



# SPēD CANDIDATE TASK AID

SPēD PROGRAM MANAGEMENT OFFICE

**CDSE** Center for Development  
of Security Excellence

April 2024

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## IT RECOMMENDATIONS

Please refer to the following recommendations before working in the CSOD Learning Management System.

### Disconnect from VPN

- CSOD may be “blocked” by the JSP VPN. Access would need to be initiated after disconnecting from the VPN.
- A ‘warning’ pops up when you download an excel file (e.g., to view a report), select View Spreadsheet instead.

### Disable Pop-up Blocker

Disable your pop-up-blocker by going to your browser’s settings, privacy and security, pop-ups and redirects, and allow pop-ups from [www.dau.csod.com](http://www.dau.csod.com).

### Internet Browser

- Add Cornerstone to your organization’s white pages and use Google Chrome as the Internet Browser.
- Increase the size of your screen by holding CTRL button and + at the same time or go to your browser’s settings, zoom.

## FREQUENTLY ASKED QUESTIONS

Visit the DAU FAQs @ <https://www.dau.edu/faq/> or contact the DAU Public Service Desk Portal: [https://services.dau.edu/psp?id=public\\_portal](https://services.dau.edu/psp?id=public_portal).

## ACCESS TO DAU'S VIRTUAL CAMPUS

### Create Account

- New Users will need to submit a DAU SAAR Form to obtain access to CSOD.
- Click the following link to create an account: <https://saar.dau.edu/>.

### Public Service Portal

- Submit an Incident Ticket to the DAU Help Desk for all login related assistance.
- Click the following link to submit a Help Desk ticket: [https://services.dau.edu/psp?id=public\\_portal](https://services.dau.edu/psp?id=public_portal).

### CAC Assistance

- Multiple factors can impact your ability to log into CSOD with your DoD CAC.
- Click the following link for CAC related assistance: <https://www.dau.edu/faq/p/CACLoginAssistance>.

### Login FAQs

- DoD CAC Login Assistance
- Username Assistance
- Password Assistance
- Click the following link to access FAQ’s: <https://www.dau.edu/faq/Pages/Okta-Identity-Solution.aspx>.



# SUBMIT A CORE ENROLLMENT REQUEST FORM

## WHEN YOU WANT TO ENROLL IN A CORE SPED CERTIFICATION OR CREDENTIAL...

**Step 1:** Once you have located the link to your Enrollment Request form on the SPED Certification Website, confirm at the top of the page that you are completing the correct form. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections.

All fields marked with an asterisk are required.

**Instructions:** please confirm the User Record information below or make any required changes.

Upon submission, your eligibility for the selected SPED Certification will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected SPED Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested SPED Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected SPED Certification but may edit this form per the CSR comments and resubmit.

**1**

**First Name \***

**Last Name \***

**Email \***

**Organization \***

**Organization Designation \***  
Select  
Select  
Active Duty  
Reserve Military  
Civilian  
Contractor

For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

**Step 2:** Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam.

**City \***

Please Note: For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

**State \***

**Zip \***



**2**

**Please Note:** For scheduling purposes, the state field on this form must only contain two characters. Please use DC if you reside in Washington DC.

## SUBMIT A CORE ENROLLMENT REQUEST FORM (CONT'D)

**Step 3:** Once you have confirmed all personal information is correct, you may select **any Approved Test Accommodations** from the drop-down. Please select all that apply.


**Approved Test Accommodations:**

Select options  

- Select All
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR
- Other | ACTHER

**Step 4:** At the bottom of this page, select the **SPeD Certification or Credential** you are requesting enrollment in.

Select the SPeD Certification or Credential you are requesting enrollment in below.  
If you are already Certified or are pursuing Certification in any other of the listed Certifications or Credentials, they will already be selected. **Do not remove this checkmark;** please add a checkmark next to the new Certification you are requesting.


Security Function Professional Certification (SFPC) 

Physical Security Certification (PSC)

Antiterrorism Credential (ATC)

**Please Note:** If you are requesting enrollment in ATC, please navigate to the next page and ensure you have fulfilled all requirements before submitting this form.

**Step 5:** If you are a Contractor, there is an opportunity here to upload your Contractor Eligibility Verification Memorandum. If you are not a contractor, select **Next**.



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## SUBMIT A CORE ENROLLMENT REQUEST FORM (CONT'D)

**Step 6:** The form fields on the second page are only required if you are requesting enrollment in the Antiterrorism Credential (ATC). Drag and drop an **Antiterrorism Officer Level II Completion Certification** from your device into the box provided. Alternatively, choose **Select a File** to search your device for the Completion Certificate

**Instructions:** please review the DoD Professional Certification and Credentialing Handbook provided by the CDSE prior to submitting this form to ensure all eligibility requirements are met for the Antiterrorism Credential (ATC). When you are ready to submit this form, please upload the required documents to the appropriate attachment location below.

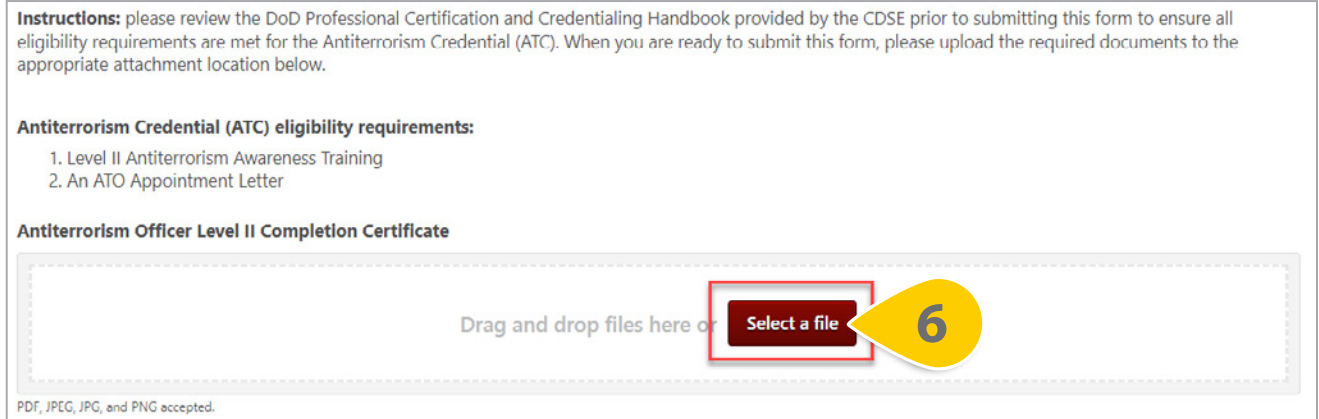
**Antiterrorism Credential (ATC) eligibility requirements:**

1. Level II Antiterrorism Awareness Training
2. An ATO Appointment Letter

**Antiterrorism Officer Level II Completion Certificate**

Drag and drop files here or Select a file

PDF, JPEG, JPG, and PNG accepted.

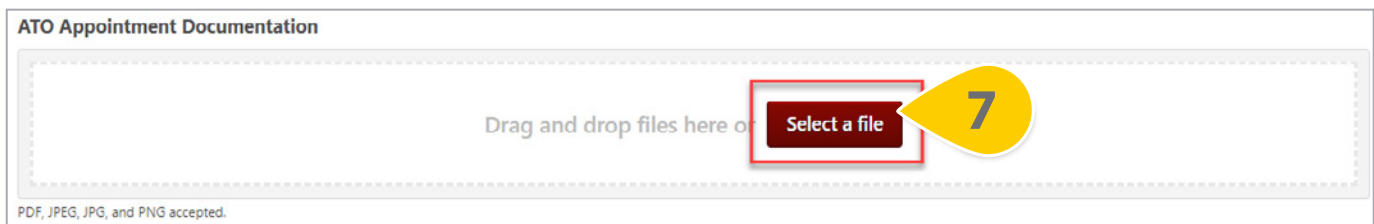


**Step 7:** Repeat this process to upload your **ATO Appointment Documentation** in the second file drop location.

**ATO Appointment Documentation**

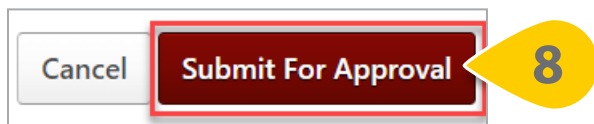
Drag and drop files here or Select a file

PDF, JPEG, JPG, and PNG accepted.



**Step 8:** Once all documents are uploaded, or if no documents are required because you are requesting enrollment in either the Security Fundamentals Professional Certification (SFPC) or the Physical Security Certification (PSC), select **Submit For Approval**.

CancelSubmit For Approval



Your form will be reviewed by your Component Service Representative (CSR) for approval.

# SUBMIT A SPECIALTY ENROLLMENT REQUEST FORM

## WHEN YOU WANT TO ENROLL IN A SPECIALTY SPED CERTIFICATION OR CREDENTIAL...

**Step 1:** Once you have located the link to your Enrollment Request form on the SPED Certification Website, confirm at the top of the page that you are completing the correct form. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections.

All fields marked with an asterisk are required.

**Instructions:** please confirm the User Record information below or make any required changes.

Upon submission, your eligibility for the selected SPED Certification will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected SPED Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested SPED Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected SPED Certification but may edit this form per the CSR comments and resubmit.

**1**

**First Name \***

**Last Name \***

**Email \***

**Organization \***

**Organization Designation \***  
Select  
Select  
Active Duty  
Reserve Military  
Civilian  
Contractor

urposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

**Step 2:** Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam.

**City \***

Please Note: For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

**State \***

**Zip \***

**2**



**Please Note:** For scheduling purposes, the state field on this form must only contain two characters. Please use DC if you reside in Washington DC.



## SUBMIT A SPECIALTY ENROLLMENT REQUEST FORM (CONT'D)

**Step 3:** Once you have confirmed all personal information is correct, you may select **any Approved Test Accommodations** from the drop-down. Please select all that apply.

**Approved Test Accommodations:**


Select options  

- Select All
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR
- Other | ACTHER


**Step 4:** At the bottom of this page, select the **SP&D Certification or Credential** you are requesting enrollment in.

Select the SP&D Certification or Credential you are requesting enrollment in below.  
If you are already Certified or are pursuing Certification in any other of the listed Certifications or Credentials, they will already be selected. **Do not remove this checkmark;** please add a checkmark next to the new Certification you are requesting.

- Security Asset Protection Professional Certification (SAPPC)
- Security Program Integration Professional Certification (SPIPC)
- Special Program Security Credential (SPSC)
- Industrial Security Oversight Certification (ISOC)



**Step 5:** If you are a Contractor, there is an opportunity here to upload your Contractor Eligibility Verification Memorandum. If you are not a contractor, select **Submit for Approval**.





# SUBMIT AN APC ENROLLMENT REQUEST FORM

## WHEN YOU WANT TO ENROLL IN THE ADJUDICATOR PROFESSIONAL CERTIFICATION...

**Step 1:** Once you have located the link to your Enrollment Request form on the SP&D Certification Website, confirm at the top of the page that you are completing the correct form. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections.

All fields marked with an asterisk are required.

**Instructions:** please confirm the User Record information below or make any required changes.

Upon submission, your eligibility for the selected SP&D Certification will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected SP&D Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested SP&D Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected SP&D Certification but may edit this form per the CSR comments and resubmit.

**1**

First Name \*

Last Name \*

Email \*

Organization \*

Organization Designation \*

Select

- ✓ Select
- Active Duty
- Reserve Military
- Civilian
- Contractor

urposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

**Step 2:** Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam.

City \*

Please Note: For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

State \*

**2**



Zip \*

**Please Note:** For scheduling purposes, the state field on this form must only contain two characters. Please use DC if you reside in Washington DC.

## SUBMIT AN APC ENROLLMENT REQUEST FORM (CONT'D)


**Step 3:** Once you have confirmed all personal information is correct, you may select **any Approved Test Accommodations** from the drop-down. Please select all that apply.

**Approved Test Accommodations:**

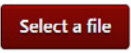
Select options  

- Select All
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR
- Other | ACTHER

**Step 4:** At the bottom of this page, select the checkbox next to the **Adjudicator Professional Certification (APC)** and read the enrollment instructions. If you are a Contractor, there also is an opportunity here to upload your Contractor Eligibility Verification Memorandum.

  **Adjudicator Professional Certification (APC) \***

**Contractor Eligibility Verification Memorandum**

Drag and drop files here or 

PDF, JPEG, JPG, and PNG accepted.

**Instructions:** please review the [DoD Professional Certification and Credentialing Handbook](#) provided by the CDSE prior to submitting this form to ensure all eligibility requirements are met for the Adjudicator Professional Certification (APC). When you are ready to submit this form, please upload the required documents to the appropriate attachment location below.

**Adjudicator Professional Certification (APC) eligibility requirements:**

- Introduction to National Security Adjudication (PS001.18)
- Fundamentals of National Security Adjudications (PS101.10)

OR

- Two (2) years of adjudication work experience covering adjudication topics. Please upload documentation from your organization.

**Please Note:** You may choose to either submit both completion certificates for Introduction to National Security Adjudication (PS001.18) and Fundamentals of National Security Adjudications (PS101.10), or you can upload a Memorandum of Record (MFR) or other Job Experience Documentation as proof of your two (2) years of adjudication work experience.

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## SUBMIT AN APC ENROLLMENT REQUEST FORM (CONT'D)

**Step 5:** Drag and drop your documents onto the page or choose **Select a File** to search for documents from your device.

