This checklist may be used as a guide to help you maintain your SPêD certification(s). If you have any questions about certification maintenance or what constitutes professional development, please contact your SPêD point of contact (POC) (http://go.usa.gov/3HzUY).

Remember: Failure to meet certification renewal form (CRF) and professional development unit (PDU) requirements within your two-year certification maintenance cycle will cause your certification(s) to expire.

- **Determine your two-year maintenance cycle.**
  
  Use our calculator (http://go.usa.gov/3HzUB) or log in to your My SPêD Certification (MSC) account (https://i7lp.integral7.com/dss) to verify your certification maintenance expiration date.

- **Attain 100 PDUs.**
  
  - Find and engage in professional development activities. These may include activities in one or several of the following professional development categories:
    1. Certification Programs (retesting or obtaining a SPêD Certification)
    2A. Security Training and/or Certificate Programs
    2B. Security Higher Education
    3A. Non-Security Training, Education, and/or Certificate Programs
    3B. Non-Security Higher Education
    4. Conferences and Workshops
    5. SPêD Certification Project
    6. Experience and Achievements

  For more information about each category, please visit (http://go.usa.gov/3HzUQ).

  *(The Center for Development of Security Excellence (CDSE) offers several resources for attaining PDUs. You may also use professional development activities and training outside CDSE.)*

- **Record your 100 PDUs before your certification maintenance window expires.**
  
  - Log in to your MSC account (https://i7lp.integral7.com/dss).
  - On the left navigation bar, click "Complete a Form."
  - Under the New Forms tab, select the CRF available to you.
  - Enter your professional development activities into each applicable category.
  - You may save and return to your CRF at any time during this process.
  - Submit the form when you reach 100 PDUs.