Center for Development of Security Excellence
Certification Maintenance Guidelines

DATE: 29 March 2017 (Replaces 22 May 2015 Document)

SUBJECT: Security Professional Education Development (SPeD) Program Certification Maintenance Guidelines


1. PURPOSE. The CDSE Certification Division (CDSE-C) is the SPeD Program Management Office (PMO) that manages the Certification Maintenance program. In accordance with the authority of References (a) and (b) these procedures require a certification holder to:

a. Maintain a SPeD certification by:

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

(2) Successfully acquiring 100 professional development units (PDUs) within their two-year certification maintenance period

b. Coordinate waiver review and validation with employing Component, agency, or company to request a reasonable extension for reasons that could prohibit certification holder from meeting certification maintenance requirements (e.g., deployments, hospitalization/medical leave, or other extraordinary reasons). Individuals in industry, without a point of contact (POC), must send their waiver request directly to the SPeD Certification PMO for disposition.

(1) There will be no waivers submitted, accepted, or approved after expiration.

(2) Certificant will provide supporting documentation (e.g., SF 50, Orders) or a memorandum signed by their supervisor.
(3) Components will review each waiver request and determine whether it meets established guidelines. If a waiver request doesn't meet guidelines, they will reject it.

(4) Component will determine waiver period; however, approved waiver period will be tied to the length of circumstance, not to exceed 180 days.

(5) Components will submit approved waiver request to the SPEDCERT mailbox within 15 calendar days of receiving request.

c. Meet the certification holder's two-year certification maintenance requirements or all earned SPED certifications will expire, resulting in the loss of all rights and privileges that come with holding a SPED certification. Certification holders whose certification(s) have expired must re-establish each certification by testing and being conferred to meet all certification maintenance requirements.

2. **AUDITING STANDARDS.** The DoD SPED PMO conducts Certification Maintenance Audits, based on the following guidelines:

   (a) The audit is a quality check of a certification holders PDU submission to verify compliance with the SPED Certification Maintenance procedures and processes. If it does not comply with the Certification Maintenance requirements, the record will be rejected and the conferee will be required to resubmit.

   (b) All SPED Certification holders are subject to a Certification Maintenance Audit.

   (c) A minimum of 10% and maximum of 30% of submitted records will be audited.

   (d) Failure to comply with the audit could result in the expiration of all SPED Certifications.

   (e) All records submitted within 90 days prior to expiration will be audited.

3. **APPLICABILITY.**

   (a) These procedures were voted on by the Defense Security Training Council (DSTC) and any changes to these procedures must be vetted and approved by the DSTC prior to publication.

   (b) These procedures apply to all certification holders; civilian, military, or contractor who hold a SPED certification conferred in accordance with Reference (b).

   (c) These procedures apply to the following certifications: SFPC, SAPPC, SPIPC, ISOC, PSC, and SPSC. APC Certifications and DPAPC Credential are governed by the DoD Personnel APC Program Maintenance Procedures.
4. CERTIFICATION MAINTENANCE STANDARDS.

a. There is only one static expiration date for all SPED certifications. “Static expiration” is defined as follows:

(1) Only one certification maintenance expiration date will exist for each certification holder.

(2) All certification holders, regardless of multiple certifications, will have one static certification expiration date based on conferral date of their first certification (SFPC or PSC, which ever was conferred first). Renewal will be calculated as “conferral date + two years.”

b. A single certification renewal form (CRF) will be used to capture all PDUs. A certification holder is responsible for submitting 100 accrued PDUs into a completed CRF prior to the end of their two-year certification maintenance period to satisfy one or more of the professional categories identified in Table 1.

c. At least 50 of the 100 PDUs must be security-related. The remaining PDUs do not have to be aligned with security; however, they must satisfy one or more of the professional development categories identified in Table 1.

d. A certification holder needs to maintain either their SFPC or their PSC, whichever was conferred first, to maintain any additional SPED certifications. To maintain an active SPED certification, a certification holder must do one of the following within their two-year certification maintenance period:

(1) Attain 100 PDUs through approved professional development activities

(2) Be conferred a new SPED certification

(3) Successfully retest and pass the highest level core SPED certification (SFPC, SAPPC, or SPIPC)

5. QUALIFYING PROFESSIONAL DEVELOPMENT ACTIVITIES. To accrue PDUs, a certification holder must participate in and successfully complete professional development activities that fall under one or more of the approved professional development categories in Table 1.

