

THE CREDENTIAL FOR  
**SECURITY PROJECT MANAGERS**



**CERTIFIED SECURITY  
PROJECT MANAGER  
(CSPM®)**

**Maintenance and  
Recertification Guide**

*Updated March 2017*



## **CSPM Maintenance and Recertification Guide**

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## Section 1: Maintaining the Credential

After becoming certified, a CSPM must pay annual certification maintenance fees in each of the three years of the certification cycle and recertify every three years. In addition, CSPMs are required to abide by the Code of Professional Ethics. Failure to do so may result in disciplinary action up to and including revocation of the credential.

Keeping your contact information current is a condition of certification. Email is the primary mode of communication between SIA and CSPM credential holders. Failure to update contact information may result in delays in receiving critical certification-related information. It is imperative that you provide an active email address that is checked on a regular basis.

### Code of Ethics

When an applicant signs the CSPM Application form, he or she is legally attesting to the fact that the applicant has read and will abide by the Code of Ethics throughout the period of certification.

Failure to comply with this Code of Professional Ethics can result in an investigation into a certification holder's conduct and, ultimately, in disciplinary measures.

The Code of Ethics states that CSPM certification holders shall:

- Hold paramount the safety, health and welfare of the public.
- Act for each employer or customer as faithful agents or trustees.
- Maintain the highest standard of personal and professional conduct.
- Support the implementation of and encourage compliance with appropriate standards and procedures for the effective management of security projects and technology, including the installation, implementation, control, monitoring and risk management of each project.
- Perform duties with objectivity, due diligence and professional care, in accordance with professional standards.

- Serve in the interest of stakeholders in a lawful manner, while maintaining high standards of conduct and character, and not discrediting the profession or the Security Industry Association.
- Maintain the privacy and confidentiality of information obtained in the course of their activities unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate parties.
- Maintain competency in the field of Security Project Management and agree to undertake only those activities he/she can reasonably expect to complete with the necessary skills, knowledge and competence.
- Provide accurate, truthful information and representations concerning qualifications, experience and performance of work.
- Inform appropriate parties of the results of work performed including the disclosure of all significant facts known to them that, if not disclosed, may distort the reporting of the results.
- Refrain from engaging in activities for inappropriate personal gain at the expense of customers, his/her company or the profession.
- Be accurate and truthful in all dealings with customers and be careful not to misrepresent the quality, availability or ability of his/her services.
- Support the professional education of stakeholders in enhancing their understanding of the management of security projects.
- Serve all members of the public impartially, providing no special privilege or substandard service based upon age, race, national origin, color, gender or handicapping condition.
- Cooperate with SIA concerning ethics violations and the collection of related information.

## **Certification Maintenance Fees**

Annual certification maintenance fees provide the certification program with the financial resources necessary to ensure that certification continues to meet the needs and requirements of the market and the program can continue to function on behalf of credential holders.

The annual certification maintenance fee is \$40.00 US due in each of the three years of the certification cycle. Credential holders are given a 30-day grace period. If fees are not paid within this time frame, a \$25.00 US late fee will be assessed. Recertification will not be permitted until maintenance and any late fees are paid.

## **Section 2: Recertification**

As the security industry continues to evolve it is vital that Certified Security Project Managers (CSPMs) stay informed of best practices and new technology to promote competency and consistent provision of the duties of a CSPM. To promote continuing competence, in the third year of the certification cycle, CSPMs must recertify to maintain their certification.

Credential holders may recertify by either retaking the certification examination or through the accrual of Continuing Professional Education (CPE) credits.

If recertifying by exam, all policies regarding the exam including fees apply. For more information, please see the *CSPM Candidate Guide*.

## **Continuing Professional Education (CPE) Credits**

To recertify through CPE credits, CSPMs must earn a minimum of 60 credits over the course of the three-year certification cycle. Credits are earned by completing professional development activities that relate directly to the security project management profession. These activities must be directly focused on the areas covered by the six domains of the CSPM examination specifications. Applicants are required to draw a connection between the topic of study and a specific task.

