



Defense Counterintelligence and Security Agency
National Security Learning Center
Center for Development of Security Excellence
938 Elkridge Landing Road
Linthicum, MD 21090

Certification Maintenance Guidelines

SUBJECT: Center for Development of Security Excellence (CDSE) Security Professional Education Development (SPeD) Certification Program Certification Maintenance Guidelines

References: (a) Department of Defense (DoD) Instruction 3305.13, "DoD Security Training," February 13, 2014
(b) DoD Manual 3305.13-M, "Security Certification and Accreditation," March 14, 2011

1.0 **Purpose:** The CDSE Certification Division (CDSE-C) is the SPeD Certification 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:
 - i. Maintaining an active and up-to-date My SPeD Certification (MSC) account
 - ii. 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 a 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.
 - i. There will be no waivers submitted, accepted, or approved after expiration.
 - ii. Certificants will provide supporting documentation (e.g., Standard Form (SF) 50, Orders) or a memorandum signed by their supervisor. Candidates should not upload personally identifiable information (PI), For Official Use Only (FOUO), or classified data.
 - iii. Components will review each waiver request and determine whether it meets the established guidelines. If a waiver request does not meet the established guidelines, they will reject it.

- iv. Component will determine waiver period. However, approved waiver period will be tied to the length of circumstance, not to exceed 180 days.
- v. Components will submit the approved waiver request to the SPēD Certification PMO within 15 calendar days of receiving request.
- c. Meet the certification holder's two-year certification maintenance requirements or all earned SPēD certifications will expire, resulting in the loss of all rights and privileges that come with holding a SPēD certification. Certification holders whose certification(s) have expired must re-establish each certification by testing and being conferred to meet all certification maintenance requirements.

2.0 Auditing Standards: The SPēD Certification PMO conducts certification maintenance audits based on the following guidelines:

- i. The audit is a quality check to verify a certification holder's PDU submission complies with SPēD 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.
- ii. All SPēD certification holders are subject to a certification maintenance audit.
- iii. A minimum of 10 percent and maximum of 30 percent of submitted records will be audited.
- iv. Failure to comply with an audit could result in the expiration of all SPēD certifications.
- v. All records submitted within 90 days before expiration will be audited.

3.0 Applicability:

- a. These procedures were voted on by the DoD Security Training Council (DSTC) and any changes to these procedures must be vetted and approved by the DSTC before publication.
- b. These procedures apply to all certification holders; civilian, military, or contractor who hold a SPēD certification conferred in accordance with Reference (b).
- c. These procedures apply to the following certifications: Security Fundamentals Professional Certification (SFPC), Security Asset Protection Professional Certification (SAPPC), Security Program Integration Professional Certification (SPIPC), Industrial Security Oversight Certification (ISOC), Physical Security Certification (PSC), and Special Program Security Certification (SPSC). The Adjudicator Professional Certification (APC) and the Due Process Adjudicator Professional Credential

(DPAPC) are governed by the DoD Personnel APC Program Maintenance Procedures.

4.0 Certification Maintenance Standards:

- a. There is only one static expiration date for all SPēD certifications. “Static expiration” is defined as follows:
 - i. Only one certification maintenance expiration date will exist for each certification holder.
 - ii. All certification holders, regardless of multiple certifications, will have one static certification expiration date based on conferral date of their first certification (i.e., SFPC or PSC, which ever was conferred first). Renewal will be calculated as “conferral date + two years.”
- b. Certification holders who successfully retest a SPēD certification assessment or obtain a new SPēD certification will no longer need to submit a Certification Renewal Form (CRF) and will automatically be renewed in the candidate management system. If a certification holder fails to successfully pass, then a CRF will be required.
- c. When submitting a CRF with PDUs, a single CRF will be used to capture all PDUs. A certification holder is responsible for submitting 100 accrued PDUs into a completed CRF before the end of their two-year certification maintenance period to satisfy one or more of the professional categories identified in Enclosure 1.
- d. 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 Enclosure 1.
- e. A certification holder needs to maintain either their SFPC or their PSC, whichever was conferred first, to maintain any additional SPēD certifications. To maintain an active SPēD certification, a certification holder must do one of the following within their two-year certification maintenance period:
 - i. Attain 100 PDUs through approved professional development activities
 - ii. Be conferred a new SPēD certification
 - iii. Successfully retest and pass the highest level core SPēD certification (i.e., SFPC, SAPPC, or SPIPC)

5.0 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 Enclosure 1.

