

Security Professional Education Development (SPēD)
DoD Personnel Security Adjudicator Professional Certification (APC) Program
Maintenance Procedures

DATE 4 November 2014

SUBJECT: Maintenance and Renewal Requirements for the Security Professional Education Development (SPēD) Program Adjudicator Professional Certification (APC)

- References:
- (a) DoD Instruction 3305.13, “DoD Security Training,” February 13, 2014
 - (b) DoD Manual 3305.13-M, “Security Certification and Accreditation,” March 14, 2011
 - (c) USD (I) Memorandum, “DoD Personnel Security Adjudicator Professional Certification Program,” January 28, 2014

1. PURPOSE. In accordance with the authority in References (a), (b), and (c), Security Professional Education Development (SPēD) Certification Program Maintenance Procedures, the certified security professional is required to:

a. Maintain a SPēD Adjudicator Professional Certification (APC) by:

(1) Maintaining an active and up-to-date Security Training, Education, and Professionalization Portal (STEPP) account,

(2) Acquiring the required number of Professional Development Units (PDUs) in each two-year maintenance cycle

b. Meet the requirements in subparagraphs 1.a. (1) and 1.a. (2) or the holder’s certification(s) will no longer be valid. Failure to meet the PDU requirement will result in the loss of APC and, if applicable, Due Process Adjudicator Professional Credential (DPAPC). Adjudicators must take and pass the APC to be reinstated.

c. Coordinate with their employing organization to request reasonable extensions for documented reasons such as deployments, hospitalization, medical leave, and other extraordinary reasons/uncontrollable circumstances that would prohibit a security professional from meeting certification maintenance requirements.

Certified security professionals must first work with their organization Director or designated point of contact (POC) for extension review and validation. If granted, the organization will forward the extension to the Center for Development of Security Excellence (CDSE) SPēD Certification Program Management Office, for processing.

2. APPLICABILITY. The SPēD APC Program maintenance procedures apply to all certified security professionals who are conferred APC and DPAPC.

3. MAINTENANCE STANDARDS

a. To successfully meet the training requirement of the SPēD Certification Program Maintenance Procedures, a certified security professional must accrue 100 PDUs within two years from the date they were last conferred the SPēD APC. The PDU breakdown is as follows:

- at least 50 PDUs: Personnel Security Discipline
- at least 50 PDUs: other activity meeting one or more of the six professional development categories identified in Table 1

b. To successfully meet the system management requirement of the SPēD Certification Maintenance Procedures, a certified security professional must maintain an active STEPP account, enter up-to-date information in the profile, and check the box (in the profile) indicating an interest to participate in the SPēD Certification Program.

4. QUALIFYING PROFESSIONAL DEVELOPMENT ACTIVITIES. To accrue PDUs, a certified adjudicator professional must successfully complete professional development activities that fall under one or more of the following categories:

Table 1. Professional Development Activity Categories	
<p>CATEGORY 1: PARTICIPATION IN SECURITY CERTIFICATION PROGRAMS</p>	<p>A standard-setting program that:</p> <ul style="list-style-type: none"> • Confers community-recognized credentials (i.e., certifications) to individuals who demonstrate mastery of a defined set of knowledge and skills in a specified area, and • Awards certifications only to those candidates who satisfy established standards by meeting the requirements of a formal and standardized assessment process. <p>Certified security professionals will receive 100 PDUs for each SPēD certification gained during the defined two-year certification renewal cycle.</p> <p>Certified security professionals will receive 45 PDUs for each approved non-SPēD, but security-focused, nationally accredited certification.</p>
<p>CATEGORY 2: PARTICIPATION IN TRAINING AND/OR</p>	<p>A non-degree granting course or certificate program that:</p> <ul style="list-style-type: none"> • Consists of an organized series of planned learning experiences

Table 1. Professional Development Activity Categories

<p>EDUCATION COURSES (OR CERTIFICATE PROGRAMS)</p>	<p>(e-learning, instructor-led, self-paced, instructor-facilitated on-line) delivered to aid participants in acquiring specific knowledge, skills, and/or competencies associated with a topic area or group of tasks that can be completed together;</p> <ul style="list-style-type: none"> • Is delivered by an accredited training institution; and • Awards a certificate of completion to individuals who attend and/or participate in the course. <p>Certified security professionals will receive three (3) PDUs for each “contact” hour (or equivalent “seat time” hour) associated with an approved training/education course or certificate program. The maximum number of allowable PDUs for each training/education course or certificate program is 25.</p>
<p>CATEGORY 3: PARTICIPATION IN HIGHER EDUCATION COURSES</p>	<p>A Higher Education course that:</p> <ul style="list-style-type: none"> • Consists of an organized series of planned learning experiences developed to aid participants to acquire knowledge, skills, and/or competencies associated with a coherent body of study within a discipline or set of related disciplines; • Is delivered by an nationally accredited academic institution; • Results in academic credits granted by accredited academic institutions; and • Represents a required course in an academic degree program. <p>Certified security professionals will receive 15 PDUs for each credit hour of an approved course. The maximum number of allowable PDUs for each course is 45.</p>
<p>CATEGORY 4: PARTICIPATION IN CONFERENCES/ WORKSHOPS</p>	<p>A <i>conference</i> is a live (in person) or virtual meeting to brief participants on related issues/topics. A <i>workshop</i> is a working meeting or presentation with the goal of helping attendees develop knowledge or skills associated with a specific topic area. This often includes exercises to encourage active attendee participation.</p> <p>Certified security professionals will receive eight (8) PDUs for each full day (or four (4) PDUs for each half day) of participation in an approved conference or workshop. The maximum number of allowable PDUs for participating in events in this category is 40.</p>