The following is a list of the types of activities that are accepted. If you have any questions about whether other activities will count, please contact the SIA office.

Credits are submitted via the CPE Submission form (pages 7-9).

Once this form has been submitted, applicants are notified via email if their application is approved, if additional information is required, or if the application was randomly selected for audit. A small portion of submitted applications are

selected for audit. Those certificants are required to submit documentation of their participation in the recorded activities. Supporting documentation should only be submitted if it is specifically requested for this purpose.

## **Requirements to Recertify through CPE Credits**

To recertify through CPE credits, CSPMs must earn a minimum of 60 credits over the course of the three-year certification cycle as follows:

### **a) 30 Type A Credits – Professional Development Activities Directly Related to Security Project Management.**

Type A credits are earned by completing professional development activities that relate directly to the security project management profession. These activities must be directly focused on the areas covered by the six domains of the [CSPM Examination Specifications](#). **Work experience does NOT count for CPE credits.**

**AND**

### **b) 30 Type B Credits - Professional Skills Activities.**

Type B credits are earned by completing activities which enhance the credential holder's overall competency. These activities include professional speaking engagements or completion of management or self-improvement courses, seminars, etc. While these may not apply directly to the field of security project management, SIA identifies these skills as important for the growth of all professional project managers.

One hour of educational activity = 1 CPE

Credits must be submitted via the [CPE Submission and Recertification Form](#) (pages 7-9).

## **Eligible Activities**

- Certificate classes
- College classes
- Company internal training
- Conference sessions
- Presenting
- Self-study through a learning management system
- Seminars
- State licensing classes
- Volunteering on a SIA Committee
- Webinars

**Please note:** work experience does NOT count for CPE credits

The following chart identifies activity types that may be classified as Type A or Type B credits.

<b>Activity</b>	<b>Type A</b>	<b>Type B</b>
<b>Certificate Classes</b>	If topic is related to the exam specifications	If topic improves general competency
<b>College Classes</b>	If topic is related to the exam specifications	If topic improves general competency
<b>Company Internal Training</b>	No	If topic improves general competency
<b>Conference Sessions</b>	If topic is related to the exam specifications	If topic improves general competency
<b>Presenting</b>	No	Yes
<b>Self-study through an LMS</b>	If topic is related to the exam specifications	If topic improves general competency
<b>Seminars</b>	If topic is related to the exam specifications	If topic improves general competency
<b>State Licensing Classes</b>	If topic is related to the exam specifications	If topic improves general competency
<b>Volunteering on a SIA Committee</b>	Yes	No
<b>Webinars</b>	If topic is related to the exam specifications	If topic improves general competency
<b>Work Experience</b>	No	No

## **Random Audit**

Candidates for recertification through CPEs are not required to submit documentation of their participation in the reported CPE activities at the time of application. However, SIA conducts an audit of randomly-selected CPE recertification applications to maintain the integrity of the recertification

process. All applicants have an equal chance of being audited. Applications are chosen at random and not due to doubt about the accuracy of an applicant's CPE record.

To ensure that the audit process is quick and easy, CSPMs should keep documentation of their continuing professional education activities. It is recommended that CSPMs keep a file of these documents throughout the certification cycle.

Individuals whose applications have been selected for audit are notified via email that they are required to submit documentation of their participation in the reported CPEs. These materials must be received by the specified deadline. If a CSPM does not respond to this request in a timely manner, their certification will expire at the end of the certification cycle and they will be required to start the certification process anew should they wish to regain the credential.

CSPMs should keep the original documents for their records and submit copies as all submissions become the property of SIA.

The same standards and procedures will be applied to each audited application. If any discrepancies are found, applicants will be allowed to correct errors and/or provide additional information.

Audit results will be sent to the credential holder via email. Auditees may appeal the audit decision. Letters of appeal should be submitted to the SIA office within 14 days of notification of the audit results.