The screenshot shows a form with three sections for document uploads. Each section has a dashed border and contains the text "Drag and drop files here or" followed by a "Select a file" button. The sections are:

- Introduction to National Security Adjudication (PS001.18) Completion Certificate**  
PDF, JPEG, JPG, and PNG accepted.
- Fundamentals of National Security Adjudications (PS101.10) Completion Certificate**  
PDF, JPEG, JPG, and PNG accepted.
- Memorandum of Record (MFR) or other Job Experience Documentation**  
PDF, JPEG, JPG, or PNG accepted.

A red rectangular box highlights the "Select a file" buttons in all three sections. A yellow callout bubble with the number "5" points to the "Select a file" button in the middle section.

**Step 6:** When all required documents are uploaded, select Submit for Approval at the bottom of the form.

The screenshot shows two buttons side-by-side. The "Cancel" button is on the left and is light gray. The "Submit For Approval" button is on the right and is dark red with white text. A red rectangular box highlights the "Submit For Approval" button, and a yellow callout bubble with the number "6" points to it.

# SUBMIT A DPAPC ENROLLMENT REQUEST FORM

## WHEN YOU WANT TO ENROLL IN THE DUE PROCESS ADJUDICATOR PROFESSIONAL CERTIFICATION...

**Step 1:** Once you have located the link to your Enrollment Request form on the SPeD Certification Website, confirm at the top of the page that you are completing the correct form. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections

All fields marked with an asterisk are required.

**Instructions:** please confirm the User Record information below or make any required changes.

Upon submission, your eligibility for the selected SPeD Certification will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected SPeD Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested SPeD Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected SPeD Certification but may edit this form per the CSR comments and resubmit.

**1**

**First Name \***

**Last Name \***

**Email \***

**Organization \***

**Organization Designation \***  
Select  
Select  
Active Duty  
Reserve Military  
Civilian  
Contractor

For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

**Step 2:** Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam.

**City \***

Please Note: For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

**State \***

**Zip \***



**2**

**Please Note:** For scheduling purposes, the state field on this form must only contain two characters. Please use DC if you reside in Washington DC.

## SUBMIT A DPAPC ENROLLMENT REQUEST FORM (CONT'D)

**Step 3:** Once you have confirmed all personal information is correct, you may select **any Approved Test Accommodations** from the drop-down. Please select all that apply.


**Approved Test Accommodations:**

Select options  


- Select All
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR
- Other | ACTHER

**Step 4:** At the bottom of this page, select the checkbox next to the **Due Process Adjudicator Professional Certification (DPAPC)** and read the enrollment instructions. If you are a Contractor, there is an opportunity here to upload your Contractor Eligibility Verification Memorandum.

Select the SPeD Certification or Credential you are requesting enrollment in below.

  **Due Process Adjudicator Professional Credential (DPAPC) \***

Contractor Eligibility Verification Memorandum

Drag and drop files here or 

PDF, JPEG, JPG, and PNG accepted.

**Instructions:** please review the DoU Professional Certification and Credentialing Handbook provided by the CUSE prior to submitting this form to ensure all eligibility requirements are met for the Due Process Adjudicator Professional Certification (DPAPC). When you are ready to submit this form, please upload the required documents to the appropriate attachment location below.

**Due Process Adjudicator Professional Credential (DPAPC) eligibility requirements:**

- Introduction to National Security Adjudication (PS001.18)
- Fundamentals of National Security Adjudication (PS101.10)
- Advanced National Security Adjudications (PS301.10)

**Please Note:** You are required to upload all Completion Certificates for the courses listed prior to submitting the enrollment form.

## SUBMIT A DPAPC ENROLLMENT REQUEST FORM (CONT'D)

**Step 5:** Drag and drop all required documents onto the page or choose **Select a File** to search for documents from your device.

The screenshot shows a form with three sections for document uploads. Each section has a dashed border and contains the text "Drag and drop files here or" followed by a "Select a file" button. A red rectangular box highlights the "Select a file" buttons in all three sections. A yellow callout bubble with the number "5" points to the "Select a file" button in the middle section. Below each section, it says "PDF, JPEG, JPG, and PNG accepted." The sections are titled: "Introduction to National Security Adjudication (PS001.18) Completion Certificate", "Fundamentals of National Security Adjudications (PS101.10) Completion Certificate", and "Advanced National Security Adjudications (PS301.10) Completion Certificate".

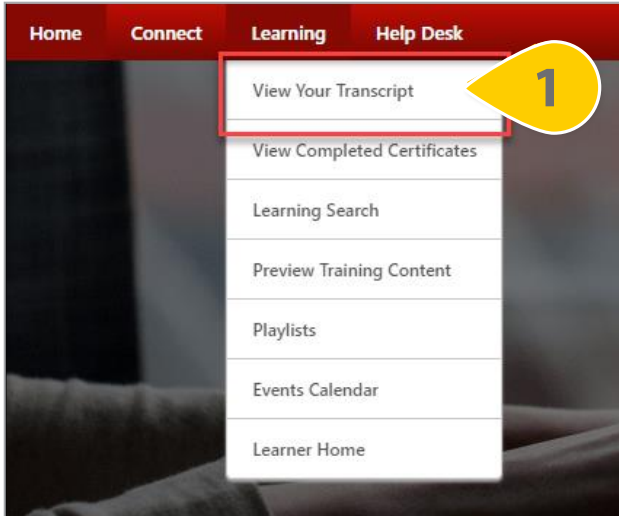
**Step 6:** When all required documents are uploaded, select Submit for Approval at the bottom of the form.

The screenshot shows a button bar with two buttons: "Cancel" and "Submit For Approval". The "Submit For Approval" button is highlighted with a red rectangular box. A yellow callout bubble with the number "6" points to the "Submit For Approval" button.

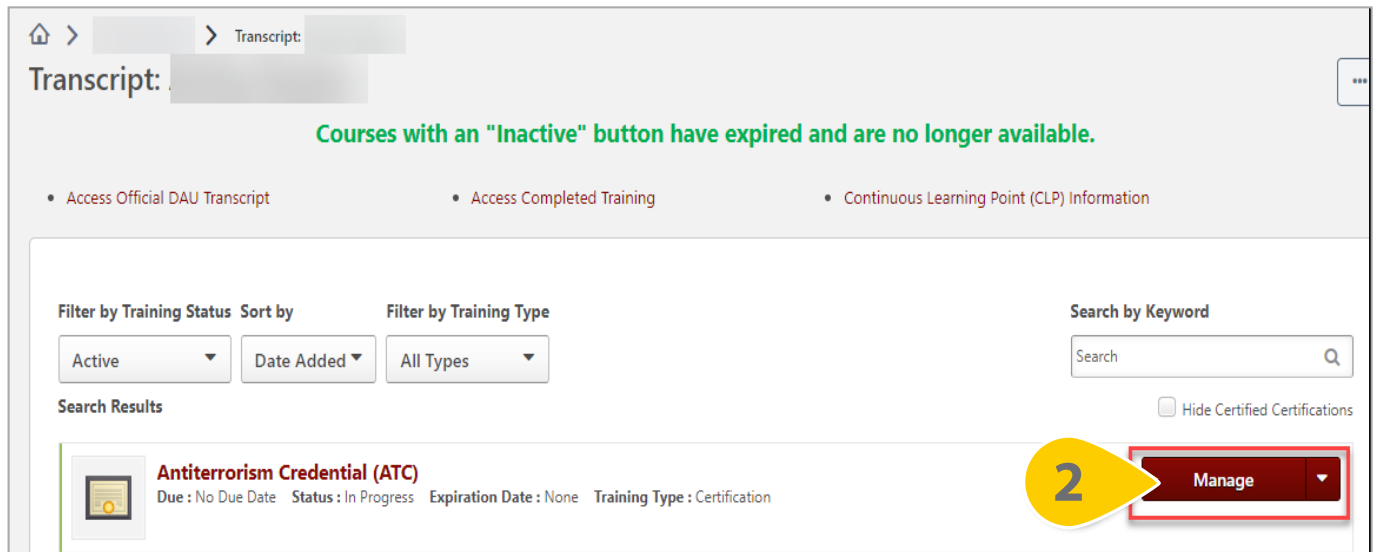
# MANAGE YOUR CERTIFICATION

WHEN YOU WANT TO VIEW AND COMPLETE CERTIFICATION REQUIREMENTS...

**Step 1:** Hover over the Learning Tab and Select **View Your Transcript**.



**Step 2:** On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select Manage next to your Certification to view all details and requirements.





## MANAGE YOUR CERTIFICATION (CONT'D)

At the top of the page, your Certification details will appear. You may view the description, your status, and any due dates or expirations. The number of credits required to be Certified will appear here, as well as how many credits you currently have.

**Step 3:** In each section, select **Request**, **Launch**, or **Open** to view a requirement of the Certification. If a requirement is completed, you may also have the option to **Mark Complete**.

**Certification Details** Progress Report

Title: Antiterrorism Credential (ATC)

Description: The ATC provides a recognized and reliable indication of a security practitioner's understanding and ability to specify purpose, function, and role of the Antiterrorism (AT) Plan to the effective functioning of an AT Program, and appropriately apply that knowledge to contribute to the effective functioning of an AT program.

Family: SP&D Certifications and Credentials  
Category: Core Certifications

Current Status: In Progress  
Current Period: Initial Period  
Current Version: 2.0  
Required Credits: 2.00  
Earned Credits: 0.00

Due Date: None  
Expiration Date: None

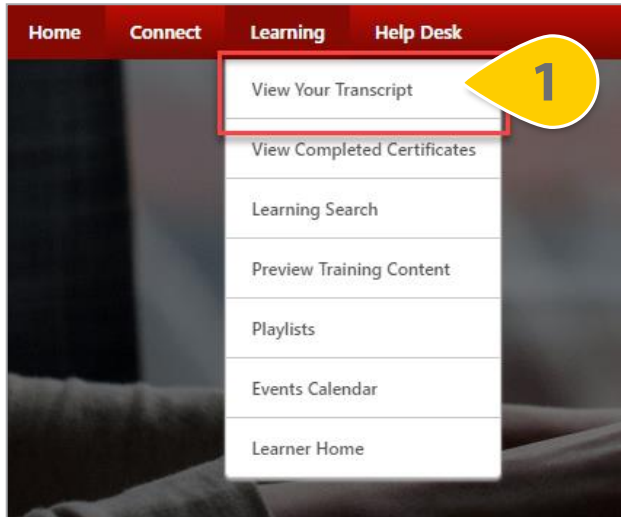
**CERTIFICATION**

TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00)						
DoD Professional Certification and Credentialing Handbook	Material	0.00	Completed	ReRequest		
SP&D Certification Candidate Task Aid	Material	0.00	Completed	ReRequest		
PearsonVue Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
Antiterrorism Credential (ATC) Exam	Online Class	1.00	Registered	Launch	No	
Pearson VUE Exam Re-Authorization Forms	Curriculum	0.00	In Progress	Open Curriculum	No	

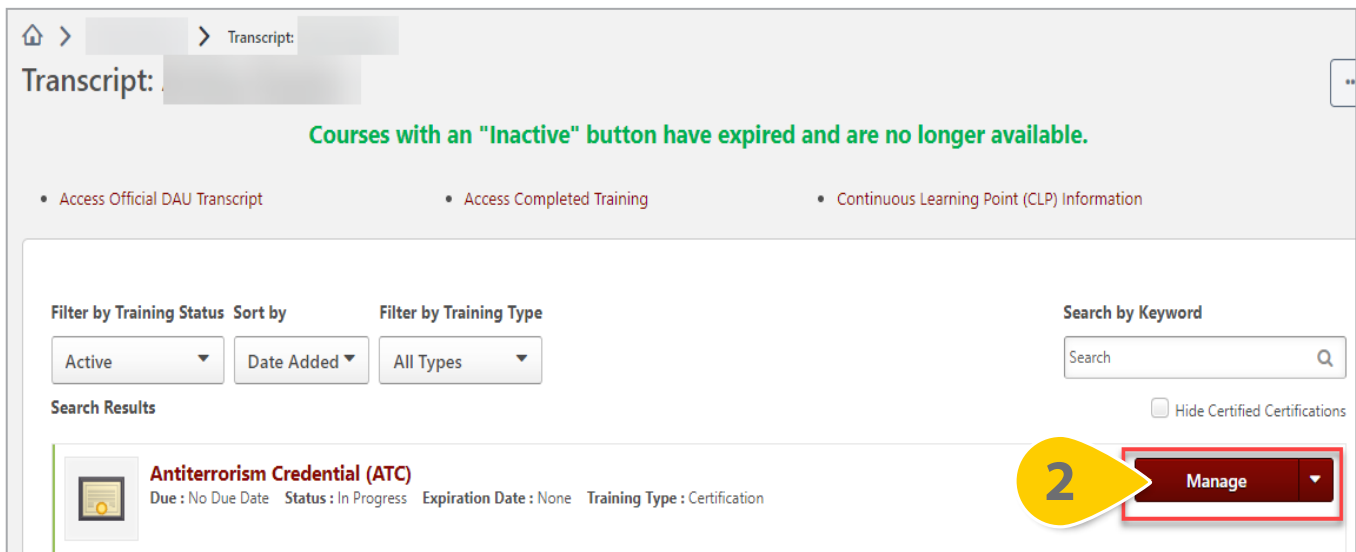
# REGISTER FOR YOUR PEARSON VUE EXAM

WHEN YOU WANT TO REGISTER FOR YOUR PEARSON VUE EXAM...

**Step 1:** Hover over the Learning Tab and Select **View Your Transcript**.



**Step 7:** On your Active Tab, the Certification you are enrolled in will appear. The Pearson VUE Exam may appear outside of the Certification on your active transcript as well. Select **Manage** next to your Certification to view all details and requirements.



## REGISTER FOR YOUR PEARSON VUE EXAM (CONT'D)


**Step 3:** In the Pearson VUE Exam section, you will find an Online Class with your Pearson VUE Exam title; select **launch** next to this requirement.