Table 1. Professional Development Activity Categories

	<p>Certified security professionals will receive an additional five (5) PDUs for each presentation given in an approved conference or workshop. The maximum number of allowable PDUs in this category is 25.</p>
<p>CATEGORY 5: PARTICIPATION IN SPeD CERTIFICATION PROJECTS</p>	<p>Certified security professionals may receive PDUs for successfully completing SPeD certification projects (e.g., subject matter expert work on item development, certification preparatory tool or resource, or participation in DoD Security Training Council/Adjudicator Certification Governance Board working groups) that require application of security subject matter expertise. Participation in special projects is voluntary. PDUs cannot be accrued for projects where participation is inherently part of the participant’s job. Certified security professionals will receive three (3) PDUs for each hour engaged in a SPeD certification project. The maximum number of PDUs for participation in each project is 45.</p>
<p>CATEGORY 6: PERSONAL EXPERIENCE AND ACHIEVEMENTS</p>	<p>Certified security professionals may receive PDUs for verifiable professional development experiences in security-related projects and activities. This experience may involve projects where the individual’s experience is broadened by preparation or presentation of the experience. Participation would generally be voluntary. PDUs will vary from one experience to another based on depth of knowledge required, time needed to complete the experience, and overall results gained by activity participation.</p> <p><i>Experience</i> is defined as any on-the-job professional development activity that resulted in gaining new, or enhancing existing, security-related competencies, skills, or knowledge.</p> <p>Examples of professional development activities include, but are not limited to: Security-related Working Group directed by/reporting to a higher command or agency; Professional Advisory Boards; career services; security-related training and instruction outside current job duties, such as providing a security briefing or training session at a security seminar; developmental teams; and employee councils. Certified security professionals will receive one (1) PDU for each “contact” hour associated with the security-related professional development experience. The maximum number of allowable PDUs for each security-related professional development experience is 45 PDUs.</p> <p><i>Achievement</i> is defined as any professional activity that resulted in a new security-related publication, periodical, or pamphlet. Awarded PDUs will be based on the type of publication, as listed below.</p>

Table 1. Professional Development Activity Categories

	<p>Examples of professional publications include, but are not limited to: security-related books and articles for professional print or electronic publications, maintaining an organizational newsletter, or completion of a dissertation or thesis.</p> <p>Certified security professionals will receive PDUs for contributing work in specific professional publications during the defined two-year certification renewal cycle.</p> <table border="0"><thead><tr><th data-bbox="487 630 1006 661"><u>Publications</u></th><th data-bbox="1006 630 1445 661"><u>PDUs</u></th></tr></thead><tbody><tr><td data-bbox="487 661 1006 693">Monograph/Scholarly Book, Author</td><td data-bbox="1006 661 1445 693">45</td></tr><tr><td data-bbox="487 693 1006 724">Dissertation/Thesis, Author</td><td data-bbox="1006 693 1445 724">50</td></tr><tr><td data-bbox="487 724 1006 756">Chapter of Book, Author</td><td data-bbox="1006 724 1445 756">25</td></tr><tr><td data-bbox="487 756 1006 787">Article, Author</td><td data-bbox="1006 756 1445 787">25</td></tr><tr><td data-bbox="487 787 1006 819">Book Review, Author</td><td data-bbox="1006 787 1445 819">25</td></tr><tr><td data-bbox="487 819 1006 850">Newsletter, Editor</td><td data-bbox="1006 819 1445 850">10</td></tr><tr><td data-bbox="487 850 1006 882">Newsletter Article, Author</td><td data-bbox="1006 850 1445 882">5</td></tr></tbody></table>	<u>Publications</u>	<u>PDUs</u>	Monograph/Scholarly Book, Author	45	Dissertation/Thesis, Author	50	Chapter of Book, Author	25	Article, Author	25	Book Review, Author	25	Newsletter, Editor	10	Newsletter Article, Author	5
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