6. EFFECTIVE DATE. These procedures are effective immediately.

Michael J. Scott
DoD SPED Program Office Manager

Enclosures
Table 1: Professional Development Activity Categories
# TABLE 1

**Professional Development Activity Categories**

<table>
<thead>
<tr>
<th>CATEGORY 1: CERTIFICATION PROGRAMS</th>
<th>A standard-setting program that:</th>
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<tr>
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<td>• Confers community-recognized credentials (i.e., certifications) to individuals who demonstrate mastery of predefined knowledge and set of skills in a specified area; and</td>
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<tr>
<td></td>
<td>• Awards certifications only to those candidates who satisfy established criteria and/or standards by successfully meeting the requirements of a formal and standardized assessment process</td>
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</tbody>
</table>

There are three options for PDUs in this category:

1a) **Renewal by Current SPéD Certification Re-Examination**

Certification holders will receive 100 PDUs for renewing their highest level core SPéD certification (SFPC, SAPP, or SPIPC) via reexamination during their two-year certification maintenance period.

**Supporting Documentation Required:**
A copy of the pass/fail report or any other document indicating the reexamination was successful must be uploaded as supporting documentation to receive PDUs in this category.

1b) **New Achieved SPéD Certification**

Certification holders will receive 100 PDUs for being conferred a new SPéD certification during their two-year certification maintenance period.

**Supporting Documentation Required:**
A copy of the conferral certificate or My SPéD Certification history detail, or any other document indicating a new SPéD certification was conferred must be uploaded as supporting documentation to receive PDUs in this category.

1c) **Non-SPéD Certification Programs**

Certification holders will receive 45 PDUs for each approved non-SPéD, but security-focused, nationally-accredited certification gained during their two-year certification maintenance period.
| CATEGORY 2A: SECURITY TRAINING, EDUCATION, AND/OR CERTIFICATE PROGRAMS | Supporting Documentation Required:  
A copy of the certificate must be uploaded as supporting documentation to receive PDUs in this category.  

A non-degree-granting, security-related training, education, or certificate program that:  

- Consists of an organized series of planned learning experiences (e-Learning, instructor-led, instructor-facilitated online, self-paced, etc.) developed and 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;  

- Is delivered by an accredited training or education institution or is facilitated in-house (i.e., an agency or organization delivers the training); and  

- Awards a certificate of completion to individuals who attend and/or participate in the course.  

Certification holders will receive 3 PDUs for each contact hour (or equivalent “seat time” hour) associated with an approved non-credit bearing training/education course or certificate program.  

A maximum of 45 PDUs may be earned in this category for each security-related training activity.  

Supporting Documentation Required:  
A copy of documentation indicating completion of the training, education, or certificate program must be uploaded as supporting documentation to receive PDUs in this category.  

Certification holders may earn all 100 PDUs in this category.  

| CATEGORY 2B: SECURITY HIGHER EDUCATION | A college or university security-related, credit-bearing course that:  

- Consists of an organized series of planned learning experiences (e-Learning, instructor-led, instructor-facilitated online, self-paced, etc.) designed and developed to aid participants in acquiring knowledge, skills, and/or competencies associated with a coherent body of study within a discipline or set of related disciplines;  

- Is delivered by a nationally-accredited academic institution; |
- Results in academic credits granted and recognized by accredited academic institutions; and

- Represents a required course in an academic degree program.

Certification holders will receive 15 PDUs for each credit hour of an approved security-related, credit-bearing college or university course.

A maximum of 45 PDUs may be earned in this category for each security-related higher education course completed.

**Supporting Documentation Required:**
A copy of documentation indicating completion of the higher education course must be uploaded as supporting documentation to receive PDUs in this category. Transcripts are preferred. If a training provider only gives certificates, please move this activity to Category 2a: Security Training, Education and/or Certificate Programs.

Certification holders may earn all 100 PDUs in this category.

<table>
<thead>
<tr>
<th>CATEGORY 3A: NON-SECURITY TRAINING, EDUCATION, AND/OR CERTIFICATE PROGRAMS</th>
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<tbody>
<tr>
<td>A non-degree-granting, non-security-related training, education, or certificate program that:</td>
</tr>
</tbody>
</table>

- Consists of an organized series of planned learning experiences (e-Learning, instructor-led, instructor-facilitated online, self-paced, etc.) developed and 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;

- Is delivered by an accredited training or education institution or is facilitated in-house (i.e., an agency or organization delivers the training); and

- Awards a certificate of completion to individuals who attend and/or participate in the course.

Certification holders will receive 3 PDUs for each contact hour (or equivalent “seat time” hour) associated with an approved non-security related training, education course or certificate program.

A maximum of 45 PDUs may be earned in this category for each non-security related training, education course or certificate program.
<table>
<thead>
<tr>
<th>CATEGORY 3B: NON-SECURITY HIGHER EDUCATION</th>
<th>A college or university non-security-related, credit-bearing course that:</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>• Is delivered by a nationally-accredited academic institution;</td>
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<td>• Results in academic credits granted and recognized by accredited academic institutions; and</td>
</tr>
<tr>
<td></td>
<td>• Represents a required course in an academic degree program.</td>
</tr>
</tbody>
</table>

Certification holders will receive 15 PDUs for each credit hour of an approved non-security-related, credit-bearing college or university course.

