



EDUCATION CERTIFICATE PROGRAM APPLICATION

EDUCATION CERTIFICATE PROGRAM ELIGIBILITY CRITERIA

Certificate students must meet the following eligibility criteria:

- Must currently be either a U.S. Government civilian employee or a U.S. military service member (*U.S. Government contractors are not eligible to participate*)
- Must have successfully passed at least one CDSE Education course with a final score of 80% or higher
- Must have an updated STEPP account

Change in Eligibility: Students are required to immediately notify the CDSE Registrar's Office of any changes in employment that may affect their eligibility to take CDSE Education courses. Students may be required to submit supporting documentation to prove eligibility. The CDSE Registrar's Office will periodically review active students' eligibility. Failure to properly notify the CDSE Registrar's Office is considered an integrity violation and will be referred to the Chief, Education Division. In cases where course credit is earned after eligibility ceases, course credit may be revoked.

APPLICATION SUBMISSION INSTRUCTIONS

This application may be submitted as an email attachment or printed and sent via U.S. mail.

Email: dss.quantico.dss-hq.mbx.application-education@mail.mil

U.S. Mail: Center for Development of Security Excellence
Education Division, Certificate Program
938 Elkridge Landing Road
Linthicum, MD 21090

PROCESSING TIME

Completed applications will be reviewed within four (4) weeks of receipt. Questions regarding the status of pending applications should be sent via email to dss.quantico.dss-hq.mbx.application-education@mail.mil. Incomplete applications may extend the processing time.

ADMISSION DECISIONS

Applicants to the CDSE Education Certificate program will be notified of the admission decision via email from the CDSE Registrar's Office.

PASSWORD PROTECTION

To protect personally identifiable information (PII), applicants may password protect this application prior to signing or sending the application.

- Digital Signing: The password protection must be applied to the file prior to signing.
- Manual Signing: The password protection is applied after the application is signed and scanned into a .pdf file.

To password protect the file:

1. Save the application to your device
2. Open the application in Adobe Acrobat
3. Click on: *File > Properties > Security > Security Method > Password Security > Require a password to open the document*
4. Create a password
5. Save the application
6. Send the password and application in **separate** emails to dss.quantico.dss-hq.mbx.application-education@mail.mil

For password protection assistance or questions regarding the Certificate program, send an email to dss.quantico.dss-hq.mbx.application-education@mail.mil

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PERSONAL INFORMATION

Enter the last four digits of your SSN _____ Date of Birth _____
(mm/dd/yyyy)

Name _____
Last First Full Middle

Other Names Used _____

Home Address _____
Street City State Zip

Work Address _____
Street City State Zip

TELEPHONE *(Please use hyphens as appropriate)*

Home _____

Cell _____

Work _____

EMAIL

STEPP Email _____

(All correspondence regarding this application will be sent to the email address listed in STEPP)

CURRENT EMPLOYER – All applicants must currently be either a U.S. Government civilian employee or a U.S. military service member. U.S. Government contractors are not eligible to participate.

Government Agency _____

Organization _____ Job Title _____

Service Branch _____ Active Duty Reservist: Y N

PROGRAM – Select one Certificate program:

Certificate in Risk Management

Certificate in Security Leadership

Certificate for Systems & Operations

Certificate in Security (Generalist)

Certificate in Security Management

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DEMOGRAPHICS

Submitting this information is voluntary. This information will not be used to determine your admissibility. It is being compiled for statistical purposes only.

RACE – Please select one, or as many as applicable:

- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian/Pacific Islander
- Not Specified
- Unknown
- White or Caucasian

ETHNICITY

Are you of Hispanic or Latino origin? Y N

GENDER M F

EDUCATIONAL BACKGROUND – Select the highest level completed:

- | | | | |
|----------------------|-----------------|-------------------|-------------------|
| High School Diploma | Some College | Associates Degree | Bachelor’s Degree |
| Graduate Certificate | Master’s Degree | Doctorate Degree | |

CDSE EDUCATION COURSE COMPLETION

The list of Education courses can be viewed at www.cdse.edu/education/courses.html

Select one successfully passed CDSE Education course:

Or enter course title (from link above) here: _____

AFFIRMATION

I hereby certify the information provided above is true, complete, and accurate, to the best of my knowledge. I understand and agree that any deliberate misrepresentation may be cause for denial or revocation of admission or subsequent removal from an Education course at CDSE.

Signature _____

Date _____
(mm/dd/yyyy)

For CDSE Use: Student ID _____

Processed By: _____

Accepted

Rejected

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PRIVACY ACT STATEMENT

(1) Authority: *Title 5, United States Code (USC), Section 301; Executive Order 10450, "Security Requirements for Government Employment;" DoD Directive 5143.01, "Under Secretary of Defense for Intelligence (USD(I)," November 23, 2005; DoD 3305.13-M, "DoD Security Accreditation and Certification," March 14, 2011; DoD Directive 1322.18, "Military Training," January 13, 2009" Executive Order 10865; DoD Instruction 1400.25-V2010, "DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Professional Development," December 9, 2012, and DoD Directive 5105.42, "Defense Security Service"*

(2) Purpose: *The purpose and use of the requested information is for the Center for Development of Security Excellence (CDSE) to record information solicited from and furnished by individuals desiring to attend courses of instruction within the Education Certificate Program.*

(3) Routine Uses: *In addition to those disclosures generally permitted under 5 USC 522A (b) of the Privacy Act, Executive Order 9397, and Public Law 104-134 (April 26, 1996), CDSE uses personally identifiable information (PII) to respond to requests and inquiries, gather biographic data on students, statistical studies, attendance verification, historical records, academic reports, and other official correspondence. We will also use PII (i.e., in the form of emails, hard copy mailings, and the like) to communicate timely information and special offers about CDSE products, services, and events of interest.*

(4) Disclosure: *Furnishing the Social Security Number and other personal information is voluntary, but failure to provide the requested information may result in ineligibility for participation in education programs or impede, delay, or prevent further processing of the request, products, services, and events of interest.*