation. Exceptions?



CEU Review Subcommittee Charter



- Review the training agenda within 5 business days.
- Convert the chapter's/individual's CEU request into evaluation results and/or make recommendations to the chapter/individual to maximize the CEU award.
- Forward results and/or recommendations to the chapter/individual and National Office.



Chapter 35



CEU Review Subcommittee Charter



- 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.

Certificate of attendance
John Doe
Topic: CEU Credit
9 Sep 2015

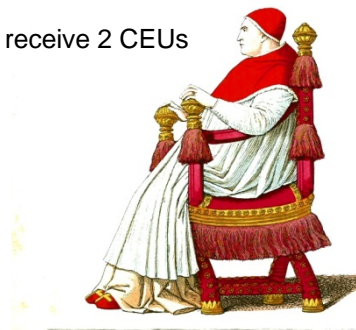


CEU Calculation Process-Chapters



- Chapter Chairs may award a maximum of two (2) CEUs for qualifying chapter meetings
 - Training sessions
 - Provides an attendance certificate
- 1-2 CEU template provided on the NCMS web site
- Chapter attendance design also allowed ... not mandatory to include agenda for this application

You receive 2 CEUs



CEU-Business Card-Template¶

(rev 2)¶

To be used by the chapter chair - Other chapter templates may be used in lieu of the below as long as it includes, attendee name, date, issuing agency (chapter and chair), title, and CEUs awarded. ¶

-----FBI-Phishing-Case-In-Review¶
 -----(1-or-2-CEUs-Maximum)¶

-----Date:--10-Feb-2014¶

-----Attendee:_____¶

-----NCMS Southern California Chapter #--¶

-----Chapter Chair_____¶



-----FBI-Phishing-Case-In-Review¶
 -----(1-or-2-CEUs-Maximum)¶

-----Date:--10-Feb-2014¶

-----Attendee:_____¶

-----NCMS Southern California Chapter #--¶

-----Chapter Chair_____¶



-----FBI-Phishing-Case-In-Review¶
 -----(1-or-2-CEUs-Maximum)¶

-----Date:--10-Feb-2014¶

-----Attendee:_____¶

-----NCMS Southern California Chapter #--¶

-----Chapter Chair_____¶



-----FBI-Phishing-Case-In-Review¶
 -----(1-or-2-CEUs-Maximum)¶

-----Date:--10-Feb-2014¶

-----Attendee:_____¶

-----NCMS Southern California Chapter #--¶

-----Chapter Chair_____¶



-----FBI-Phishing-Case-In-Review¶
 -----(1-or-2-CEUs-Maximum)¶

-----Date:--10-Feb-2014¶

-----Attendee:_____¶

-----NCMS Southern California Chapter #--¶

-----Chapter Chair_____¶



-----FBI-Phishing-Case-In-Review¶
 -----(1-or-2-CEUs-Maximum)¶

-----Date:--10-Feb-2014¶

-----Attendee:_____¶

-----NCMS Southern California Chapter #--¶

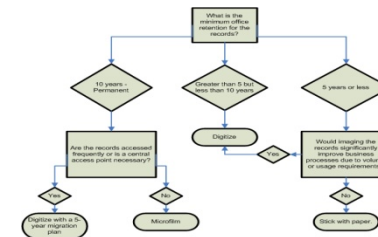
-----Chapter Chair_____¶



Chapter Events Over 2 Hours and All Other CEU Awards



- All other education and training that exceeds 2 hours (2 CEUs) will follow the formal subcommittee process
 - Workshops
 - Training days
 - Mini-seminars
 - Conferences
- Submissions other than 1-2 CEU Chapter training will be submitted to the NCMS National Office who forwards to the CEU Review Subcommittee for review
- 30 Day rule




Individual CEU Requests



- Individuals requesting CEU credit for a non-NCMS function/event that was not submitted for CEU credit should send their request with the following information: date attended and agenda (in Word format), to the National Headquarters (Sharon Tannahill - sharon@mmco1.com).
- The results and/or recommendations are forwarded to the individual, who will need to include this documentation with their recertification package.
- Individual submissions for CEU credit should be sent in as early as possible in advance of the recertification package.

Individual CEU Requests



- Chapters/individuals who do not meet the 30-day timeline are at risk.
- In addition, individuals or chapters who submit their request after the event date are also at risk. 
- If questions arise, the CEU Subcommittee Chair will contact the ISP® Committee Chair for a final decision to ensure consistency.

←

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ISP http://www.ncms-isp... 🔍 ↻

NCMS

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ncms-isp.org

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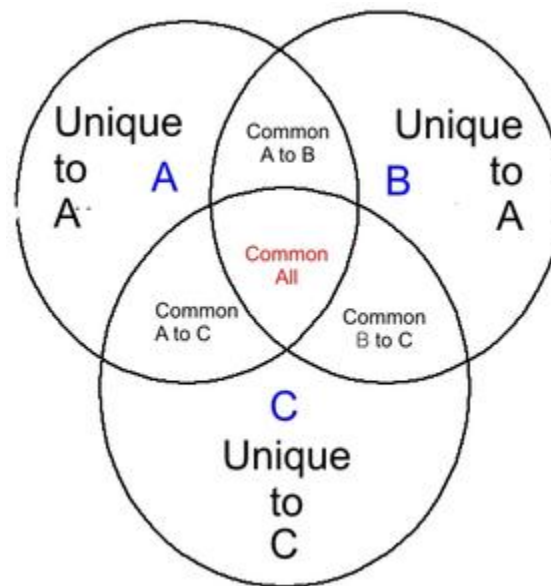
CEU CREDIT CALCULATION

| Minutes | hours | CEUs |
|---------|------------|------|
| 0-49 | 0 | 0 |
| 50-60 | 1 | 1 |
| 60-89 | 1--1+29 | 1 |
| 90-109 | 1+30--1+49 | 1.5 |
| 110-120 | 1+50--2 | 2 |
| 120-149 | 2--2+29 | 2 |
| 150-169 | 2+30--2+49 | 2.5 |
| 170-180 | 2+50--3 | 3 |
| 180-209 | 3--3+29 | 3 |
| 210-229 | 3+30--3+49 | 3.5 |
| 230-240 | 3+50--4 | 4 |
| 240-269 | 4--4+29 | 4 |

CEU Credit – Common Mistakes



- You may claim recertification credit only for those educational and other activities that occurred within the recertification cycle.



CEU Credit – Common Mistakes



- CEUs: Each year of membership in a professional security organization is worth 5 CEUs and the credit limit per term on memberships is set at 15 CEUs.



ASIS

CEU Credit – Common Mistakes



- When submitting for recertification ensure you have enough CEU credits.
- Upload complete documentation...attendance records with agenda when required.



CEU Credit – Common Mistakes



- Achieving certification or recertification for other security-related certification (e.g., CPP) counts for CEU credit for ISP® recertification.
- Any presentation you claim for credit must be your original creation.



Questions?