## **Compliance**

If an individual does not comply with the requirements for maintaining certification and/or recertification, their certification will lapse or expire. In such cases, if the individual wishes to regain the credential, he/she will be required to pay the CSPM exam application fee and successfully complete the certification exam again.

In 2014 the CSPM Certification Program was restructured. To become certified, candidates are no longer required to take any particular training course. Individuals who were certified prior to 2014 and did not stay in compliance by paying annual certification maintenance fees and recertifying are required to pay the application fee and take the certification exam. These individuals are not permitted to submit CPEs for recertification.



**Certified Security Project Manager (CSPM)  
Continued Professional Education (CPE)  
Submission & Recertification Form**

*Updated March 2017*

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**DO NOT SUBMIT SUPPORTING DOCUMENTATION WITH THIS FORM.**

To recertify through CPE credits, CSPMs must earn a minimum of 60 credits over the course of the 3-year certification cycle as follows (see the *CSPM Maintenance and Recertification Guide* for additional details):

**a) 30 Type A Credits – Professional Development Activities Directly Related to Security Project Management.**

Type A credits are earned by completing professional development activities that relate directly to the security project management profession. These activities must be directly focused on the areas covered by the six domains of the CSPM [examination specifications](#). Work experience does NOT count for CPE credits.

**AND**

**b) 30 Type B Credits - Professional Skills Activities.**

Type B credits are earned by completing activities which enhance the credential holder's overall competency. These activities include professional speaking engagements or completion of management or self-improvement courses, seminars, etc. While these may not apply directly to the field of security project management, SIA identifies these skills as important for the growth of all professional project managers.

**Step #1: Enter Applicant Contact Information**

<b>First Name (Please print.)</b>		<b>MI</b>		<b>Last Name</b>		<b>Certification #</b>	
<b>Street Address</b>							
<b>City</b>		<b>State/Province</b>				<b>Zip/Postal Code</b>	
<b>v One Only:</b>	<input type="checkbox"/> Home Address <input type="checkbox"/> Office Address						
<b>Company Name:</b>							
<b>Preferred Contact Method (v One):</b>							
<input type="checkbox"/> Home Phone <input type="checkbox"/> Office Phone <input type="checkbox"/> Cell <input type="checkbox"/> Email							
<b>Home Phone:</b>				<b>Office Phone:</b>			
<b>Cell Phone:</b>				<b>Primary Email:</b>			
<b>Fax #:</b>				<b>Alternate Email:</b>			

**Step #2: Enter Type A Credits:** enter a minimum of 30 Type A credits and CSPM Examination Specification code(s) that relates to each activity. Work experience does NOT count for CPE credits. (1 hr of educational activity = 1 CPE)

Start Date (MM/DD/YY)	End Date (MM/DD/YY)	Type A Activity Description (Refer to the <i>CSPM Maintenance and Recertification Guide</i> for the types of activities that qualify for Type A credits. You will also need to refer to the <a href="#">CSPM Exam Specifications</a> to complete the last column)	Number of CPE Credits	Examination Specification Code(s)
			Total Type A Credits	

**Step #3: Enter Type B Credits:** enter a minimum of 30 CPE credits. (1 hour of educational activity = 1 CPE)

Start Date (MM/DD/YY)	End Date (MM/DD/YY)	Type B Activity Description (Refer to the <i>CSPM Maintenance and Recertification Guide</i> for the types of activities that qualify for Type B credits)	Number of CPE Credits
			Total Type B Credits

Please make a copy of this page if you require additional space on which to note your activities.

#### Step #4: Execute Legally Binding Affidavit

I attest that the information submitted is true and complies with the most recent CSPM recertification requirements. I further agree to abide by the Security Project Manager Code of Ethics (found in the *CSPM Maintenance and Recertification Guide*).

