



CERTIFIED SECURITY PROJECT MANAGER (CSPM) PROJECT MANAGEMENT EXPERIENCE VERIFICATION FORM

Please print all information carefully in the boxes below using uppercase characters.

PRINTED NAME _____

EMAIL ADDRESS _____

CURRENT TITLE _____

PHONE NUMBER _____

Educational Background

(Please indicate the highest level of education attained)

BA or BS Degree Trade School High School Diploma Other

Month/Year that your diploma/degree was awarded: /

Degree from what Department: _____

Name of School where you received diploma/degree: _____

City and State where you received diploma/degree: _____

Training Background

I certify that I have completed the CSPM Certification Self-Study Courses and received a score of 75% or higher on the Self-Study Final Examination? Yes No In Process

I certify that I have completed the CSPM Certification Contact/Classroom Seminars and have received a score of 75% or higher on the Contact/Classroom Final Examination? Yes No In Process

Date I completed the CSPM Certification Contact/Classroom Seminars: _____

City/State I completed the CSPM Certification Contact/Classroom Seminars: _____

PROJECT MANAGEMENT EXPERIENCE SUMMARY

Please total the number of hours from the Individual Project Experience Verification Form(s) found on the following page (for each process areas) and fill in the summary below:

	Pre-Project Phase	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Defining Phase	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Planning Phase	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Implementing Phase	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Closing Phase	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total Hours		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	,	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

P5	- Prepares a project re-estimate.	
P6	- Plans and schedules engineering, installation and subcontracting activities.	
P7	- Develops contingency plans for anticipated problems and deficiencies.	
TOTAL		
Implementing Phase:		
I1	- Maintains project plans and specifications.	
I2	- Maintains daily logbook and project binders.	
I3	- Performs material procurement (scheduling).	
I4	- Documents change orders.	
I5	- Supervises shop work and materials staging.	
I6	- Maintains and updates construction schedule, documentation and preparation.	
I7	- Manages the performance of subcontractors.	
I8	- Maintains all records of project status, project changes, material flow and other control records.	
I9	- Attends construction meetings.	
I10	- Conducts weekly progress meetings.	
I11	- Responds to and generates RFI's and correspondence letters.	
I12	- Prepares project progress reports.	
I13	- Implements safety procedures.	
I14	- Implements quality assurance program to continuously improve customer satisfaction.	
I15	- Monitors project status and controls project costs.	
I16	- Review project costing reports.	
TOTAL		
Closing Phase:		
C1	- Prepares and submits as-built documents.	
C2	- Performs final billing.	
C3	- Completes project closeout form on time.	
C4	- Conducts punch list job walks.	
C5	- Conducts project turn over to the service department.	
C6	- Initiates the warranty period with the customer.	
C7	- Files proper legal documents (example, lien releases, etc.).	
TOTAL		

I declare that all the information I have provided on all pages of this Experience Verification Form is true and accurate to the best of my knowledge. I understand that misrepresentations or incorrect information provided to SIA can result in disciplinary action, including suspension or revocation of my eligibility for the CSPM credential.

Signature

Date