A maximum of 45 PDUs may be earned in this category for each non-security-related higher education course.

**Supporting Documentation Required:**
A copy of documentation indicating completion of the higher education course must be uploaded as supporting documentation to receive PDUs in this category. Transcripts are preferred. If a training provider only gives certificates please move this activity to Category 3a: Non-Security Training, Education and/or Certificate Programs.

Certification holders may **not** earn all 100 PDUs in this category.

| CATEGORY 4: CONFERENCES AND WORKSHOPS | A conference is a live (in-person) or virtual meeting with main presenters to brief participants on a wide range of interrelated issues/topics. A workshop is a working meeting or presentation with the goal of helping attendees to develop knowledge or skills associated with a specific topic area. Often includes focused exercises or collaborative work time to encourage active participation. |
4a) **Conference/Workshop - Participant**

Certification holders will receive 8 PDUs for each full day (or 4 PDUs for each half-day) of participation in an approved conference or workshop.

A maximum of 40 PDUs may be earned in this category for participating in a five-day event during their two-year certification maintenance cycle. Multiple conference/workshop events may be recorded for PDUs.

Certification holders may earn all 100 PDUs in this category if the conference/workshop activities are related to security.

**Supporting Documentation Required:**
A copy of documentation indicating they attended a conference or workshop (i.e., email confirmation of attendance, registration form, certificate of attendance) must be uploaded as supporting documentation to receive PDUs in this category.

4b) **Conference/Workshop - Presenter**

If a certification holder presents at an approved conference or workshop, they will receive an additional 5 PDUs for each presentation.

A maximum of 25 PDUs may be earned in this category for presenting at one event during their two-year certification maintenance cycle.

Multiple conference/workshop presentations may be recorded for PDUs.

**Supporting Documentation Required:**
A copy of documentation indicating you presented at a conference or workshop (i.e., email confirmation of attendance, registration form, certificate of attendance, roster, email from supervisor, etc.) must be uploaded as supporting documentation to receive PDUs in this category.

| CATEGORY 5: SPED CERTIFICATION PROJECT | Certification holders may receive PDUs for successfully completing short-term certification projects (i.e., subject matter expert (SME) work on item development or certification preparatory tool or resource, participation in DoD Security Training Council working groups) that require application of security subject matter expertise. Participation in projects is voluntary in nature. PDUs cannot be accrued for projects for which participation is inherently part of the participant’s job and/or assigned duties. |
| CATEGORY 6: EXPERIENCE AND ACHIEVEMENTS | Certification holders will receive 3 PDUs per contact hour for each separate and distinct project. A maximum of 45 PDUs may be earned in this category for each SPeD Certification Project during their two-year certification maintenance period.

Certification holders may earn all 100 PDUs in this category.

Supporting Documentation Required:
A letter or email of participation from CDSE SPeD Program Management Office must be uploaded as supporting documentation to receive PDUs in this category.

6a) **Experience**

"Experience" is defined as any Professional Development activity that resulted in gaining new, or enhancing existing, security-related competencies, skills, or knowledge.

Examples of professional development activities include, but are not limited to: Security-related Working Group directed by or 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.

Certification holders will receive 1 PDU for each contact hour associated with the security-related professional development experience. A maximum of 45 PDUs may be earned in this category for each security-related professional development experience during their two-year certification maintenance period.
Supporting Documentation Required:
Any documentation indicating you participated in the activity (i.e., email confirmation of attendance, registration form, certificate of attendance, email from supervisor, etc.).

6b) Achievements

An "Achievement" 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.

Examples of professional publications include, but are not limited to: security-related books, articles, and standard operating procedures for professional print or electronic publications, maintaining an organizational newsletter, or completion of a dissertation or thesis.

Certification holders will receive a defined number of PDUs for contributing work in specific professional publications during their two-year certification maintenance period.

Supporting Documentation Required:
A copy of documentation indicating they earned relevant experience as defined above or a copy of the publication must be uploaded as supporting documentation to receive PDUs in this category.

Certification holders may earn all 100 PDUs in this category.

<table>
<thead>
<tr>
<th>Publications</th>
<th>PDUs</th>
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<tbody>
<tr>
<td>Monograph/Scholarly Book, Author</td>
<td>45</td>
</tr>
<tr>
<td>Dissertation/Thesis, Author</td>
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</tr>
<tr>
<td>Chapter of Book, Author</td>
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<tr>
<td>Article, Author</td>
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<tr>
<td>Book Review, Author</td>
<td>25</td>
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<tr>
<td>Newsletter, Editor</td>
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<tr>
<td>Newsletter Article, Author</td>
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