

CSPM Re-Certification Reporting Form

30 Continuing Education Units (CEUs) are required within a three-year term for re-certification.

Name: _____

CSPM Certificate Number: _____

CSPM Certification Term Expiration: _____

This form should be completed with returned to the SIA Certification Department for review and evaluation of continuing education units.

This form must be completed and proper documentation attached. Please keep a copy for your records. Incomplete forms will be returned.

Forms to be sent to: SIA Certification Department
Security Industry Association
635 Slaters Lane, Suite #110
Alexandria, VA 22314

1- MEMBERSHIP AND VOLUNTEERISM:

Total possible points: 14

Membership Unit Guide:

- You currently hold a membership with a non-profit security association (i.e. ASIS, National Burglar and Fire Alarm Association): 2 units per year per association
- You currently hold a membership with a non-profit business association (i.e. Project Management Institute, American Management Association, etc...): 1 unit per year per association
- Maximum Units for Membership: 6

Name of Association	Years
Location	

_____ /

Name of Association	Years
Location	

_____ /

Volunteerism:

Participating in volunteer work for any approved security association or organization. Currently approved organizations include SIA, ASIS, CSAA, and NBFSA. 1 CEU is awarded for every five hours of volunteer work. Volunteer hours are tracked with a form or letter stating hours and work completed signed by the organization.

Maximum units for Volunteerism: 8

2. EDUCATIONAL PROGRAMS AND COURSES:

Unit Guide:

- *Topics must be relevant to the security field*
- *1 unit per every ten clock hours of instruction. Clock hours are defined by actual time- 60 minutes = 1 hour.*
- *Documentation is required, which must include hours (Certificate of Completion, or similar)*
- *Be as specific and detailed as possible.*
- *Maximum Units for Educational Programs and Courses: 10*

2-1 Sponsor	
Program/Course Title or Description	
Location Hours	Dates
2-2 Sponsor	
Program/Course Title or Description	
Location Hours	Dates
2-3 Sponsor	
Program/Course Title or Description	
Location Hours	Dates
2-4 Sponsor	
Program/Course Title or Description	
Location Hours	Dates
2-5 Sponsor	
Program/Course Title or Description	
Location Hours	Dates

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3. INSTRUCTION, SPEECHES AND PUBLICATIONS:

Unit Guide:

- *Course Instruction: 1 CEU provided for each hour (60 minutes) of content presentation.*
- *Speeches: 2 units for each event.*
- *Publications: 2 credits for each article or book*
- *Topic must be relevant to the practice of security.*
- *Maximum units for Instruction, Speeches, and Publications: 6*

Claimed

3-1 Type of Participation	Sponsor	
Program Title or Description		
Location	Dates	<u> </u> / <u> </u>
3-2 Type of Participation	Sponsor	
Program Title or Description		
Location	Dates	<u> </u> / <u> </u>
3-3 Type of Participation	Sponsor	
Program Title or Description		
Location	Dates	<u> </u> / <u> </u>
3-4 Type of Participation	Sponsor	
Program Title or Description		
Location	Dates	<u> </u> / <u> </u>

4. PRACTICAL EXPERIENCE AND MANAGEMENT:

Maximum total hours practical experience and management: 20

PRACTICAL EXPERIENCE

Unit Guide:

- Security project manager responsibilities must use CSPM Best Practices
- 6 Units for each year working full time (2000 hours)
- 3 Units for each year working part time (1000 hours minimum)
- Maximum Units Practical Experience: 18

Claimed

4-1 Project Name:

Company:

Security Project Manager Responsibilities:

Full-time: _____

Part-time: More than 1000 hours _____

Direct Supervisor:

Direct Supervisor's Signature: _____

Date:

4-2 Project Name:

Company:

Security Project Manager Responsibilities:

Full-time: _____

Part-time: More than 1000 hours _____

Direct Supervisor:

Direct Supervisor's Signature: _____

Date:

MANAGEMENT EXPERIENCE

Management is defined as the responsibility of overseeing the results and day to day operations of two or more other security project managers.

Unit Guide:

- *Must use CSPM Best Practices in supervision*
- *6 Units for each year supervising two or more employees working full time (2000 hours)*
- *3 Units for each year supervising two or more employees working part time (1000 hours minimum)*
- *Maximum Units Management Experience: 18*

4-3 Employee Name:

Project Name:

Security Project Manager Responsibilities:

Full-time: _____

Part-time: More than 1000 hours _____

Your Direct Supervisor:

Your Direct Supervisor's Signature: _____

Date:

4-4 Employee Name:

Project Name:

Security Project Manager Responsibilities:

Full-time: _____

Part-time: More than 1000 hours _____

Your Direct Supervisor:

Your Direct Supervisor's Signature: _____

Date:

Total Points _____

I certify that all information provided in this form is accurate to the best of my knowledge.	

Signature	

Date	