CERTIFICATION						
TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00)						
DoD Professional Certification and Credentialing Handbook	Material	0.00	Completed	ReRequest	No	
SP&D Certification Candidate Task Aid	Material	0.00	Completed	ReRequest	No	
PearsonVue Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
Antiterrorism Credential (ATC) Exam	Online Class	1.00	Registered	Launch		
Pearson VUE Exam Re-Authorization Forms	Curriculum	0.00	In Progress	Open Curriculum		

**Please Note:** If the Pearson VUE Exam does not appear on your transcript, please wait 24 hours from your enrollment in the Certification to allow the Exam Authorization to process.

**Step 4:** Select **Next** at the bottom of the Options page.

EXIT COURSE



Defense Counterintelligence and Security Agency


### Registering for the Antiterrorism Credential (ATC) Exam

Click the **Next >** button to continue.

**4** **NEXT >**

## REGISTER FOR YOUR PEARSON VUE EXAM (CONT'D)

**Step 5:** Please read **all information listed** on the registration information page; within 24 hours, you will receive an email from Pearson VUE with scheduling information.



### Defense Counterintelligence and Security Agency

You are now registered for the Antiterrorism Credential (ATC) Exam!  
Here are the next steps:

1. You will receive a welcome email from Pearson VUE (pearsonvueconfirmation@pearson.com) within 24 hours with detailed instructions on how to schedule your exam. *You will not be able to register for the exam without the link provided from PearsonVUE.*
  - o If you do not receive a link, please check your junk mail.
  - o If you still cannot find your email from PearsonVUE, please contact your contact your [DOD SP&D Component Service Representative \(CSR\)](#).
2. You will need to schedule your exam date and time using the links provided in the PearsonVUE welcome email. You will have 180 days to schedule your first exam date and time.
3. Upon closing this window, this Exam will automatically reflect a 'failed' status on your transcript. Your Exam score and status will update to reflect the correct Score and Status no more than a week after you have completed your exam and a score has been documented.

For information and guidance on the Exam process, please review DCSA's Exam Frequently Asked Questions (FAQs) at [www.cdse.edu/Certification/About-SP&D-Certification/Frequently-Asked-Questions/](http://www.cdse.edu/Certification/About-SP&D-Certification/Frequently-Asked-Questions/).

You can now close this window or click **Exit Course**.

**Step 6:** When you have read all the information, select **Exit Course**; you will be redirected back to your transcript. The Pearson VUE requirement will show as Failed on your Transcript and within your Certification until you have completed your proctored exam.



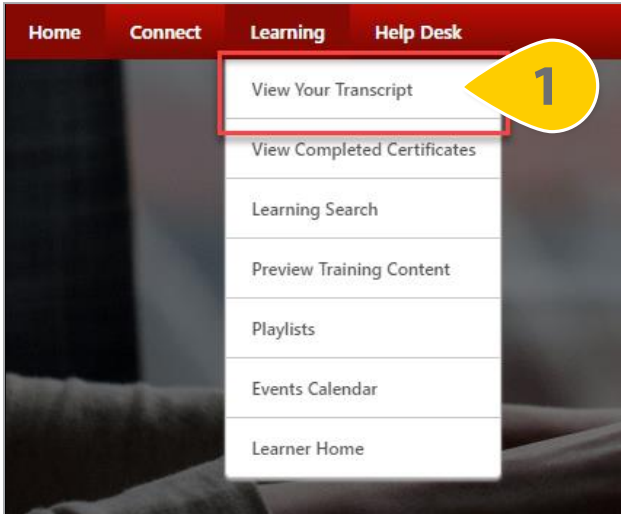
### Defense Counterintelligence and Security Agency



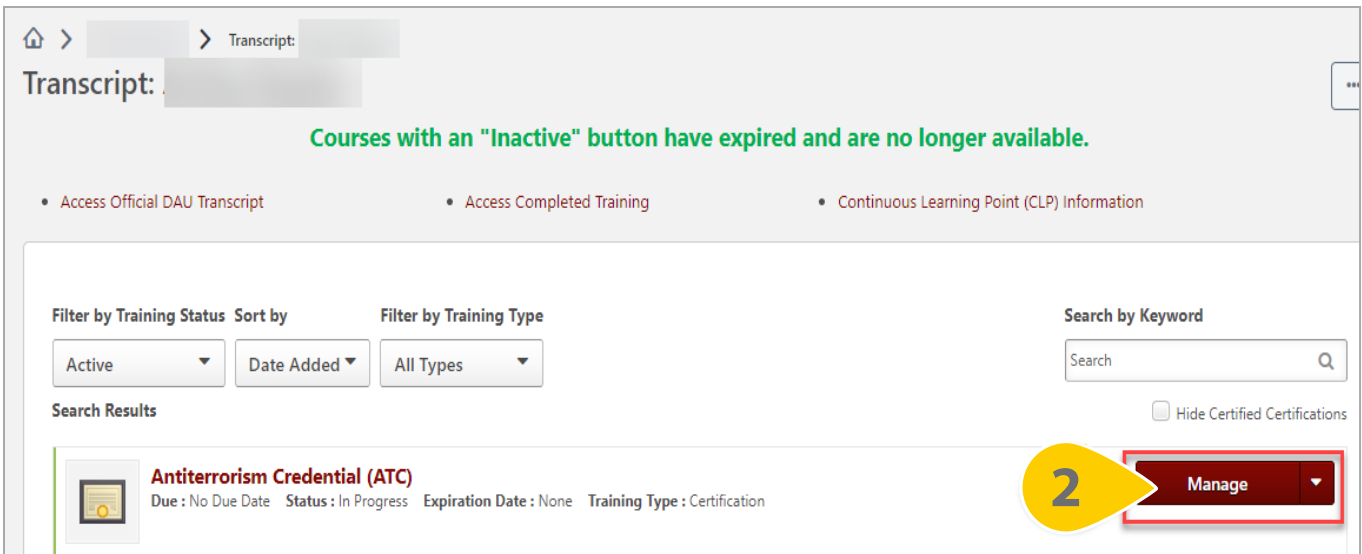
# SUBMIT A PEARSON VUE EXAM RE-AUTHORIZATION REQUEST

WHEN YOU WANT TO BE APPROVED FOR ANOTHER PEARSON VUE EXAM ATTEMPT...

**Step 1:** Hover over the Learning Tab and Select **View Your Transcript**.



**Step 2:** On your Active Tab, the Certification you are enrolled in will appear. The Pearson VUE Exam may appear outside of the Certification on your active transcript as well. Select **Manage** next to your Certification to view all details and requirements.



# SUBMIT A PEARSON VUE EXAM RE-AUTHORIZATION REQUEST (CONT'D)

**Step 3:** Select **Open Curriculum** next to the Pearson VUE Exam Re-Authorization Forms curriculum.

CERTIFICATION				
TITLE	TYPE	CREDITS	STATUS	OPTIONS
Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00)				
DoD Professional Certification and Credentialing Handbook	Material	0.00	Completed	ReRequest
SPAD Certification Candidate Task Aid	Material	0.00	Completed	ReRequest
PearsonVue Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)				
Antiterrorism Credential (ATC) Exam	Online Class	1.00	Failed	Launch
Pearson VUE Exam Re-Authorization Forms	Curriculum	0.00	In Progress	Open Curriculum

**Step 4:** A new page will load. Next to the Pearson VUE Exam Re-Authorization Forms section, select **View Details**.

The screenshot shows the 'Pearson VUE Exam Re-Authorization Forms' page. On the left, there is a 'CURRICULUM PROGRESS' section with a circular progress indicator showing 0%. Below this, the 'Pearson VUE Exam Re-Authorization Forms' is listed with a radio button. The main content area shows the title 'Pearson VUE Exam Re-Authorization Forms' with an 'Options' dropdown. Below the title, there is a description: 'Select the Pearson VUE Exam Re-Authorization Form for your agency. Once you complete the form, it will be routed to the appropriate Component Service Representative (CSR) for approval.' A progress bar shows 0% completion, with 'Completed : 0', 'Min Required : 1', and 'Total Items : 4'. A 'View Details' button is highlighted with a red box and a yellow callout bubble containing the number 4.

**Step 5:** A list of Pearson VUE Exam Re-Authorization forms will load. Select **Launch** next to the form for your agency.

The screenshot shows the 'Pearson VUE Exam Re-Authorization Forms' page with a list of forms. The progress indicator remains at 0%. The list includes 'Air Force: Pearson VUE Exam Re-Authorization Form' with a status of 'In Progress' and 'Due : No Due Date'. A 'Launch' button is highlighted with a red box and a yellow callout bubble containing the number 5. Below it, 'ARMY: Pearson VUE Exam Re-Authorization Form' is also visible with a 'Launch' button.

# SUBMIT A PEARSON VUE EXAM RE-AUTHORIZATION REQUEST (CONT'D)

**Step 6:** Complete the Pearson VUE Exam Re-Authorization form by confirming that all **personal information** listed is correct.

All fields marked with an asterisk are required.

**Instructions:** please submit this form to request a Pearson VUE exam re-authorization.  
Upon submission, your eligibility to re-take the selected Pearson VUE exam will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are authorized to schedule another exam attempt. You will find a new instance of the Pearson VUE exam training in your Certification within 24 hours.
- **Deny:** You do not meet the eligibility requirements to attempt another Pearson VUE exam for this Certification or Credential.
- **Deny & Return:** You are not authorized for another exam attempt but may edit this form per the CSR comments and resubmit.

**6**

**First Name \***

**Last Name \***

**Email \***

**Organization \***

**Organization Designation \***  
Contractor

**City \***  
Arlington

**Please Note:** For scheduling purposes, the state field on your user record must only contain two characters. Please use DC below if you reside in Washington D.C.

**State \***  
VA

**Zip \***  
20301

**Step 7:** Once you have confirmed all personal information is correct, select which **Pearson VUE Exam** you are pursuing. You may only select one option per form.

**Please select the SP&D Certification or Credential you are pursuing: \***

- 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)
- Special Program Security Credential (SPSC)
- Antiterrorism Credential (ATC)
- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)

**7**



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## SUBMIT A PEARSON VUE EXAM RE-AUTHORIZATION REQUEST (CONT'D)

**Step 8:** You may select **any Approved Test Accommodations** from the drop-down prior to submitting the form. Please select all that apply.

**Approved Test Accommodations:**

Select options ▾ **8**

- Select All
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR
- Other | ACTHER

**Step 9:** Once all form fields are complete, select **Submit for Approval**. If you are a Contractor, you have the opportunity here to upload the Contractor Eligibility Verification Memorandum.

Contractor Eligibility Verification Memorandum

Drag and drop files here or **Select a file**

PDF, JPEG, JPG, and PNG accepted.

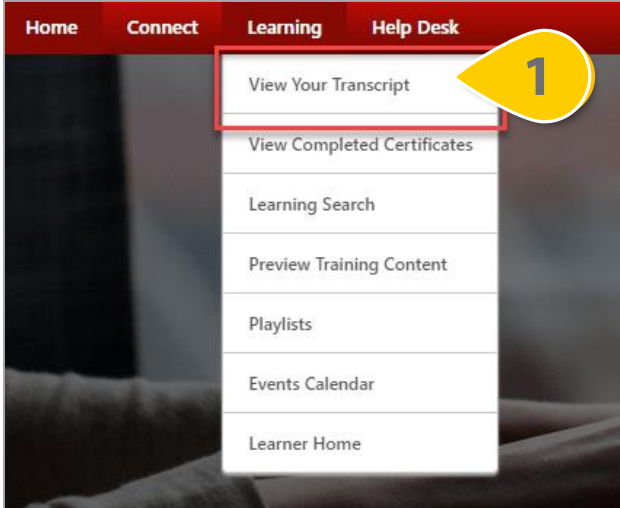
Cancel **Submit For Approval** **9**

**Please Note:** You may mark this item complete within the Curriculum or you may re-launch the form to complete it as many times as needed. Marking this form complete will have no impact on your Certification.

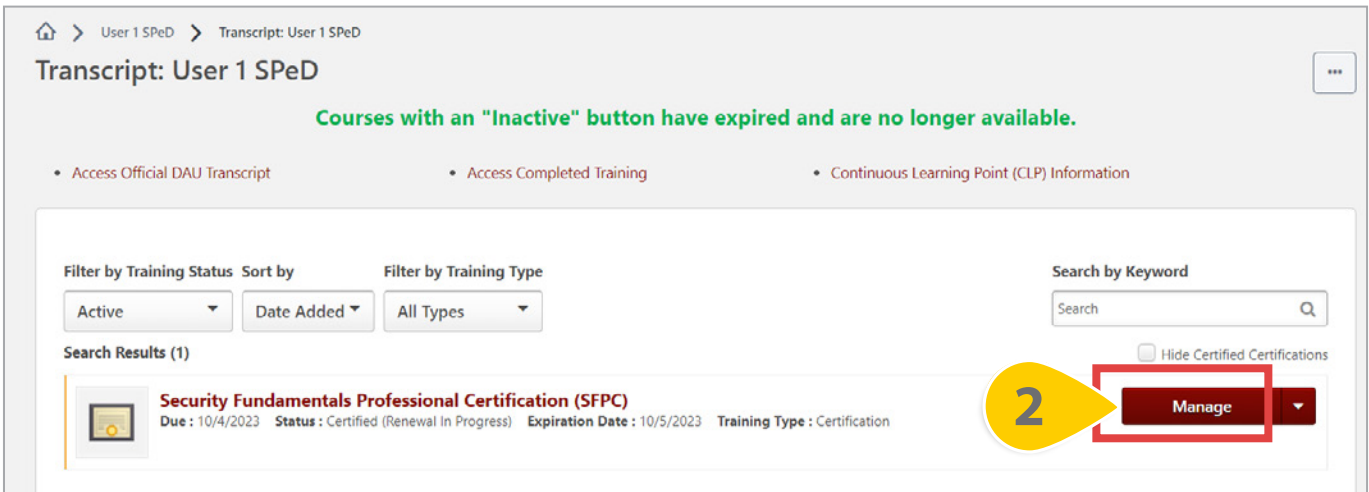
# SUBMIT A PROFESSIONAL DEVELOPMENT UNIT (PDU) FORM

WHEN YOU WANT TO PROVIDE PROOF OF YOUR RENEWAL PERIOD REQUIREMENTS...

