

This checklist may be used as a guide to help you maintain your SPeD certification(s). If you have any questions about certification maintenance or what constitutes professional development, please contact your SPeD 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 SPeD 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 SPeD 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. SPeD 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.