



Center for Development of Security Excellence

Certification Maintenance and Renewal Procedures

DATE: 15 October 2015 (Replaces 22 May 2015 Document)

SUBJECT: The Center for Development of Security Excellence (CDSE) Security Professional Education Development (SPeD) Program Certification Maintenance and Renewal Requirements

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) "Security Professional Education Development (SPeD) Certification Program Waivers Standard Operating Procedures," April 1, 2014

1. **PURPOSE.** In accordance with the authority of References (a), (b), and (c), 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

If these requirements are not met within the certification holder's two-year certification maintenance period, 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 reestablish each certification by testing and being conferred each certification, and then meet all certification maintenance requirements

b. Coordinate with their employing Component, agency, or company to request reasonable extensions for documented reasons that would prohibit a certification holder from meeting certification renewal requirements (e.g., deployments, hospitalization/medical leave, other extraordinary reasons). A certification holder must first work with their employing Component, agency, or company point of contact (POC) for waiver review and validation. Individuals in industry without a POC must send their waiver request directly to the DSS SPeD Certification Program Management Office (PMO), who will review and approve or deny the request in accordance with Reference (c). An extension granted will be equal to the time missed. Otherwise, there are no other waivers to these procedures.

2. **APPLICABILITY.** These procedures apply to all certification holders—civilian, military, or

contractor—who hold a SPēD certification conferred in accordance with Reference (b).

3. RENEWAL STANDARDS.

a. On December 3, 2014, the Department of Defense (DoD) Security Training Council (DSTC) voted to establish static expiration dates for all SPēD certifications, effective July 1, 2015. “Static expiration” is defined as follows:

- (1) Only one certification maintenance expiration date will exist for each certification holder.
- (2) All newly-conferred certification holders (i.e., those who attain their first SPēD certification after July 1, 2015) will have a static certification expiration date based on conferral date. Renewal will be calculated as “conferral date + two years.”
- (3) All existing certification holders with more than one SPēD certification will have one static certification expiration date based on most recent expiration date. Renewal cycle will be calculated as “most recently acquired certification expiration date + two years.”

b. A single certification renewal form (CRF) will be used to capture all PDUs. The new form will replace all existing forms.

c. A certification holder must submit their completed CRF prior to the end of their two-year certification maintenance period.

d. A certification holder is responsible for entering 100 units of professional development activities that meet the current maintenance guidelines and categories into a CRF.

e. A certification holder must accrue 100 PDUs within their two-year certification maintenance period to successfully meet the professional development requirement.

f. At least 50 of the 100 PDUs must be acquired through approved professional development activities focusing on topic areas related to security. The remaining PDUs may be non-aligned with security; however, they must satisfy one or more of the professional development categories identified in Table 1.

g. To maintain an active SPēD certification, a certification holder 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 SPēD certification
- (3) Successfully retest and pass the most recently conferred SPēD certification

h. A certification holder only needs to maintain either their SFPC or their PSC, whichever was conferred first, to maintain any other SPēD certifications they may have.

i. A certification holder will be eligible to retest 180 days prior to their expiration date. The certification renewal eligibility to retest form will not be visible to the certification holder before this period is reached. A certification holder may only retest their most recently conferred certification.

4. 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 following approved professional development categories in Table 1.

5. RELEASABILITY. Release and distribution of this document must be approved by the CDSE Professionalization Division Chief.

6. EFFECTIVE DATE. These procedures are effective immediately.

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Chief, Professionalization Division

