DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
CENTER FOR DEVELOPMENT OF SECURITY EXCELLENCE
938 ELKRIDGE LANDING ROAD

Oct 1, 2022

SUBJECT: Center for Development of Security Excellence (CDSE) Security Professional Education Development (SPēD) Program Management Office (PMO) Certification and Credential Maintenance Guidelines

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

1.0   Purpose: The SPēD PMO 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 certification by:

   (1) Maintaining an active and up-to-date My SPēD Certification (MSC) account

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

b. Maintain the Antiterrorism Credential (ATC) by:

   (1) Maintaining an active and up-to-date MSC

   (2) Successfully acquiring at least 75 PDUs within their two-year certification maintenance period

c. 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 SPēD PMO for final determination.

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

   (2) Certificant will provide supporting documentation [e.g., Standard Form (SF) 50, Orders, etc.] or a memorandum signed by their supervisor. Candidate should not upload personally identifiable information (PII), Controlled Unclassified Information (CUI), or classified data.

(3) 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.

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

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

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

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

a. The audit is a quality check to verify a certification holder's PDU submission complies with SPēD 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.

b. All SPēD and APC certification holders are subject to a certification maintenance audit.

c. A minimum of 10 percent and maximum of 30 percent of submitted records will be audited.

d. Failure to comply with an audit could result in the expiration of all SPēD and/or APC certifications.

e. All records submitted within 90 days before expiration will be audited.

3.0 Applicability:

a. These procedures were voted by both the DoD Security Training Council (DSTC) and the Adjudicator Certification Governance Board (ACGB). Any changes to these procedures must be vetted and approved by the DSTC and ACGB before publication.

b. These procedures apply to all certification and/or credential holders; civilian, military, or contractor who hold SPēD and/or APC certification(s) in accordance with Reference (b).

c. These procedures apply to the following DSTC governed certifications and credentials:

- 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 Certification/Credential (SPSC)
- Antiterrorism Credential (ATC)

d. These procedures apply to the following ACGB governed certification and credential:

- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)

4.0 <u>Certification Maintenance Standards</u>:

a. Certification expiration dates are based on the most recently earned certification and date of latest Certification Renewal Form (CRF) submission and approval.

(1) Upon conferral of a new SPēD or APC certification (not credential) and submission of the CRF, the new expiration date will automatically update for all currently held certifications and credentials to the date of that most recently conferred certification.

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

b. The certificant must submit a single CRF to capture all PDUs and annotate on the form which certifications/credentials they are renewing. *Only currently conferred certifications and credentials will be identified on the form as renewable.*

(1) At least 100 PDUs are required for renewal of the following certifications: SFPC, SAPPC, SPIPC, ISOC, PSC, and APC

(2) At least 75 PDUs are required for renewal of the following credentials: DPAPC, SPSC, and ATC

(a) DPAPC and SPSC are not stand-alone credentials and can only be renewed once the lead certification (either SFPC or APC) has met the 100 PDU threshold.

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

d. To maintain an active SPēD and/or APC certification or credential, a certification holder must do one of the following within their two-year certification maintenance period:

    (1) Obtain at least 100 PDUs through approved professional development activities

    (2) Obtain at least 75 PDUs through approved professional development activities (ATC only)

    (3) Be conferred a new SPēD or APC certification

    (4) Be conferred a new SPēD credential or the DPAPC credential (each valued at 75 PDUs) in conjunction with 25 additional PDUs (do not have to be security related)

5.0 <u>Qualifying Professional Development Activities</u>: 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 <u>Effective Date</u>: These procedures are effective as of Oct 1, 2022.

