



# EDUCATION CERTIFICATE PROGRAM APPLICATION

## 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 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

This application may be submitted as an email attachment or printed and sent via U.S. mail.

**Email:** [application.education@dss.mil](mailto:application.education@dss.mil)

**U.S. Mail:** Center for Development of Security Excellence  
Education Division, Certificate Program  
938 Elkridge Landing Road  
Linthicum, MD 21090

## Processing Time

Completed applications will be reviewed within four (4) weeks of receipt. Questions regarding the status of pending applications should be sent via email to [cdse.registrar.support@dss.mil](mailto:cdse.registrar.support@dss.mil). Incomplete applications may extend the processing time.

## Admission Decisions

Applicants to the CDSE Education Certificate program will be notified of the admission decision via email from the CDSE Registrar's Office.

## Password Protection

To protect personally identifiable information (PII), applicants can use Adobe Acrobat software to protect their application prior to signing or sending. Instructions for applying password protection can be viewed at <https://helpx.adobe.com/acrobat/using/securing-pdfs-passwords.html>.

Password protection cannot be applied using Adobe Reader software.

- Digital Signing: Apply password protection to the file **prior** to signing the application.
- Manual Signing: Apply password protection **after** the application is signed and scanned into a .pdf file.
- Send the password and application in **separate** emails to [application.education@dss.mil](mailto:application.education@dss.mil).

*For password protection assistance or questions regarding the Certificate program, send an email to [application.education@dss.mil](mailto:application.education@dss.mil)*

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## PERSONAL INFORMATION

Enter the last four digits of your SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(mm/dd/yyyy)

Name \_\_\_\_\_  
Last First Full Middle

Other Names Used \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City State Zip

Work Address \_\_\_\_\_  
Street City State Zip

## TELEPHONE (Please use hyphens as appropriate)

Home \_\_\_\_\_

Cell \_\_\_\_\_

Work \_\_\_\_\_

## EMAIL

STEPP Email \_\_\_\_\_

*(All correspondence regarding this application will be sent to the email address listed in STEPP)*

**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: Y N

**PROGRAM** – Select one Certificate program:

**Certificate in Risk Management**

**Certificate in Security Leadership**

**Certificate for Systems & Operations**

**Certificate in Security (Generalist)**

**Certificate in Security Management**

Questions regarding the Certificate program should be sent to [application.education@dss.mil](mailto:application.education@dss.mil)

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## 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
- Not Specified
- Unknown
- White or Caucasian

**Ethnicity**

Are you of Hispanic or Latino origin?    Y    N

**Gender**            M            F

**EDUCATIONAL BACKGROUND** – Select the highest level completed:

- |                      |                 |                   |                   |
|----------------------|-----------------|-------------------|-------------------|
| High School Diploma  | Some College    | Associates Degree | Bachelor’s Degree |
| Graduate Certificate | Master’s Degree | Doctorate Degree  |                   |

## CDSE EDUCATION COURSE COMPLETION

The list of Education courses can be viewed at [www.cdse.edu/education/courses.html](http://www.cdse.edu/education/courses.html)

Select one successfully passed CDSE Education course:

Or write in the course name here: \_\_\_\_\_

## 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)*

<b>For CDSE Use:</b>	Student ID _____	Accepted	Rejected
	Processed By: _____		

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## 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.