Enclosures

Table 1: Professional Development Activity Categories

TABLE 1

Professional Development Activity Categories

<p>CATEGORY 1: 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 predefined knowledge and set of skills in a specified area; and• 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 <p>There are three options for PDUs in this category:</p> <p>1a) <u>Renewal by Current SPēD Certification Re-Examination</u></p> <p>Certification holders will receive 100 PDUs for renewing their most recently conferred core SPēD certification via reexamination during their two-year certification maintenance period. This option is only available 180 days prior to certification expiration.</p> <p><u>Supporting Documentation Required:</u> 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.</p> <p>1b) <u>New Achieved SPēD Certification</u></p> <p>Certification holders will receive 100 PDUs for being conferred a new SPēD certification during their two-year certification maintenance period.</p> <p><u>Supporting Documentation Required:</u> A copy of the conferral certificate or My SPēD Certification history detail, or any other document indicating a new SPēD certification was conferred must be uploaded as supporting documentation to receive PDUs in this category.</p> <p>1c) <u>Non-SPēD Certification Programs</u></p> <p>Certification holders will receive 45 PDUs for each approved non-SPēD, but security-focused, nationally-accredited certification gained during their two-year certification maintenance period.</p>
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	<p><u>Supporting Documentation Required:</u> A copy of the certificate must be uploaded as supporting documentation to receive PDUs in this category.</p>
<p>CATEGORY 2A: SECURITY TRAINING, EDUCATION, AND/OR CERTIFICATE PROGRAMS</p>	<p>A non-degree-granting, security-related training, education, or certificate program that:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>A maximum of 45 PDUs may be earned in this category for each security-related training activity.</p> <p><u>Supporting Documentation Required:</u> 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.</p> <p>Certification holders may earn all 100 PDUs in this category.</p>
<p>CATEGORY 2B: SECURITY HIGHER EDUCATION</p>	<p>A college or university security-related, credit-bearing course that:</p> <ul style="list-style-type: none"> • 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;

	<ul style="list-style-type: none"> • Results in academic credits granted and recognized by accredited academic institutions; and • Represents a required course in an academic degree program. <p>Certification holders will receive 15 PDUs for each credit hour of an approved security-related, credit-bearing college or university course.</p> <p>A maximum of 45 PDUs may be earned in this category for each security-related higher education course completed.</p> <p><u>Supporting Documentation Required:</u> 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.</p> <p>Certification holders may earn all 100 PDUs in this category.</p>
<p>CATEGORY 3A: NON-SECURITY TRAINING, EDUCATION, AND/OR CERTIFICATE PROGRAMS</p>	<p>A non-degree-granting, non-security-related training, education, or certificate program that:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>A maximum of 45 PDUs may be earned in this category for each non-security related training, education course or certificate program.</p>

	<p><u>Supporting Documentation Required:</u> 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.</p> <p>Certification holders may not earn all 100 PDUs in this category.</p>
<p>CATEGORY 3B: NON-SECURITY HIGHER EDUCATION</p>	<p>A college or university non-security-related, credit-bearing course that:</p> <ul style="list-style-type: none"> • 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. <p>Certification holders will receive 15 PDUs for each credit hour of an approved non-security-related, credit-bearing college or university course.</p> <p>A maximum of 45 PDUs may be earned in this category for each non-security-related higher education course.</p> <p><u>Supporting Documentation Required:</u> 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.</p> <p>Certification holders may not earn all 100 PDUs in this category.</p>
<p>CATEGORY 4: CONFERENCES AND WORKSHOPS</p>	<p>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.</p>

	<p>4a) <u>Conference/Workshop - Participant</u></p> <p>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.</p> <p>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.</p> <p>Certification holders may earn all 100 PDUs in this category if the conference/workshop activities are related to security.</p> <p><u>Supporting Documentation Required:</u> 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.</p> <p>4b) <u>Conference/Workshop - Presenter</u></p> <p>If a certification holder presents at an approved conference or workshop, they will receive an additional 5 PDUs for each presentation.</p> <p>A maximum of 25 PDUs may be earned in this category for presenting at one event during their two-year certification maintenance cycle.</p> <p>Multiple conference/workshop presentations may be recorded for PDUs.</p> <p><u>Supporting Documentation Required:</u> 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.</p>
<p>CATEGORY 5: SPED CERTIFICATION PROJECT</p>	<p>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.</p>

	<p>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 SPēD Certification Project during their two-year certification maintenance period.</p> <p>Certification holders may earn all 100 PDUs in this category.</p> <p><u>Supporting Documentation Required:</u> A letter or email of participation from CDSE SPēD Program Management Office must be uploaded as supporting documentation to receive PDUs in this category.</p>
<p>CATEGORY 6: EXPERIENCE AND ACHIEVEMENTS</p>	<p>Certification holders may receive PDUs for involvement in verifiable professional development experiences in security-related projects and activities. This experience may involve specific projects where the individual's experience is broadened by preparation or presentation of the experience. Participation would generally be voluntary, but assigned duties should be considered as well. 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>6a) <u>Experience</u></p> <p>"Experience" is defined as any 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 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.</p> <p>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.</p>

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.

<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