Jennifer D. May
Chief, SPēD Certification PMO

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

ENCLOSURE 1

Professional Development Activity Categories for Professional Development Units (PDUs)

Category 1: Complete a Certification or Credential Program	
Category 1a: Obtain a new SPēD or APC Certification	• Certificants can receive 100 PDUs for being conferred a new SPēD certification during their two-year certification maintenance cycle. • Renewal is automatic upon conferral.
Category 1b: Obtain a SPēD Credential or the DPAPC	• Certificants can receive 75 PDUs for being conferred a new SPēD credential or the DPAPC (credential) during their two-year certification maintenance cycle.
Category 1c: Obtain a non-SPēD Certification	• Certification holders can claim credit for up to 50 PDUs for each non-SPēD certification. All certifications must be security focused, nationally accredited, and gained during their two-year certification maintenance cycle. • A copy of the certificate must be uploaded as supporting documentation to receive PDUs in this category.
Category 2: Security-related Training, Certificate Programs, and/or Higher Education	
Category 2a. Security related e-Learning training courses	Consists of an organized series of planned learning experiences developed and delivered in an e-Learning environment, to aid participants in acquiring specific knowledge, skills, and/or competencies associated with a topic area. • 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 • Certification holders can receive 1 PDU for each hour associated with an approved non-credit bearing training (all minutes past a full hour are rounded up to the next whole number, for example: anything under an hour rounds up to 1, 1 hour + 15 mins/1hour + 30 mins/1 hour + 45 mins are all rounded up to 2) • Certificants can claim credit for up to 100 PDUs in this category • Annual training can only be used once per each 2-year maintenance renewal window • A certificate of completion must be uploaded to receive PDUs in this category.

Category 2b: Security related instructor led or virtually led training course	Consists of an organized series of planned learning experiences developed and delivered either in-person or virtually led, to aid participants in acquiring specific knowledge, skills, and/or competencies associated with a topic area.
	- 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 - Certification holders can receive 10 PDUs for each full-day (4 or more hours) for each day of instruction, or 5 PDUs for each half-day (1-4 hours) associated with an approved non-credit bearing training course. - VILT versions of an ILT will be awarded the same PDUs as that of the ILT version. - VILTs that do not currently have an ILT version will be awarded PDU based on the hours of the course length divided by 8 (example: 40 hours would equal 5 ILT days = 50 PDUs) - Certificants can claim credit for up to 100 PDUs in this category - A certificate of completion must be uploaded to receive PDUs in this category.
Category 2c: Security related Higher Education	A college or university security-related, credit-bearing course (to include educational courses delivered by CDSE) that:
	- Consists of an organized series of planned learning experiences (e-Learning, instructor-led, instructor-facilitated online, self-paced, etc.) designed and developed to aid participants in acquiring knowledge, skills, and/or competencies associated with a coherent body of study within a discipline or set of related disciplines - Is delivered by a nationally-accredited academic institution - Results in academic credits granted and recognized by accredited academic institutions - Certification holders can receive 10 PDUs per week of an approved security-related, credit-bearing college or university course. - Certificants can claim credit for up to 100 PDUs in this category - A copy of supporting documentation, such as a transcript, indicating completion and length of the higher education course must be uploaded to receive PDUs in this category.

Category 3: Non- Security-related Training, Certificate Programs, and/or Higher Education	
Category 3a. Non-security related e-Learning training courses	Consists of an organized series of planned learning experiences developed and delivered in an e-Learning environment, to aid participants in acquiring specific knowledge, skills, and/or competencies associated with a topic area. • Is delivered by an accredited training or education institution or is facilitated in-house (i.e., an agency delivers the training) • Awards a certificate of completion • Certification holders can receive 1 PDU for each hour associated with an approved non-credit bearing training (all minutes past a full hour are rounded up to the next whole number, for example: anything under an hour rounds up to 1, 1 hour + 15 mins/1 hour + 30 mins/1 hour + 45 mins are all rounded up to 2) • Certificants can claim credit for up to 50 PDUs in this category • A certificate of completion must be uploaded to receive PDUs in this category

Category 3b: Non-security related instructor led or virtually led training course	Consists of an organized series of planned learning experiences developed and delivered either in-person or virtually led, to aid participants in acquiring specific knowledge, skills, and/or competencies associated with a topic area
	
	• 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
	
	• Certification holders can receive 10 PDUs for each full-day (4 or more hours) for each day of instruction, or 5 PDUs for each half-day (1-4 hours) associated with an approved non-credit bearing training course.
	   ○ VILT versions of an ILT will be awarded the same PDUs as that of the ILT version.
	   ○ VILTs that do not currently have an ILT version will be awarded PDU based on the hours of the course length divided by 8 (example: 40 hours would equal 5 ILT days = 50 PDUs)
	
	• Certificants can claim credit for up to 50 PDUs in this category
	
	• A certificate of completion must be uploaded to receive PDUs in this category.