By submitting the CSPM CPE Submission and Recertification Form, I hereby affirm that I understand, acknowledge and agree to abide by the policies, procedures, rules and Certification Agreement contained in *CSPM Maintenance and Recertification Guide*, and agree that I meet each and every requirement set forth and have completely, honestly and accurately completed this submission form to the best of my knowledge. SIA may, at its sole discretion, make inquiry of individuals and organizations directly or indirectly referenced in any part of this application to verify the accuracy and completeness of this information I have provided. I further understand and agree to cooperate in any such investigation by SIA regarding the information I have provided.

I understand that providing any information that is fraudulent, failing to completely or accurately disclose facts known to me, or failing to cooperate in an inquiry by SIA into the information I have provided, will result in the refusal of SIA to issue the certificate to me, revocation of my certificate, if already awarded, and being forever barred from attaining a SIA credential.

***I also fully understand that my application is subject to potential audit and I pledge my full cooperation should my application be selected for an audit of my assertions regarding professional development activities.***

**I HAVE READ AND UNDERSTAND THESE STATEMENTS AND INTEND TO BE LEGALLY BOUND BY THEM.**

Signature

Date

#### Step #5: Submit the Completed Application

**Application Checklist – Please confirm that each of the following is complete PRIOR to submitting the application.**

- ☐ **Application Information:** I completed the applicant information and noted the email address to which CSPM correspondence should be sent.
- ☐ **Continuing Professional Education Activities:** I obtained at least 30 Type A credits and 30 Type B credits within my current three-year certification cycle, and have listed them on page 2. This list is an accurate reflection of relevant professional development activities, dates, and number of credits.
- ☐ **Relationship to Exam Specifications:** I have listed on page 2 the domain/task information from the [CSPM Examination Specifications](#) as it relates to the content of my Type A credits.
- ☐ **Code of Ethics for Certified Security Project Managers:** I have read and acknowledge that I will abide by the CSPM Code of Ethics (see the *CSPM Maintenance and Recertification Guide*).
- ☐ **Maintain Supporting Documentation of Security Project Manager Activities:** I understand that my application is subject to potential audit and should the SIA certification office contact me to supply proof of reported activities, I will respond within the allotted time. (Please do not submit supporting documentation unless you are expressly asked to do so.)

**Applications may be submitted as follows:**

Emailed to: [KRoberts@securityindustry.org](mailto:KRoberts@securityindustry.org)  
Faxed to: 301-804-4701

Mailed to: SIA Certification  
8405 Colesville Rd. Suite 500  
Silver Spring, MD 20910

Questions? Please contact [KRoberts@securityindustry.org](mailto:KRoberts@securityindustry.org)

## Certification Agreement

When an applicant signs the CSPM Application form, he or she is legally attesting to the fact that the applicant has read and will abide by the Certification Agreement below.

I certify that all information contained in my application to the Security Industry Association (SIA) for the Certified Security Project Manager (CSPM) examination is true and accurate to the best of my knowledge. Further, I agree to notify SIA promptly of any change in name, address, or contact information, or in the event of any occurrence bearing upon my eligibility for certification including, but not limited to, any criminal conviction or disciplinary action by a licensing board or professional organization.

I hereby authorize SIA and its officers, directors, employees, and agents ("the above-designated parties") to review my application, to contact employers and/or references listed on my application, and to determine my eligibility for examination and certification. I agree to cooperate promptly and fully in this review, including submitting any documents or information deemed necessary to confirm the information in my application. I authorize the above-designated parties to communicate any and all information relating to my application, examination, or certification status, and review thereof, including, but not limited to, the pendency or outcome of disciplinary proceedings, to state and federal authorities, employers, and others.

I have read and I understand SIA's instructions and policies related to the application and examination process, and I agree to abide by their terms. If any statement made on my application or hereafter supplied to SIA is false or inaccurate, or if I violate any other rules or regulations of SIA, I acknowledge and agree that the penalties for doing so include, but are not limited to: denial of certification, or suspension of, revocation of, or the placement of limitations upon, my certification (if already granted). I agree to indemnify and hold harmless the above-designated parties for any action taken pursuant to the rules and standards of SIA with regard to this application, the CSPM examinations I take, and/or my certification, except claims based upon gross negligence or lack of good faith by SIA.