6.0 Effective Date: These procedures are effective immediately on this date, June 1, 2020.

Jason M. Taylor
Chief, Certification Division

Enclosures

E1. Professional Development Activity Categories for Professional Development Units (PDUs)

ENCLOSURE 1

Professional Development Activity Categories for Professional Development Units (PDUs)

<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 • Awards certifications only to candidates who satisfy established criteria and/or standards by successfully meeting the requirements of a formal and standardized assessment process <p>Obtain a non-SPeD certification</p> <p>Certification holders can receive 45 PDUs for each approved non-SPeD certification. All certifications must be security focused, nationally accredited, and gained during their two-year certification maintenance cycle.</p> <p>A copy of the certificate must be uploaded as supporting documentation to receive PDUs in this category.</p>
<p>Category 2a: Security-related Training, Education, and/or Certificate Programs</p>	<p>Complete 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) • Awards a certificate of completion to individuals who attend and/or participate in the course <p>Certification holders can receive three PDUs for each hour associated with an approved non-credit bearing training/education course or certificate program. All 100 PDUs can be earned in this category.</p>

	<p>A copy of supporting documentation indicating completion of the training, education, or certificate program must be uploaded to receive PDUs in this category.</p>
<p>Category 2b: Security-related 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 • Results in academic credits granted and recognized by accredited academic institutions • Represents a required course in an academic degree program <p>Certification holders can receive 15 PDUs for each credit hour of an approved security-related, credit-bearing college or university course. All 100 PDUs can be earned in this category</p> <p>A copy of supporting documentation indicating completion of the higher education course must be uploaded to receive PDUs in this category. Transcripts are preferred.</p>
<p>Category 3a: Non-security-related Training, Education, and/or Certificate Programs</p>	<p>A 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.g., 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) • Awards a certificate of completion to individuals who attend and/or participate in the course

	<p>Certification holders can receive three 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 can be earned in this category for each non-security related training, education course or certificate program.</p> <p>A copy of supporting documentation indicating completion of the training, education, or certificate program must be uploaded to receive PDUs in this category.</p>
<p>Category 3b: Non-security-related 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.g., e-Learning, instructor-led, instructor-facilitated online, self-paced, etc.) developed and delivered 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 • Represents a required course in an academic degree program. <p>Certification holders can receive 15 PDUs for each credit hour of an approved non-security-related, credit-bearing college or university course. A maximum of 45 PDUs can be earned in this category.</p> <p>A copy of supporting documentation indicating completion of the higher education course must be uploaded to receive PDUs in this category.</p>
<p>Category 4: Attend Conferences and Workshops</p>	<p>A conference is a live (i.e., 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>a. Conference/Workshop - Participant</p> <p>Certification holders can receive eight PDUs for each full day (i.e., eight hours) and four PDUs for each half day (i.e., four hours) of participation in an approved conference or workshop.</p>

	<p>A maximum of 40 PDUs can be earned in a five-day event. All 100 PDUs can be earned in this category.</p> <p>A copy of supporting documentation indicating certification holders attended a conference or workshop (i.e., email confirmation of attendance, registration form, certificate of attendance) must be uploaded to receive PDUs in this category.</p> <p>b. Conference/Workshop – Presenter</p> <p>If a certification holder presents at an approved conference or workshop, they can receive an additional five PDUs for each presentation. A maximum of 25 PDUs can be earned for presenting at one event. All 100 PDUs can be earned in this category.</p> <p>A copy of supporting documentation indicating certification holders 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 to receive PDUs in this category.</p>
<p>Category 5: SPeD Certification Projects</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 (DSTC) 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 can receive three PDUs per contact hour for each separate and distinct project. A maximum of 45 PDUs can be earned in this category for each SPeD certification project. All 100 PDUs can be earned in this category.</p> <p>A copy of supporting documentation indicating certification holders participated in a SPeD certification project, (e.g., email confirmation, letter, etc.) must be uploaded to receive PDUs in this category.</p>
<p>Category 6: Experience and Achievements</p>	<p>Certification holders can 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</p>

experience to another based on depth of knowledge required, time needed to complete the experience, and overall results gained by activity participation.

a. 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 can receive one PDU per contact hour for each separate and distinct project associated with the security-related professional development experience. A maximum of 45 PDUs can be earned in this category for each SPēD certification project. All 100 PDUs can be earned in this category.

A copy of supporting documentation indicating certification holders participated in a SPēD certification project (i.e., email confirmation, letter, etc.) must be uploaded to receive PDUs in this category.

b. 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 (SOPs) for professional print or electronic publications, maintaining an organizational newsletter, or completion of a dissertation or thesis.

Certification holders can receive a defined number of PDUs for contributing work in specific professional publications. All 100 PDUs can be earned in this category.

A copy of supporting documentation indicating certification holders earned relevant experience as defined above or a copy of the publication must be uploaded to receive PDUs in this category.

Certification holders may earn all 100 PDUs in this category.

<u>Publications</u>	<u>PDUs</u>
Dissertation/Thesis, Author	50
Monograph/Scholarly Book, Author	45
Chapter of Book, Author	25
Article, Author	25
Book Review, Author	25
Newsletter, Editor	10
Newsletter Article, Author	5