**Step 1:** Hover over the Learning Tab and Select **View Your Transcript**.



**Step 2:** On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



# SUBMIT A PROFESSIONAL DEVELOPMENT UNIT (PDU) FORM (CONT'D)

**Step 3:** Within the Certification, you will find a new section titled SPeD Certification Renewal Requirements. Select **Request** next to the SPeD and APC Certification Renewal Requirements Curriculum.

CERTIFICATION						
TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
DoD Professional Certification and Credentialing Handbook	Material	1.00	Completed	ReRequest	No	
SPeD Certification Candidate Task Aid	Material	0.00	Not Activated	Request	No	
Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00)						
SPeD and APC Certification Renewal Requirements	Curriculum	1.00	Not Activated	Request		
Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00)						
History						

**Step 4:** A new window will appear. Select **Request** again at the bottom of the window and wait for the page to reload.

### SPeD and APC Certification Renewal Requirements

Curriculum

Title	Type	Price	Payment Term
<b>Certification Maintenance Renewal Process</b> (All are required) Section			
PDU Category Fact Sheet	DCSA SPeD Certification Materials	\$ .00	N/A
<b>PDU Uploads</b> (All are required) Section			
Professional Development Unit (PDU) Upload Form	DCSA SPeD Certification Materials	\$ .00	N/A
<b>Certification Renewal Form</b> (All are required) Section			
Certification Renewal Form (CRF)	DCSA SPeD Certification Materials	\$ .00	N/A

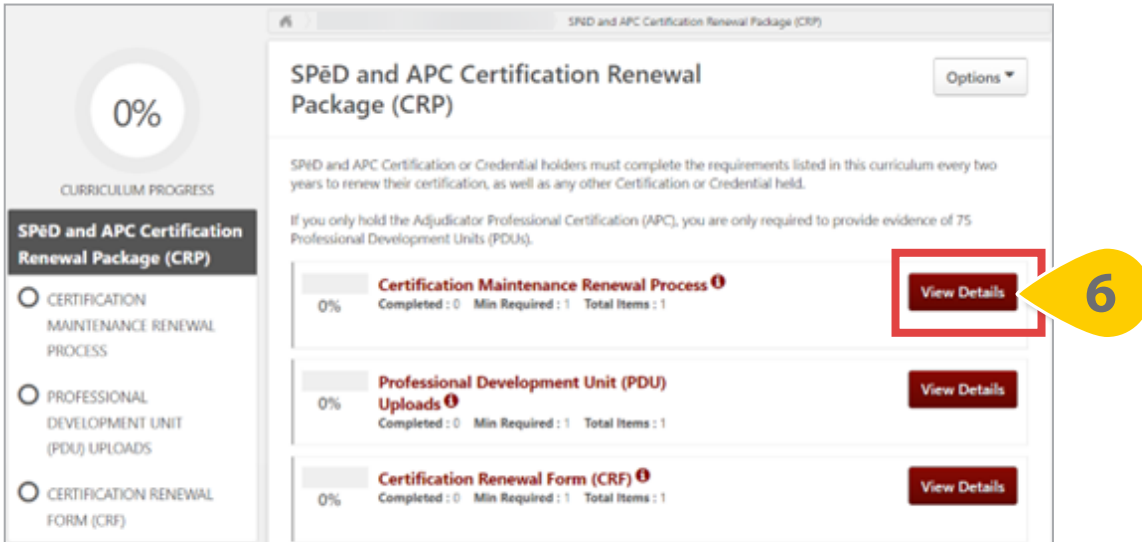
**4** Request Close

**Step 5:** Once the Curriculum is requested, select **Open Curriculum**.

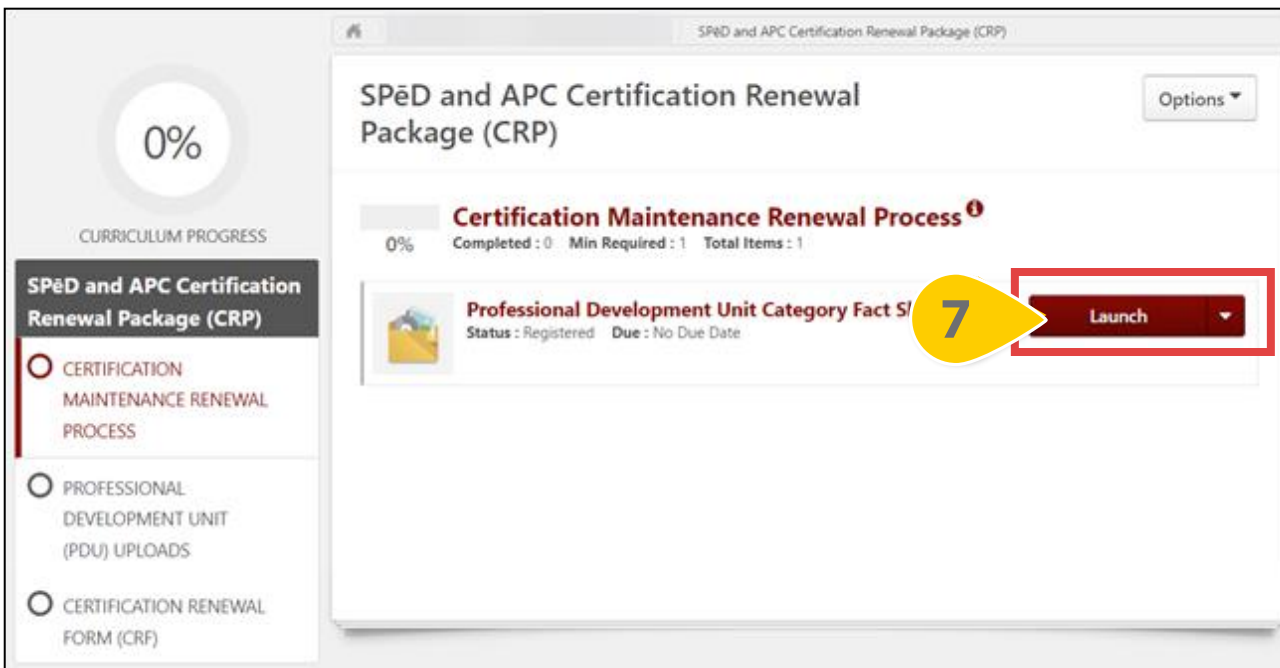
CERTIFICATION						
TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
DoD Professional Certification and Credentialing Handbook	Material	1.00	Completed	ReRequest	No	
SPeD Certification Candidate Task Aid	Material	0.00	Not Activated	Request	No	
Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00)						
SPeD and APC Certification Renewal Requirements	Curriculum	1.00	In Progress	Open Curriculum		
Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00)						

# SUBMIT A PROFESSIONAL DEVELOPMENT UNIT (PDU) FORM (CONT'D)

**Step 6:** The SPêD and APC Certification Renewal Requirements curriculum will load. Open the first section titled **Certification Maintenance Renewal Process** by selecting **View Details**.



**Step 7:** Then, select **Launch** next to the Professional Development Unit Category Fact Sheet.




# SUBMIT A PROFESSIONAL DEVELOPMENT UNIT (PDU) FORM (CONT'D)

**Step 8:** The content will load in the viewing screen. Once you have read about all Professional Development Unit activities, select **Mark Complete** to move to the next section.

## SPeD and APC Certification Renewal Package (CRP) Options ▾

**Certification Maintenance Renewal Process** <sup>1</sup>  
0% Completed : 0 Min Required : 1 Total Items : 1

 **Professional Development Unit Category Fact Sheet**  
Status : In Progress Due : No Due Date

**Mark Complete** 8

**Step 9:** Open the PDU Uploads section by clicking on **the title**.

## SPeD and APC Certification Renewal Package (CRP) Options ▾

**Certification Maintenance Renewal Process** <sup>1</sup>  
100% Completed : 1 Min Required : 1 Total Items : 1

 **Professional Development Unit Category Fact Sheet**  
Status : Completed Due : No Due Date

**Launch** ▾


34% CURRICULUM PROGRESS

- SPeD and APC Certification Renewal Package (CRP)
  - CERTIFICATION MAINTENANCE RENEWAL PROCESS
  - PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS 9
  - CERTIFICATION RENEWAL FORM (CRF)

**Step 10:** Select **Launch** to access the form.

## SPeD and APC Certification Renewal Package (CRP) Options ▾

**Professional Development Unit (PDU) Uploads** <sup>1</sup>  
0% Completed : 0 Min Required : 1 Total Items : 1

 **Professional Development Unit (PDU) Upload Form**  
Status : Registered Due : No Due Date

**Launch** 10

# SUBMIT A PROFESSIONAL DEVELOPMENT UNIT (PDU) FORM (CONT'D)

**Step 11:** When the form loads in a new window, ensure all personal information is correct. Then, select the correct Category of PDU from the **dropdown list**.

First Name \*

Last Name \*

Email \*

Organization \*

Organization Designation \*

Category of PDU: \*

Select

- ✓ Select
- Category 1a: Obtain a new SPeD or APC Certification
- Category 1b: Obtain a SPeD Credential or the DPAPC
- Category 1c: Obtain a non-SPeD Certification
- Category 2a: Security related e-Learning training courses
- Category 2b: Security related instructor-led or virtually-led training course
- Category 2c: Security related Higher Education
- Category 3a. Non-security related e-Learning training courses

**Step 12:** Type the **title of the Certification, Credential, Course, or Training** that awarded the PDUs in the first text box.

Certification, Credential, Course, or Training Title \*

PDUs Received: \*

PDU Completion Date: \*

Professional Development Unit Completion Proof \*

Drag and drop files here or [Select a file](#)

# SUBMIT A PROFESSIONAL DEVELOPMENT UNIT (PDU) FORM (CONT'D)

**Step 13:** Enter the **number of PDUs** you received in the second text box.

**Category of PDU: \***  
Category 1b: Obtain a SPeD ...

**Certification, Credential, Course, or Training Title \***  
Antiterrorism Credential

**PDUs Received: \***  
[Red box around the input field] 13

**PDU Completion Date: \***  
[Calendar icon]

**Step 14:** Select the **PDU completion date** from the calendar or type the date into the date field.

**Category of PDU: \***  
Category 1b: Obtain a SPeD ...

**Certification, Credential, Course, or Training Title \***  
Antiterrorism Credential

**PDUs Received: \***  
75

**PDU Completion Date: \***  
[Red box around the date field] 14

October 2023  
Su Mo Tu We Th Fr Sa  
24 25 26 27 28 29 30  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28

**Step 15:** Use the **drag and drop box** to upload a completion certificate or other documentation to this form as proof of your Professional Development Units (PDU).

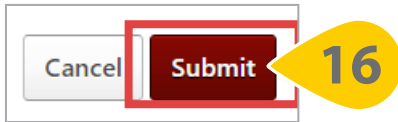
**Professional Development Unit Completion Proof \***

Drag and drop files here or [Red box around 'Select a file' button] 15

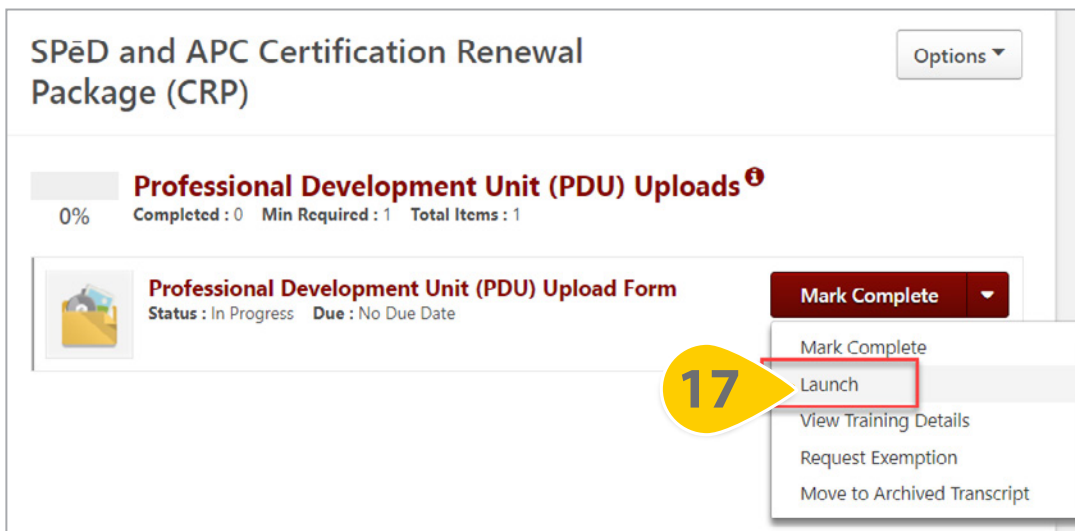


## SUBMIT A PROFESSIONAL DEVELOPMENT UNIT (PDU) FORM (CONT'D)

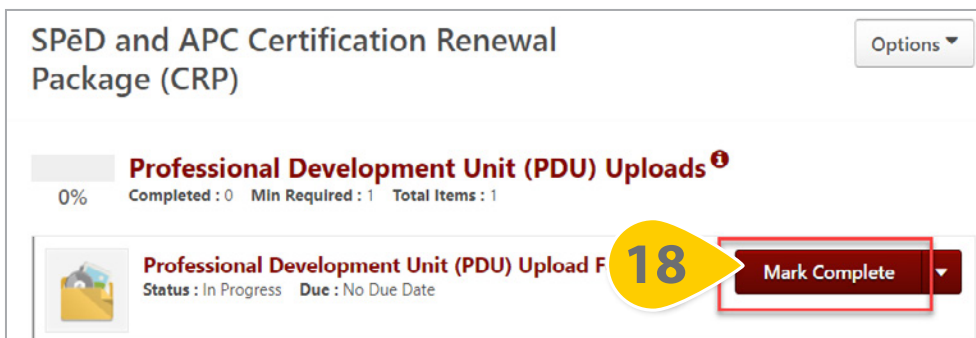
**Step 16:** Once all form fields are complete, select **Submit**.



