POST BACCALAURATE CERTIFICATE PROGRAM

EDUCATION CERTIFICATE PROGRAM ELIGIBILITY CRITERIA

Certificate students must meet the following eligibility criteria:

- Must currently be either a U.S. Government civilian employee or a U.S. military service member *(U.S. Government contractors are not eligible to participate)*

- Must be United States Citizen

- Must have successfully passed at least one CDSE Education course with a final score of 80% or higher

- Must have an updated STEPP account

Change in Eligibility: Students are required to immediately notify the CDSE Registrar's Office of any changes in employment that may affect their eligibility to take CDSE Education courses. Students may be required to submit supporting documentation to prove eligibility. The CDSE Registrar's Office will periodically review active students' eligibility. Failure to properly notify the CDSE Registrar's Office is considered an integrity violation and will be referred to the Chief, Education Division. In cases where course credit is earned after eligibility ceases, course credit may be revoked.

APPLICATION SUBMISSION INSTRUCTIONS

The application, transcript and writing sample should be emailed to following

Email: **dcsa.quantico.dcsa-hq.mbx.application-education@mail.mil**

Electronic Transcript   Center for Development of Security Excellence
Education Division, Certificate Program
938 Elkridge Landing Road
Linthicum, MD 21090

PROCESSING TIME

Completed application packet will be processed within four (4) weeks of receipt. Questions regarding the status of pending applications should be sent via email to **dcsa.quantico.dcsa-hq.mbx.application-education@mail.mil**. Incomplete applications may extend the processing time.

ADMISSION DECISIONS

Applicants to the CDSE PBC Certificate program will be notified of the admission decision via email.

PASSWORD PROTECTION

To protect personally identifiable information (PII), applicants may password protect this application prior to signing or sending the application.

- Digital Signing: The password protection must be applied to the file prior to signing.

- Manual Signing: The password protection is applied after the application is signed and scanned into a .pdf file.

To password protect the file:

1. Save the application to your device
2. Open the application in Adobe Acrobat
3. Click on: *File > Properties > Security > Security Method > Password Security > Require a password to open the document*
4. Create a password
5. Save the application
6. Send the password and application in **separate** emails to **dcsa.quantico.dcsa-hq.mbx.application-education@mail.mil**

For password protection assistance or questions regarding the Certificate program,

send an email to **dcsa.quantico.dcsa-hq.mbx.application-education@mail.mil**

POST BACCALAURATE CERTIFICATE PROGRAM

PERSONAL INFORMATION

Last Name	First Name	Middle
Suffix	**Other Last Name Used**	**DOB**

CONTACT INFORMATION *(Please use hyphens as appropriate)*

Home Address	City	Home Phone	Email
	State	**Cell Phone**	
	Zip Code		

CURRENT EMPLOYER *– All applicants must currently be either a U.S. Government civilian employee or a U.S. military service member. U.S. Government contractors are not eligible to participate.*

Government Agency	Organization	Job Title	Service Branch
			Active Duty Reservist ☐ Yes ☐ No
Work Address	**City** **State** **Zip Code**	**Work Phone**	**Work Email**

PROGRAM *– Select the PBC program(s) you are applying for this term:*

☐ **PBC Certificate in Risk Management**

☐ **PBC Certificate in Security (Generalist)**

☐ **PBC Certificate in Security Leadership**

☐ **PBC Certificate in Security**

☐ **Management PBC Certificate for Systems & Operations**

POST BACCALAURATE CERTIFICATE PROGRAM

EDUCATIONAL BACKGROUND *– Select the highest level completed:*

- ☐ Bachelor's degree
- ☐ Post Baccalaureate Certificate
- ☐ Master's degree
- ☐ Doctorate degree

CDSE EDUCATION COURSE COMPLETION

Students must have successfully passed a CDSE Education course in order to be accepted into the PBC program. The list of Education courses can be viewed at **www.cdse.edu/education/courses.html**