Category 3c: Non-security related Higher Education	A college or university non-security related, credit-bearing course that: • Consists of an organized series of planned learning experiences (e-Learning, instructor-led, instructor-facilitated online, self-paced,

	etc.) designed and developed to aid participants in acquiring knowledge, skills, and/or competencies associated with a coherent body of study within a discipline or set of related disciplines
	• Is delivered by a nationally-accredited academic institution
	• Results in academic credits granted and recognized by accredited academic institutions
	• Certification holders can receive 10 PDUs per week of an approved non-security related, credit-bearing college or university course.
	• Certificants can claim credit for up to 50 PDUs in this category
	• A copy of supporting documentation, such as a transcript, indicating completion and length of the higher education course must be uploaded to receive PDUs in this category.
Category 4: Attend Security Conferences	
Category 4a: Security Conference - Participant	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.
	Certification holders can receive up to 8 PDUs for each full day (i.e., 1 PDU per hour of the conference) of participation in an approved conference.
	• A maximum of 40 PDUs can be earned in a 5 day event.
	• Certificants can claim credit for up to 50 PDUs in this category
	• A copy of supporting documentation indicating certification holders attended a conference (i.e., email confirmation of attendance following the conference or certificate of attendance) must be uploaded to receive PDUs in this category.
Category 4b: Security Conference – Presenter	If a certification holder presents at an approved conference, they can receive an additional 5 PDUs for each presentation
	• A maximum of 25 PDUs can be earned for presenting at one event.
	• Certificants can claim credit for up to 50 PDUs in this category
	A copy of supporting documentation indicating certification holders presented at a conference (i.e., email confirmation as a speaker, verification from the conference organizer, or copy of conference agenda with the certificant's name listed as a presenter) must be uploaded to receive PDUs in this category.
Category 5: Security Related Projects	
Category 5a: SPēD PMO Projects	Certification holders may receive PDUs for successfully completing short-term SPēD PMO projects [i.e., subject matter expert (SME) work on item development or certification preparatory tool or resource, participation in DSTC or ACGB 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.* • Certification holders can receive 3 PDUs per contact hour for each separate and distinct project. • Certification holders can receive 2 PDUs for each completed homework assignment for each separate and distinct project. • A maximum of 50 PDUs can be earned in this category for each SPēD certification project. • Certificants can claim credit for up to 50 PDUs in this category • A copy of the SPēD PMO endorsed letter (PDF) outlining PDUs awarded for each project effort must be uploaded to receive PDUs in this category.
Category 5b: Non-SPēD PMO Security Related Projects	Certification holders may receive PDUs for successfully completing short-term non-SPēD PMO security related projects 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.* • Certification holders can receive 3 PDUs per contact hour for each separate and distinct project. • Certification holders can receive 2 PDUs for each completed homework assignment for each separate and distinct project. • Certificants can claim credit for up to 50 PDUs in this category • A copy of an endorsed letter (PDF), by the project champion, outlining overall contact hours and any completed homework assignments for each project effort, must be uploaded to receive PDUs in this category. NOTE: PDU hours are determined by the formula stated above and are not determined by the project champion.
Category 6: Other Voluntary Professionalization Activities	
Category 6: Other Voluntary Professionalization Activities	Certification holders can receive PDUs for involvement in verifiable professional development, whether security related or not. Examples of professional development activities include, but are not limited to: Leadership Development, Professional Advisory Boards, and career services. • Certification holders can receive 2 PDUs per contact hour for each separate and distinct professionalization activity associated with the

	professional development experience.
	• A maximum of 50 PDUs can be earned in this category for each professionalization activity.
	• Certificants can claim credit for up to 50 PDUs in this category
	• A copy of supporting documentation indicating certification holders participated in the project (i.e., email confirmation or official letter of program/activity completion and associated hours of effort) must be uploaded to receive PDUs in this category.