**Step 17:** Repeat this process to provide proof of any additional Professional Development Units by navigating back to the Curriculum and selecting **Launch** from the dropdown menu as many times as needed.



**Step 18:** Once you have uploaded proof of either 100 or 75 required PDUs, complete this requirement by selecting **Mark Complete** from the dropdown menu.

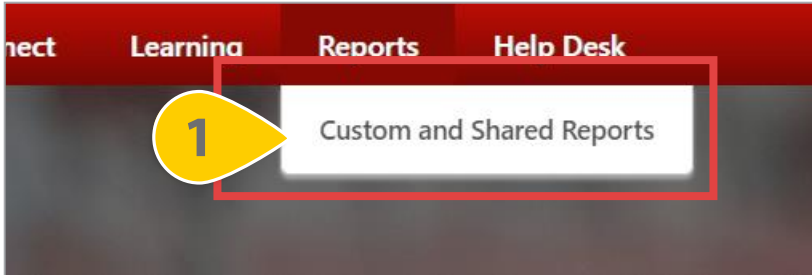


**Please Note:** Submitted forms cannot be edited further. If you have submitted incorrect information to this Professional Development Unit (PDU) form, please submit an additional form with the correct information

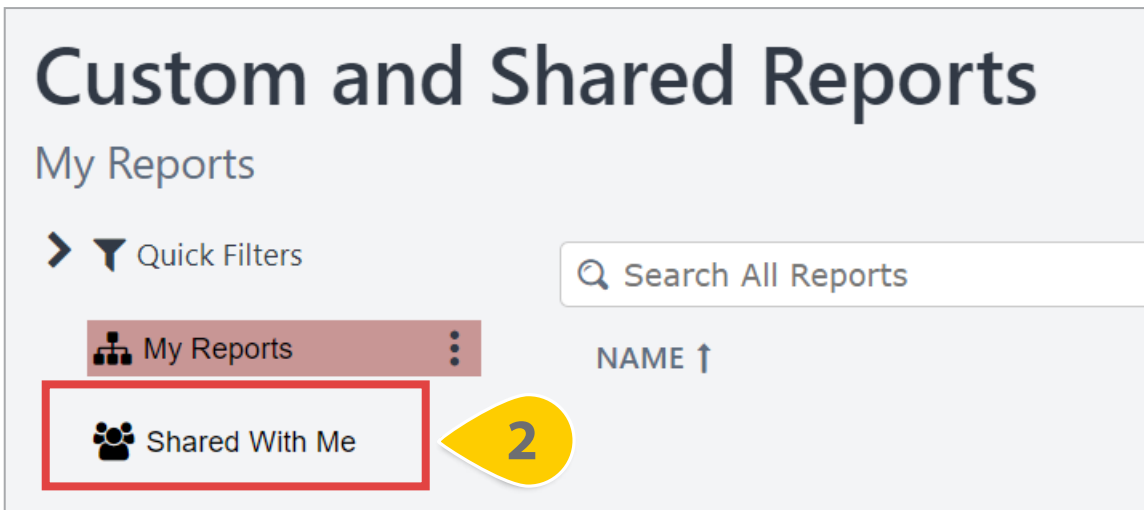
# VIEW YOUR SUBMITTED PDUS

WHEN YOU WANT TO SEE HOW MANY PDUS YOU'VE SUBMITTED...







**Step 1:** Hover over the Reports tab and select **Custom and Shared Reports**.



**Step 2:** On the Reports page, select **Shared with Me**.

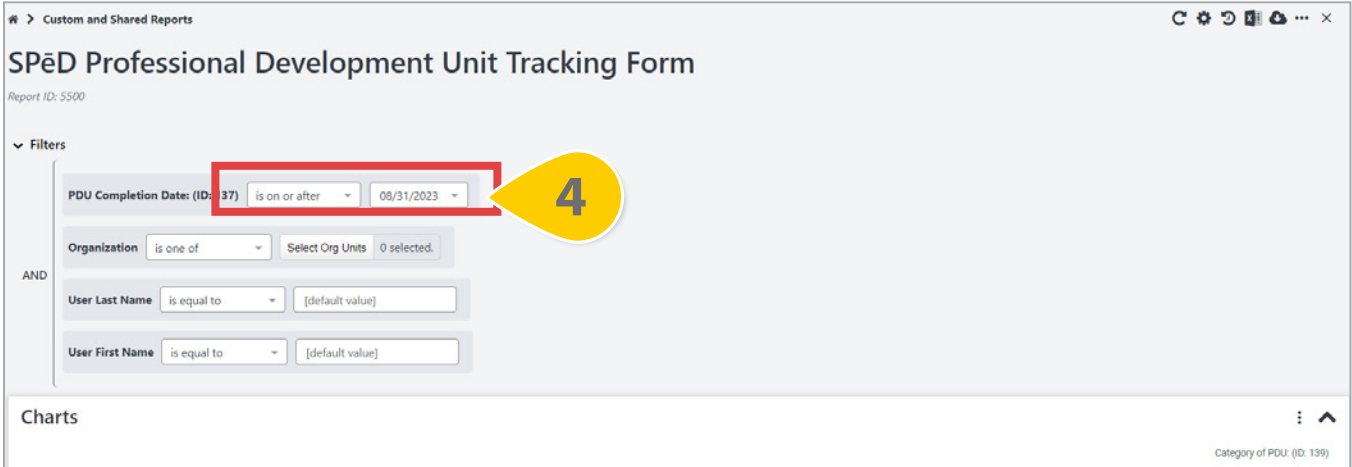


**Step 3:** Locate the report titled **SPeD Professional Development Unit (PDU) Tracking Form** and select the title.

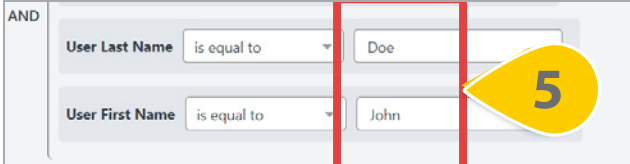
NAME ↑	OWNER	LAST VIEWED ▾	REPORT LOCATION	ACTIONS
 SPeD Professional Development Unit (PDU) Tracking Form	in	10/01/2023	My Reports	    

# SUBMIT A PROFESSIONAL DEVELOPMENT UNIT (PDU) FORM (CONT'D)

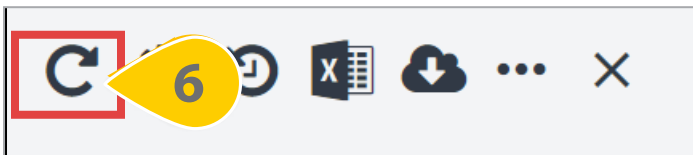
**Step 4:** A chart and report will load with all the PDU form information you have submitted. Use the **PDU Completion Date filter** to alter the results displayed by the desired timeframe.



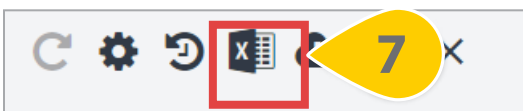
**Step 5:** If you have subordinates and can see their PDU uploads, enter your **First and Last Name** in the filters provided to remove their results.



**Step 6:** Then, select **Refresh** in the top right corner.



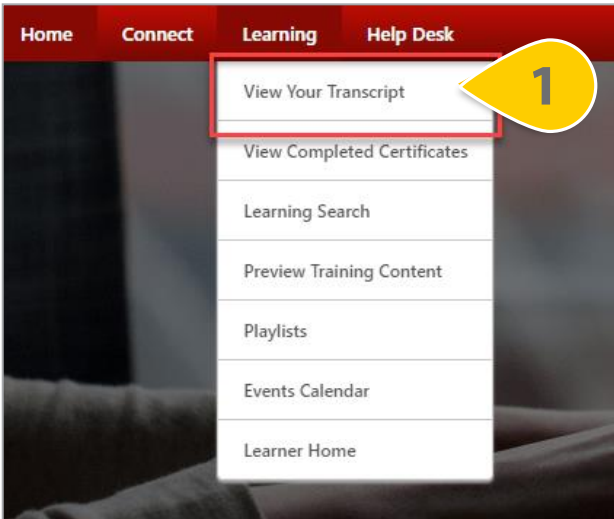
**Step 7:** The report results will update. Select the **excel icon** to download this report your device.



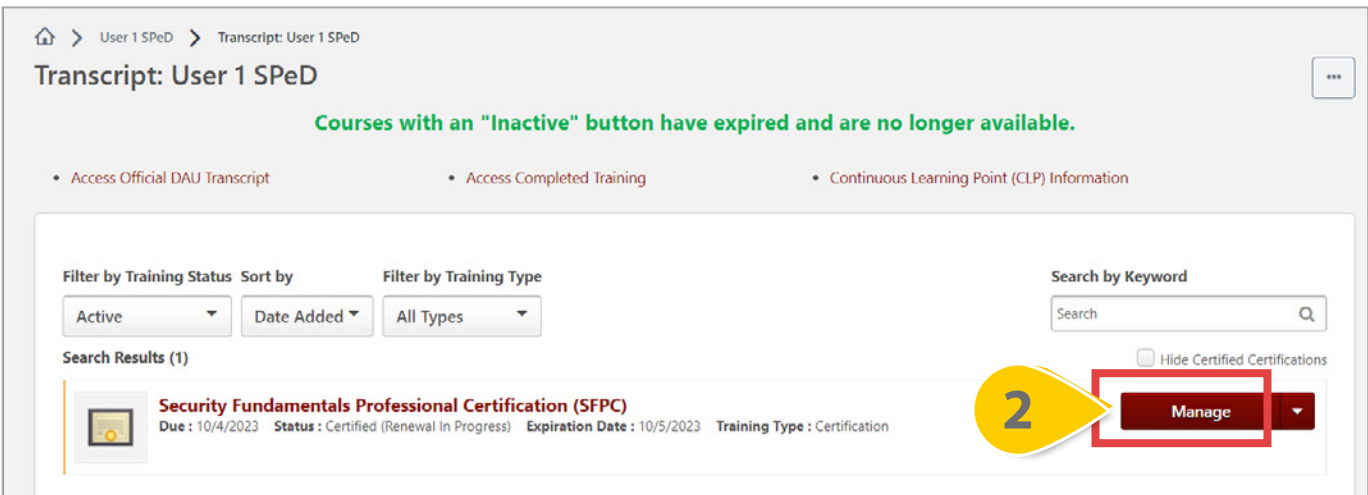
# SUBMIT A CERTIFICATION RENEWAL FORM

WHEN YOU WANT TO SUBMIT A CRF AND RENEW YOUR CERTIFICATION OR CREDENTIAL...

**Step 1:** Hover over the Learning Tab and Select **View Your Transcript**.



**Step 2:** On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



## SUBMIT A CERTIFICATION RENEWAL FORM (CONT'D)

**Step 3:** Within the Certification, find the SPêD and APC Certification Renewal Requirements Curriculum and select **Open Curriculum**.

CERTIFICATION						
TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
DoD Professional Certification and Credentialing Handbook	Material	1.00	Completed	ReRequest	No	
SPêD Certification Candidate Task Aid	Material	0.00	Not Activated	Request	No	
Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00)						
SPêD and APC Certification Renewal Requirements	Curriculum	1.00	In Progress	Open Curriculum		
Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00)						

**Step 4:** When the Curriculum loads, ensure both the Certification Maintenance Renewal Process section and the PDU Uploads sections are Marked Complete. Then, open the Certification Renewal Form section by selecting **the title**.

67%  
CURRICULUM PROGRESS

SPêD and APC Certification Renewal Package (CRP)

Professional Development Unit (PDU) Uploads<sup>i</sup>  
100% Completed : 1 Min Required : 1 Total Items : 1

Professional Development Unit (PDU) Upload Form  
Status : Completed Due : No Due Date

4

**Step 5:** Select **Launch** to access the form.

Certification Renewal Form (CRF)<sup>i</sup>  
0% Completed : 0 Min Required : 1 Total Items : 1

Certification Renewal Form (CRF)  
Status : Registered Due : No Due Date

5

## SUBMIT A CERTIFICATION RENEWAL FORM (CONT'D)

**Step 6:** When the form loads, ensure all personal information is correct. Then, read the instructions and select the **Professional Development Unit Tracking Report** link to view your PDUs.

**Organization Designation \***

Select

**Certification Maintenance Standards:**

Certification expiration dates are based on the most recently earned certification and date of the latest Certification Renewal Package (CRP) submission and approval. Upon conferral of a new SPêD or APC certification (not credential) and submission of the CRP, the new expiration date will automatically update for all currently held certifications and credentials to the date of that most recently conferred certification.

Upon submission and approval of CRPs, the new expiration date will align across all held certifications and credentials and will expire two years from that date.

- The certificant must submit a **single copy** of this CRP to confirm all PDUs are captured on previously submitted forms in their User Profile PDU Upload Folder.