Should my application be accepted and I am allowed to sit for the CSPM examination, I understand that SIA and/or its testing agents reserve the right to refuse my admission to test if I do not have the proper photo identification, or if I do not report at the appropriate time. If I am refused admission for any of these reasons or if I fail to appear at the test site as scheduled I will not receive a refund of the examination fee and there will be no credit transferred to future examinations. I recognize that the proctor(s) at my assigned test site are required to maintain proper and secure test administration conditions (which may include direct observation or closed-circuit cameras), and I will follow their instructions. I will not

attempt to communicate in any way with other examinees or any outside parties during the examination. I will not bring any outside materials into the testing site, including reference materials, notes, photographic or communication devices, or calculators. I understand that the content of the CSPM certification examination is copyrighted and is the property of SIA. Exam materials will be provided to me for the sole purpose of testing my competencies for which I seek certification, and I am prohibited from using or possessing examination content for any other purpose or at any other time. I agree not to disclose, publish, copy, reproduce, transmit, or distribute exam content, in whole or in part, in any form or by any means, for any purpose without express prior written authorization from SIA. Any unauthorized possession, disclosure, publication, copying, reproduction, transmission, or distribution of CSPM exam content or materials in any form is prohibited and may subject me to civil liability and/or criminal prosecution.

SIA reserves the rights to cancel any examination score if, in its professional judgment, there is any reason to question the score's validity. Candidate conduct which warrants score cancellation may include, but is not limited to: consulting study aids of any type during a testing session; copying from notes or from another examinee during a testing session; speaking or otherwise communicating with others during a testing session; copying, photographing, transcribing, or otherwise reproducing test materials; removing test materials from the examination room; aiding other examinees or receiving aid from anyone else; or having improper access to CSPM examination content prior to the examination administration. Engaging in such misconduct may disqualify me from all future CSPM tests and from ever being certified by SIA. Significant score increases upon retesting may also be investigated to ensure the authenticity of results.

Should I be granted CSPM certification, I agree that SIA may release my name and the fact that I have been granted certification. I agree further that SIA may include my name and contact information in a listing of certified individuals available to the public in print and/or electronic format. I understand and agree that it will be my responsibility to maintain my status by complying with all SIA certification and recertification standards and procedures.

I understand that all Notices pertaining to the examination, and to any subsequent certification I may earn, will be sent to my email address of record. Certificants are required to keep SIA informed of updates to their contact information as a requirement of certification. Changes to contact information may be submitted through the SIA offices. In no instance will any contact information (including telephone, e-mail or mailing address), financial information of any type, or any personal information be disclosed other than verifying certification. I understand that SIA's primary method of communication with its certificants and members is via email, and that should I opt out, block SIA's email communications, or fail to update my record of changes in email address, that I may not receive critical information

concerning my examination, certification, continued education requirements and status, recertification, and related matters. In such instances, I become solely responsible for contacting SIA to obtain such information that is critical to maintaining my certification in good standing.

I accept full responsibility for maintaining the CSPM credential through recertification, shall remain current in the field, and shall continuously uphold the Code of Ethics. I acknowledge that "Certified Security Project Manager" and "CSPM" are registered trademarks of the Security Industry Association, and that I am authorized to use these designations only so long as the certification has not expired, been suspended, revoked or voluntarily relinquished, or converted to the "Inactive" status. I understand that violating the Code of Ethics could lead to suspension or revocation of my CSPM certification. I also understand that if my certification lapses or is revoked for any reason, I will no longer be authorized to use the CSPM designation.

BY TAKING THE EXAMINATION, YOU ARE AFFIRMING BY YOUR ACTIONS THAT SIA HAS YOUR PERMISSION TO CONTACT YOU ON MATTERS RELATING TO YOUR EXAMINATION AND CERTIFICATION, AND YOU UNDERSTAND THE TERMS HEREIN THIS CERTIFICATION AGREEMENT AND YOUR INTENT TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH ABOVE.