Select one successfully passed CDSE Education course:

- ☐ ED 201
- ☐ ED 501
- ☐ ED 502
- ☐ ED 503
- ☐ ED 504
- ☐ ED 505

- ☐ ED 506
- ☐ ED 507
- ☐ ED 508
- ☐ ED 509
- ☐ ED 510
- ☐ ED 511

- ☐ ED 512
- ☐ ED 513
- ☐ ED 514
- ☐ ED 520
- ☐ ED 601
- ☐ ED 603

WRITING SAMPLE INSTRUCTIONS

As part of your application to CDSE-ED academic programs, we request you complete a writing sample to investigate your expectations of the program you are applying and to determine your eligibility. The writing sample should contain the following: Introduction, Body, and Conclusion. The writing sample should be between 500-750 words. Site any sources used within the document.

In your writing sample please explain why you want to pursue the program for which you are applying. How do you feel this program will benefit your career or personal goals? Based on the program title and introduction on the website, what do you expect to learn from the program and course content? How do you expect to use the content in real word application within the security community?

Center for Development of Security Excellence | 938 Elkridge Landing Road | Linthicum, MD 21090

EDUCATION CERTIFICATE PROGRAM APPLICATION

DEMOGRAPHICS

Submitting this information is voluntary. This information will not be used to determine your admissibility. It is being compiled for statistical purposes only.

RACE – *Please select one, or as many as applicable:*

☐ American Indian/Alaskan Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian/Pacific Islander

☐ White or Caucasian
☐ Hispanic/Latino/Spanish

☐ Two or more races

☐ Not Specified

☐ Prefer not to answer

ETHNICITY

Are you of Hispanic or Latino origin?   ☐ Y   ☐ N

GENDER   ☐ M   ☐ F

☐ Other   ☐ Prefer not to answer

AFFIRMATION

I hereby certify the information provided above is true, complete, and accurate, to the best of my knowledge. I understand and agree that any deliberate misrepresentation may be cause for denial or revocation of admission   or subsequent removal from an Education course at CDSE.

Signature _____   Date _____
                                                                          (mm/dd/yyyy)

For CDSE Use: Student ID

_____   ☐ Accepted   ☐ Denied

Processed By

Reason for
Denial:

Center for Development of Security Excellence | 938 Elkridge Landing Road | Linthicum, MD 21090

EDUCATION CERTIFICATE PROGRAM APPLICATION

PRIVACY ACT STATEMENT

(1) **Authority**: *Title 5, United States Code (USC), Section 301; Executive Order 10450, "Security Requirements for Government Employment;" DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)," November 23, 2005; DoD 3305.13-M, "DoD Security Accreditation and Certification," March 14, 2011; DoD Directive 1322.18, "Military Training," January 13, 2009" Executive Order 10865; DoD Instruction 1400.25-V2010, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Professional Development," December 9, 2012, and DoD Directive 5105.42, "Defense Security Service"*

(2) **Purpose**: *The purpose and use of the requested information is for the Center for Development of Security Excellence (CDSE) to record information solicited from and furnished by individuals desiring to attend courses of instruction within the Education Certificate Program.*

(3) **Routine Uses**: *In addition to those disclosures generally permitted under 5 USC 522A (b) of the Privacy Act, Executive Order 9397, and Public Law 104-134 (April 26, 1996), CDSE uses personally identifiable information (PII) to respond to requests and inquiries, gather biographic data on students, statistical studies, attendance verification, historical records, academic reports, and other official correspondence. We will also use PII (i.e., in the form of emails, hard copy mailings, and the like) to communicate timely information and special offers about CDSE products, services, and events of interest.*

(4) **Disclosure**: *Furnishing the Social Security Number and other personal information is voluntary, but failure to provide the requested information may result in ineligibility for participation in education programs or impede, delay, or prevent further processing of the request, products, services, and events of interest.*