At least 100 PDUs are required for renewal of the following certifications:

- SFPC
- APC
- PSC

At least 75 PDUs are required for renewal of the following credential:

- ATC

To renew SAPP, ISOC, or SPSP, certificants must maintain renewal requirements of SFPC – once this is complete, the SPSC renews at the same time.  
To renew DPAP, certificants must maintain renewal requirements of APC – once this is complete, the DPAP renews at the same time.

At least 50 of the PDUs for each Certification or Credential 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 on the PDU Upload form.

Prior to submitting this form, download your **Professional Development Unit (PDU) Tracking Report** and upload a copy here.

**Professional Development Unit Tracking Report \***

Drag and drop files here or **Select a file**

6

**Step 7:** When the report loads in a new tab, select the **excel icon** at the top of the form to download the PDU Tracking Report to your device.

Custom and Shared Reports

SPêD Professional Development Unit (PDU) Tracking Form

Report ID: 5500

Excel icon

7

## SUBMIT A CERTIFICATION RENEWAL FORM (CONT'D)

**Step 8:** Navigate back to the Certification Renewal Form (CRF) tab and **upload this excel file** to the form by using the drag and drop feature, or by searching your device. If incorrect information is included on your file, please delete the incorrect PDU information prior to uploading.

Professional Development Unit (PDU) Tracking Report \*

8 Drag and drop files here or [Select a file](#)

**Step 9:** Select **all Certifications** that you currently hold from the list of options. Submission of this form will count for all Certifications or Credentials held.

9 Select the SP&D/APC Certification or Credential(s) that you currently hold: \*

- 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)
- Special Program Security Credential (SPSC)
- Antiterrorism Credential (ATC)
- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)

**Step 10:** Select **Yes** to verify that at least 50 of the PDUs you've received during this renewal period are from security-related Certifications, Trainings, Courses, or Projects.

10 I verify that at least 50 of the PDUs uploaded during this renewal period are from security-related Certifications, Trainings, Courses, or Projects. \*


Yes

*If you are not able to verify the above statement, please exit this form and continue to upload the appropriate document(s) to the PDU upload form.*

If you are satisfied with the PDUs and documentation you have uploaded this renewal period, please submit this form and mark this requirement complete on your transcript.

**Please note:** All SP&D and APC certification holders are subject to a certification maintenance audit. The audit is a quality check to verify a certification holder's PDU submission complies with SP&D and APC 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.

**Certification Renewal Period Completion Date:** \*

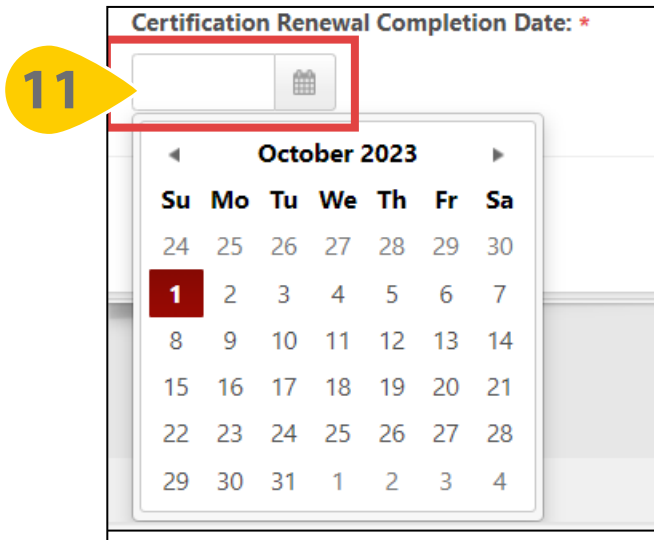




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## SUBMIT A CERTIFICATION RENEWAL FORM (CONT'D)

**Step 11:** Choose today's date from the **Certification Renewal Completion Date** selector.



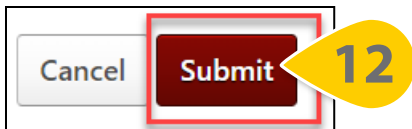
Certification Renewal Completion Date: \*

11

October 2023

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

**Step 12:** Select **Submit** at the bottom of the form.



Cancel Submit 12

**Step 13:** Navigate back to the SPêD and APC Certification Renewal Requirements tab and select **Mark Complete** next to the Certification Renewal Period form.



67% CURRICULUM PROGRESS

SPêD and APC Certification Renewal Package (CRP) Options

0% Certification Renewal Form (CRF) 0  
Completed : 0 Min Required : 1 Total Items : 1

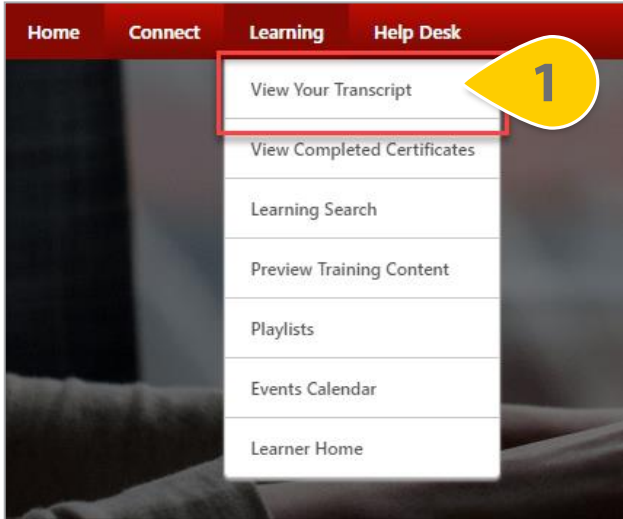
Certification Renewal Form (CRF)	Status : In Progress	Due : No Due Date
		Mark Complete 13

**Please Note:** When you complete the Certification Renewal Form Curriculum, you will trigger a 100% Completion Request for your Renewal Period. Your PDUs will be available for audit by the Program Management Office, and you will be notified when your Certification has been approved and renewed for another 2-year period

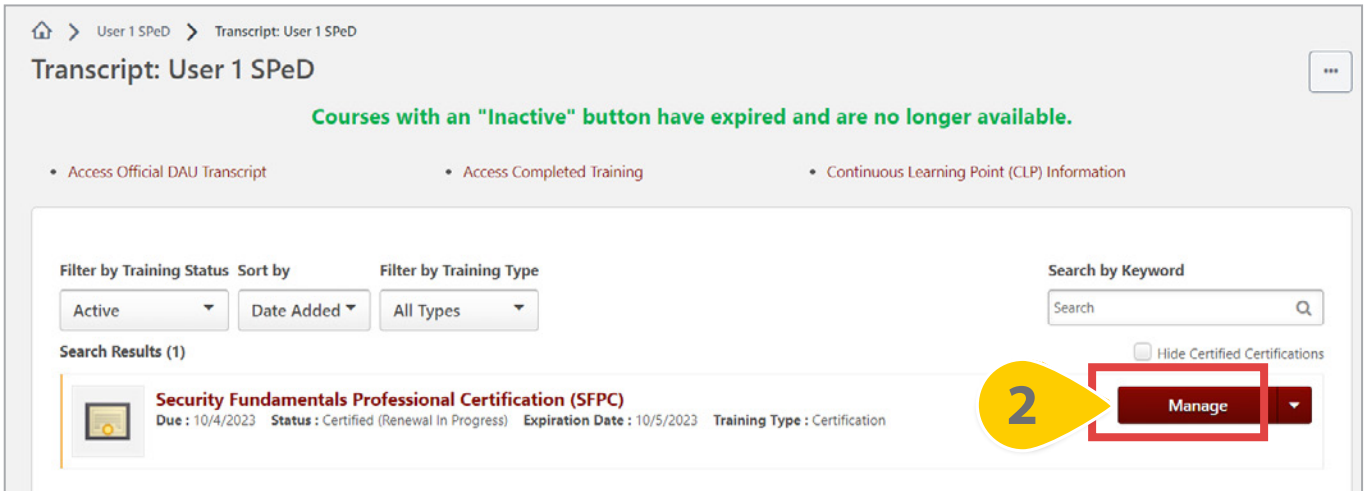
# SUBMIT A SPeD/APC RE-ENROLLMENT REQUEST FORM

WHEN YOU WANT TO RE-ENROLL IN AN EXPIRED CERTIFICATION OR CREDENTIAL...

**Step 1:** Hover over the Learning Tab and Select **View Your Transcript**.

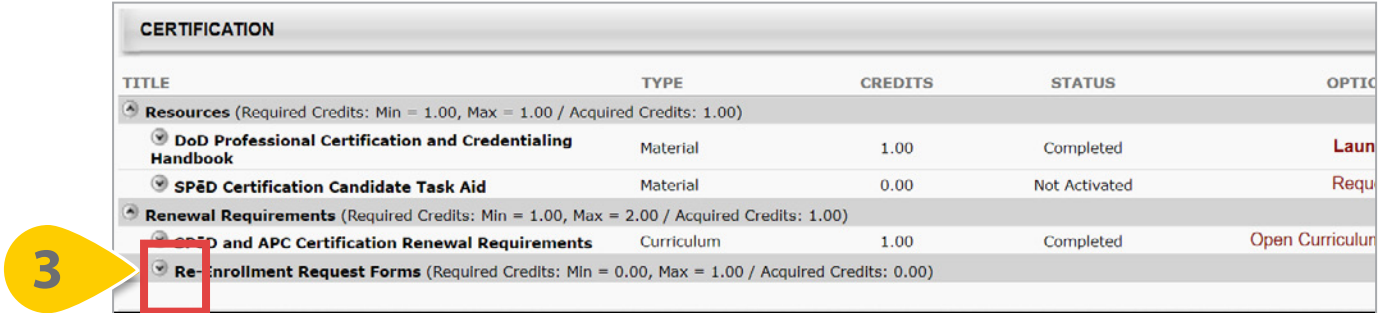


**Step 2:** On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements..



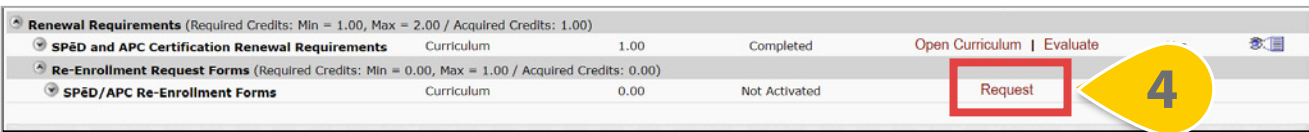
# SUBMIT A SPēD/APC RE-ENROLLMENT REQUEST FORM (CONT'D)

**Step 3:** Within the Renewal Requirements section, open the subsection titled Re-Enrollment Request Forms by selecting the **down arrow**.



CERTIFICATION				
TITLE	TYPE	CREDITS	STATUS	OPTIO
Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 1.00)				
DoD Professional Certification and Credentialing Handbook	Material	1.00	Completed	Laun
SPēD Certification Candidate Task Aid	Material	0.00	Not Activated	Requ
Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 1.00)				
SPēD and APC Certification Renewal Requirements	Curriculum	1.00	Completed	Open Curriculum
Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00)				

**Step 4:** Select **Request** under the Options column for the SPēD/APC Re-Enrollment Forms Curriculum.



Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 1.00)				
SPēD and APC Certification Renewal Requirements	Curriculum	1.00	Completed	Open Curriculum   Evaluate
Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00)				Request
SPēD/APC Re-Enrollment Forms	Curriculum	0.00	Not Activated	

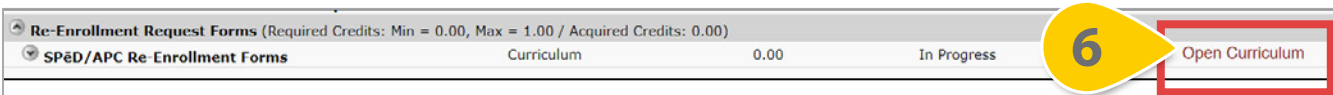
**Step 5:** A new window will appear. Select **Request** again at the bottom of the window and wait for the page to reload.



<b>DCSA: SPēD/APC Re-Enrollment Form</b>	DCSA SPēD Certification Materials	\$ .00	N/A
<b>Navy: SPēD/APC Re-Enrollment Form</b>	DCSA SPēD Certification Materials	\$ .00	N/A

Request Close

**Step 6:** Once the Curriculum is requested, select **Open Curriculum**.



Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00)				
SPēD/APC Re-Enrollment Forms	Curriculum	0.00	In Progress	Open Curriculum

## SUBMIT A SPēD/APC RE-ENROLLMENT REQUEST FORM (CONT'D)

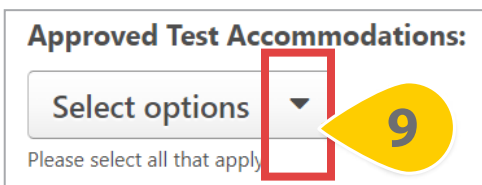
**Step 7:** Once the Curriculum loads, select **View Details** next to the SPēD/APC Certification or Credential Re-Enrollment Forms section to show all possible agency forms.



**Step 8:** From the list of agency-specific forms, **launch** next to the form that applies to you. Please note that there are 58 possible forms; if you do not see your agency listed, please select the OTHER form.



**Step 9:** When the form loads, ensure your personal details are correct, then use the dropdown menu to select **any approved test accommodations** for your new Pearson VUE exam.



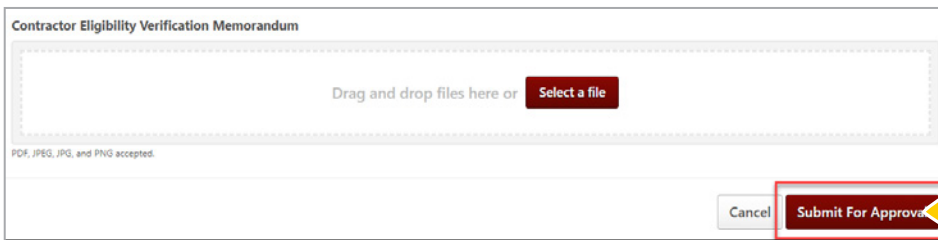
## SUBMIT A SPēD/APC RE-ENROLLMENT REQUEST FORM (CONT'D)

**Step 10:** Select the **SPēD Certification or Credential** that you would like to re-enroll in. If you have allowed more than one Certification or Credential to lapse, please complete this form multiple times.



A screenshot of a web form titled "Please select the SPēD Certification or Credential you are pursuing: \*". The form contains a list of ten radio button options. A red rectangular box highlights the first option, "Security Fundamentals Professional Certification (SFPC)", which is selected. A yellow callout bubble with the number "10" points to this selection. The other options are: Security Asset Protection Professional Certification (SAPPC), Security Program Integration Professional Certification (SPIPC), Industrial Security Oversight Certification (ISOC), Physical Security Certification (PSC), Special Program Security Credential (SPSC), Antiterrorism Credential (ATC), Adjudicator Professional Certification (APC), and Due Process Adjudicator Professional Credential (DPAPC).

**Step 11:** Once all form fields are complete, select **Submit for Approval**. If you are a Contractor, you have the opportunity here to upload the Contractor Eligibility Verification Memorandum.



A screenshot of a web form titled "Contractor Eligibility Verification Memorandum". It features a large dashed border area for file upload with the text "Drag and drop files here or" and a red "Select a file" button. Below the upload area, it states "PDF, JPEG, JPG, and PNG accepted." At the bottom right, there are two buttons: a grey "Cancel" button and a red "Submit For Approval" button. A yellow callout bubble with the number "11" points to the "Submit For Approval" button.

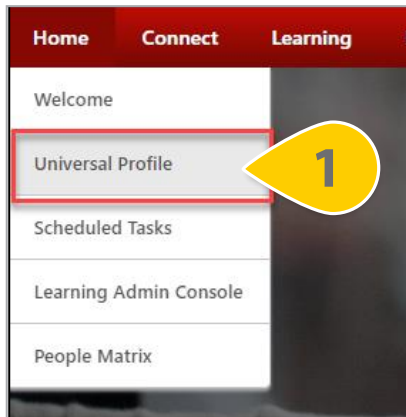
This form will be routed to the appropriate Component Service Representative for review and approval. You will be notified via email if a Renewal Period Pearson VUE Exam Registration has been added to your transcript.

**Please Note:** You may mark this item complete within the Curriculum or you may re-launch the form to complete it as many times as needed. Marking this form complete will have no impact on your Certification.

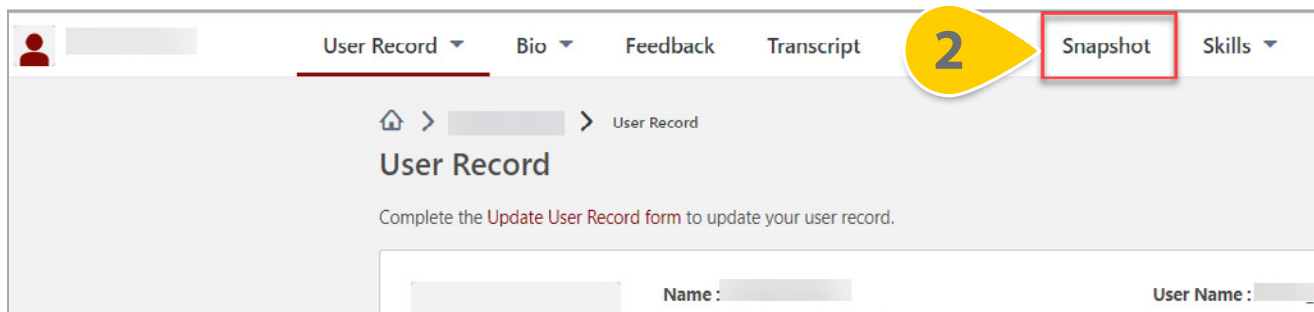
# VIEW YOUR SUBMITTED FORMS

WHEN YOU WANT TO VIEW ALL SUBMITTED FORMS IN CORNERSTONE...

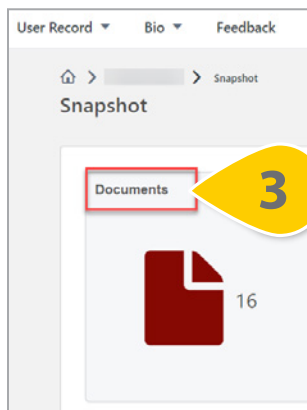
**Step 1:** Hover over the Home tab and select **Universal Profile**.



**Step 2:** Select **Snapshot** from the menu bar at the top of the Universal Profile.

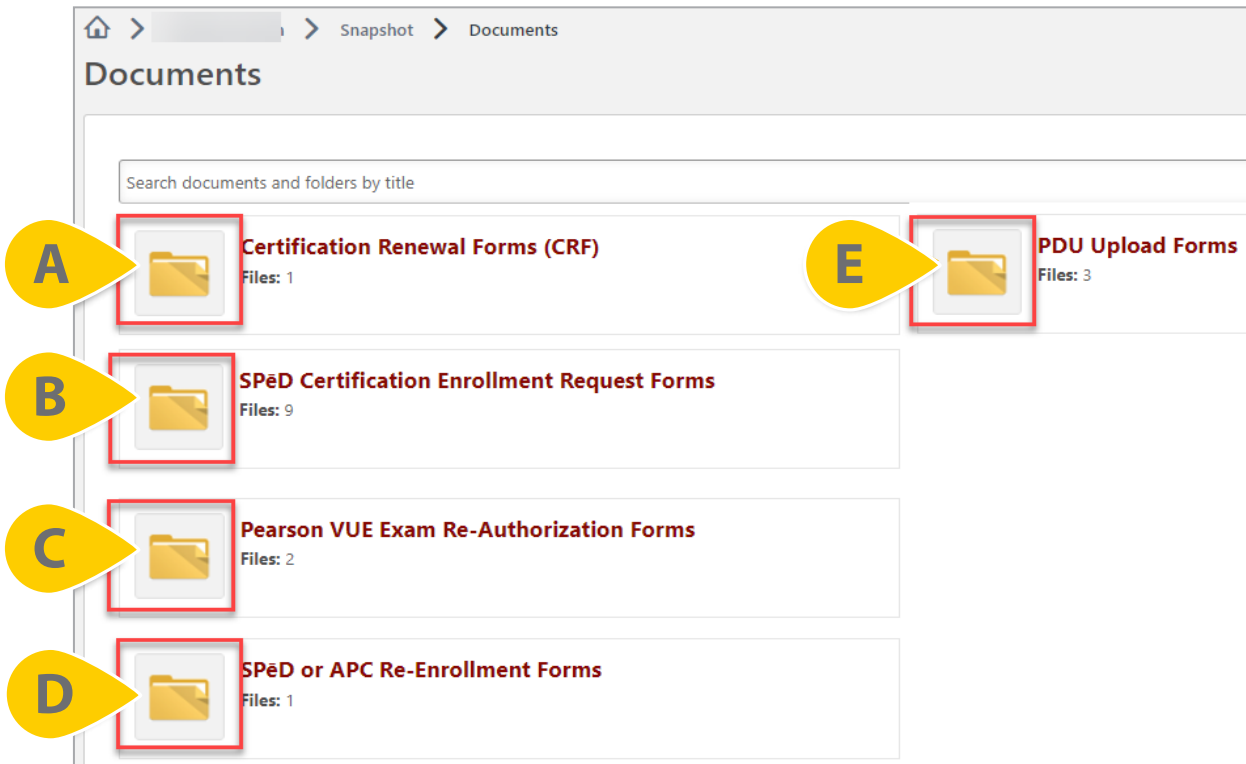


**Step 3:** On the Snapshot page, select the **Documents** widget.



## VIEW YOUR SUBMITTED FORMS (CONT'D)

**Step 4:** Select the **correct folder** for the form you wish to view.



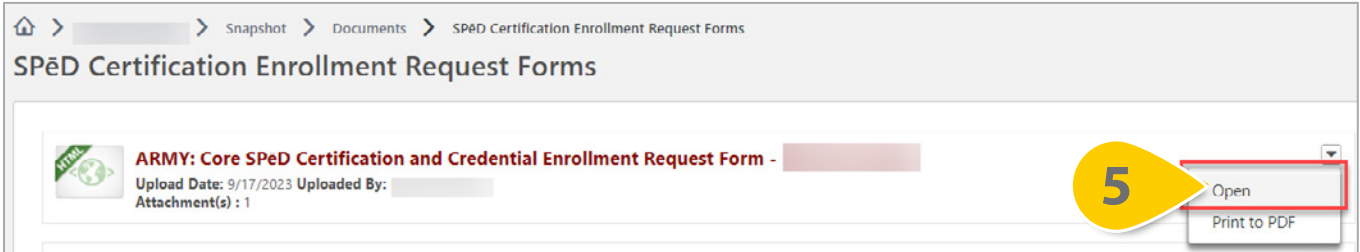
### Snapshot Documents Folder Contents:

- A. Certification Renewal Forms (CRF): this folder contains all Certification Renewal Form submissions from the Certification Renewal Period.
- B. SPeD Certification Enrollment Request Forms: this folder contains any Core, Specialty, APC, or DPAPC Enrollment Request forms submitted by you.
- C. Pearson VUE Exam Re-Authorization Forms: this folder contains any Pearson VUE Exam Re-Authorization forms that have been submitted during the Initial Certification Period.
- D. SPeD or APC Re-Enrollment Request Forms: this folder contains any re-enrollment request forms that have been submitted after a Certification expired.
- E. PDU Upload Forms: this folder contains all Professional Development Unit (PDU) upload forms that have been submitted by you for all Certifications.

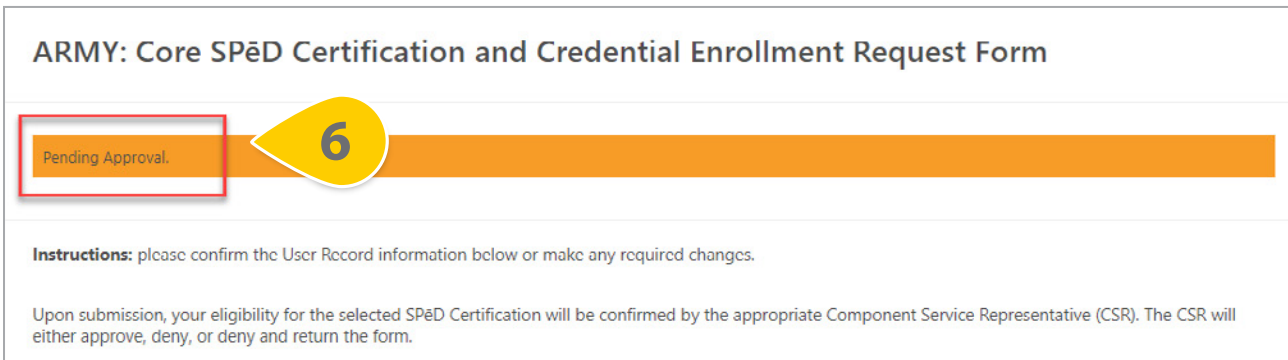


## VIEW YOUR SUBMITTED FORMS (CONT'D)

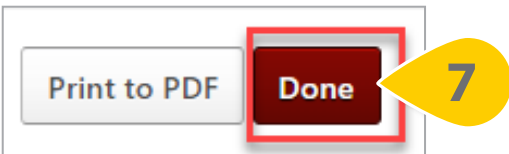
**Step 5:** Once a folder is selected, you will see a list of submitted forms. Select **Open** from the dropdown arrow to view the form contents. You may also choose to download a PDF version of the form.



**Step 6:** At the top of each form, you will be able to see the form's **approval status** and any comments submitted by an approver.



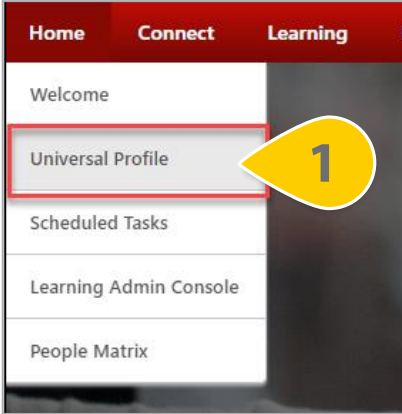
**Step 7:** Once you have read all information, select **Done** at the bottom of the page to return to the folder.



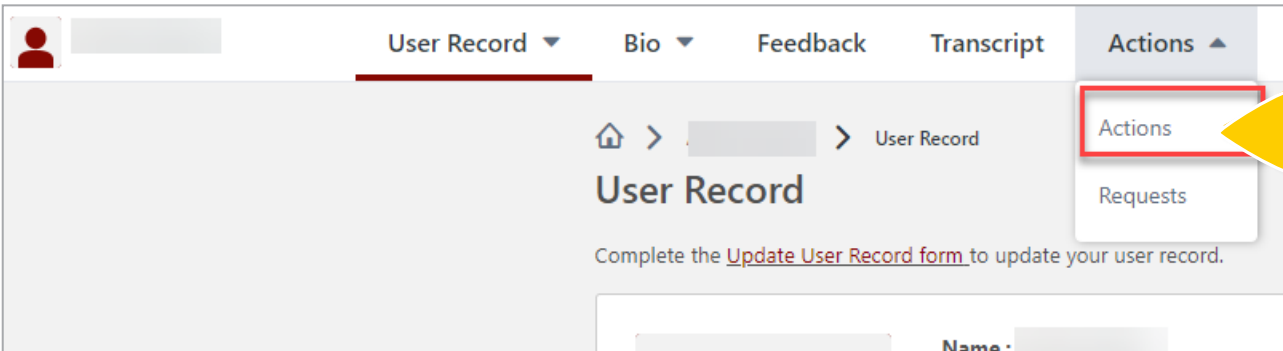
# RE-SUBMIT A RETURNED FORM

WHEN YOU WANT TO VIEW AND RESUBMIT A RETURNED FORM FOR APPROVAL...

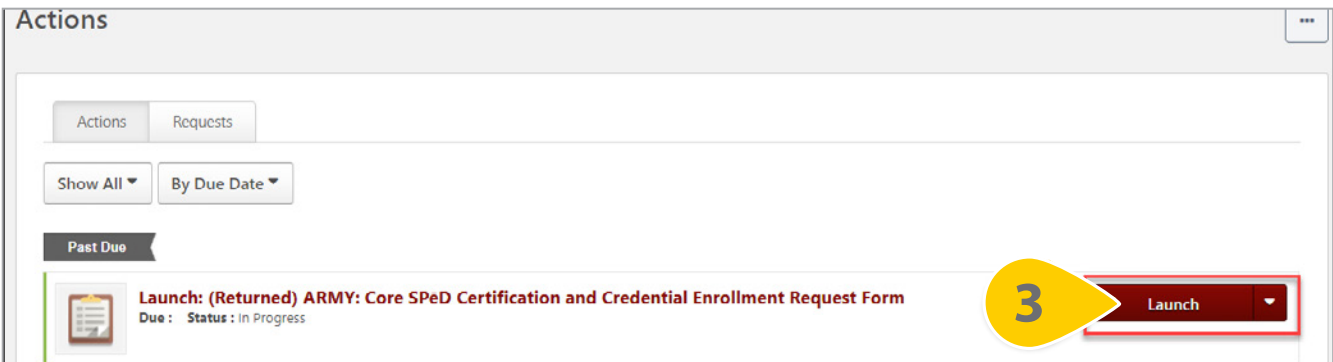
**Step 1:** Hover over the Home tab and select **Universal Profile**.



**Step 2:** Select **Actions** from the menu bar at the top of the Universal Profile.



**Step 3:** On the Actions page, you will find any returned forms pending your edits and resubmission. Select **Launch** next to the form.



# RE-SUBMIT A RETURNED FORM (CONT'D)

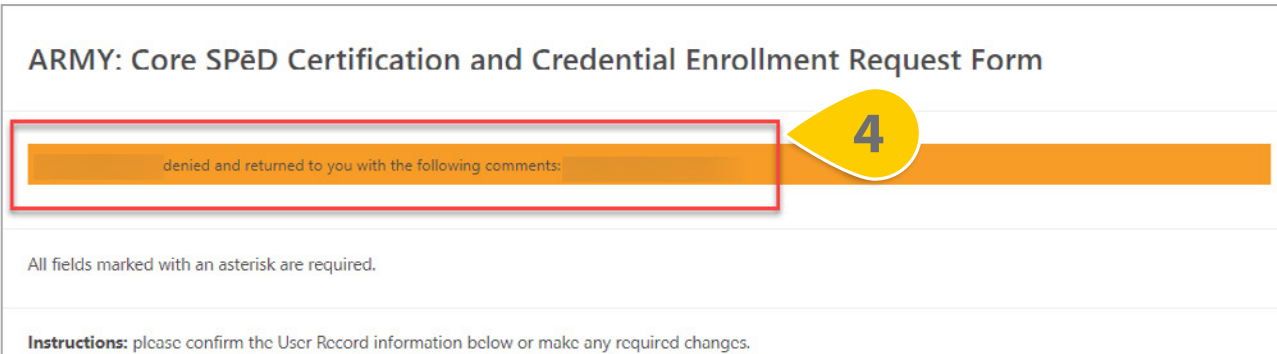
**Step 4:** Read the comments provided by the approver in **the orange bar** at the top of the form.

ARMY: Core SPeD Certification and Credential Enrollment Request Form

denied and returned to you with the following comments:

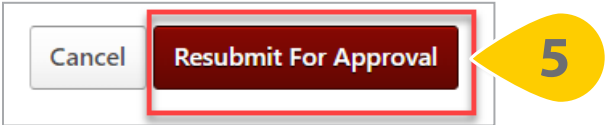
All fields marked with an asterisk are required.

**Instructions:** please confirm the User Record information below or make any required changes.



**Step 5:** Make any required edits to the form; select **Resubmit for Approval** when all updates are complete.

Cancel Resubmit For Approval

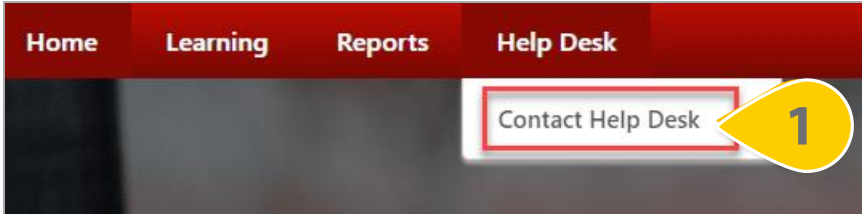


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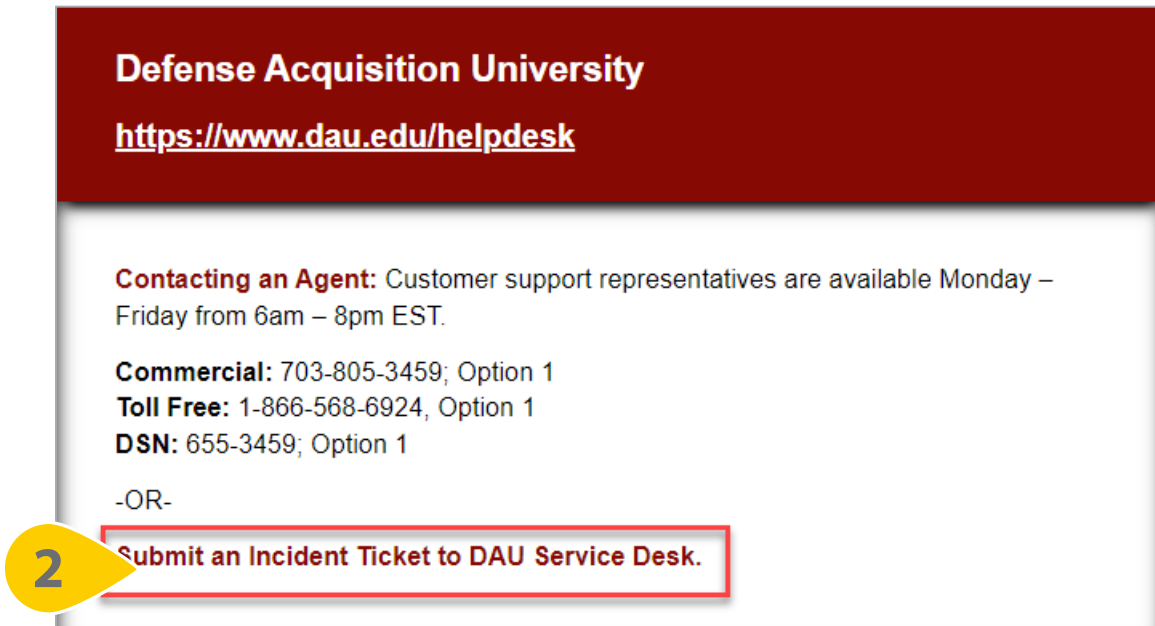
# UPDATE YOUR PEARSON VUE PERSONAL INFORMATION

## WHEN YOU WANT TO UPDATE YOUR PERSONAL INFORMATION WITHIN PEARSON VUE...

**Step 1:** Begin the process of updating your personal information within Pearson VUE by hovering over the Help Desk tab and selecting **Contact Help Desk** from the dropdown.



**Step 2:** On the right side of the page, select **Submit an Incident Ticket to DAU Service Desk**.



## UPDATE YOUR PEARSON VUE PERSONAL INFORMATION (CONT'D)

**Step 3:** Enter your correct personal information into the **email address, first name, last name, and phone number** fields.

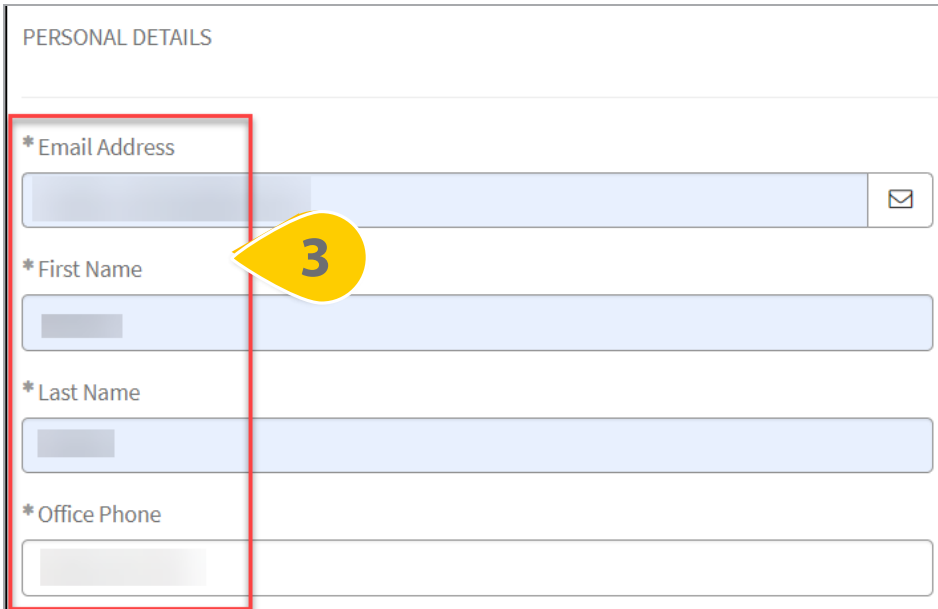
PERSONAL DETAILS

\* Email Address

\* First Name

\* Last Name

\* Office Phone



**Step 4:** Select your **Organization** and **Sub-Organization** from the dropdown menus..

Mobile Phone

\* Organization

\* Sub-Organization

TRICARE

UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SERVICES

US CENTRAL COMMAND (CENTCMD)

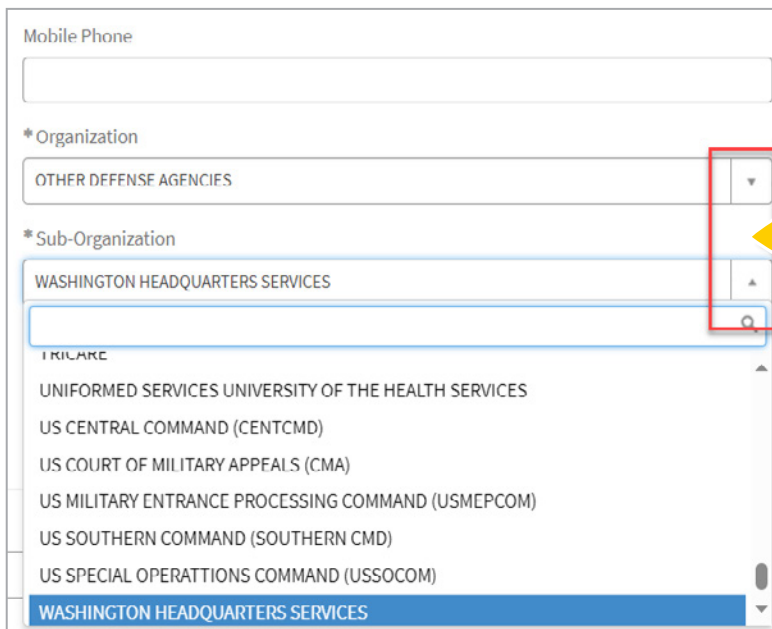
US COURT OF MILITARY APPEALS (CMA)

US MILITARY ENTRANCE PROCESSING COMMAND (USMEPCOM)

US SOUTHERN COMMAND (SOUTHERN CMD)

US SPECIAL OPERATIONS COMMAND (USSOCOM)


WASHINGTON HEADQUARTERS SERVICES




## UPDATE YOUR PEARSON VUE PERSONAL INFORMATION (CONT'D)

**Step 5:** In the Summary of Issue section, enter **Update Personal Information for Cornerstone and Pearson VUE** in the Short Description text box.

SUMMARY OF ISSUE


\* Short Description 

Update Personal Information for Cornerstone and PearsonVUE


\* Detailed Summary 

**Step 6:** In the Detailed Summary section, detail what personal information must be updated within Cornerstone and Pearson VUE. Be as specific as possible.

SUMMARY OF ISSUE

\* Short Description 

Update Personal Information for Cornerstone and PearsonVUE


\* Detailed Summary 

My name last in the Virtual Campus (Cornerstone) has been correctly updated to ( ) but my name in Pearson VUE is still my previous last name ( ). Please update m Pearson VUE so that my test and Certification information is correct across both platforms.

**Step 7:** Select the **checkbox** next to I'm not a robot.

VALIDATION

I'm not a robot


  
reCAPTCHA  
Privacy - Terms

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## UPDATE YOUR PEARSON VUE PERSONAL INFORMATION (CONT'D)

**Step 8:** Then, select **Submit** to submit your request.

VALIDATION

I'm not a robot  reCAPTCHA  
Privacy - Terms

**8**

**Please Note:** The DAU Help Desk may contact you to validate your new information. Please ensure that emails from [SERVICENOW@DAU.EDU](mailto:SERVICENOW@DAU.EDU) are marked as "Safe" and can reach your inbox.