

THE CREDENTIAL FOR
SECURITY PROJECT MANAGERS



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

**CSPM Application &
Candidate Guide**

Updated July 2017



CSPM Application & Candidate Guide

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Introduction

Thank you for your interest in the Certified Security Project Manager (CSPM®) credential. CSPM certification is a fundamental step for security project managers eager to sharpen their professional edge.

The CSPM credential is the only project management credential specific to the security industry. Security project managers find that holding the CSPM credential affords them greater opportunities for employment, career advancement, and professional credibility. CSPMs enjoy enhanced confidence in job delivery and a sense of personal accomplishment as a result of their mastery of security industry concepts.

The CSPM credential provides assurance to employers that through certification and recertification the Certified Security Project Manager is committed to quality and has demonstrated competence in six security industry domains making their services more likely to satisfy their employer's needs than their non-certified peers.

The security industry demands project managers who can navigate challenging situations, changing technologies, and complex issues all within the framework of clients' and employers' expectations including budgetary constraints. CSPMs employ a unique body of knowledge and skills to meet these challenges and in so doing demonstrate the value of their particular expertise. In addition to the mastery of security industry concepts that they display at the time of initial certification, CSPMs show their commitment to learning new skills through recertification activities, thereby increasing their value to clients and employers alike.

The CSPM certification program is based on a rigorous examination. All applicants must successfully complete the exam to become certified. Eligibility requirements for the exam are based on project management work experience with academic achievements being allowable substitutions for a portion of the required work experience.

The certification program uses credentialing industry best practices for the development of a content-valid, legally-defensible assessment. The examination measures individuals' potential for competence in relation to a standard set by industry experts. The method used to design the examination are outlined in the ***CSPM Study Guide***.

If you have questions about this guide or any part of the Certified Security Project Manager program, please email KRoberts@securityindustry.org.



Step 1: Confirm eligibility

NOTE: All applications are subject to audit whereby applicants are required to provide supporting documentation verifying the required hours of experience and education.

To be eligible for the CSPM examination, a candidate must have a minimum of 6,000 hours of hands-on project management experience, of which a minimum of 3,000 hours must have been direct security project management experience.

A candidate with a two-year Associate Degree in a security-related discipline from an accredited* institution may substitute his or her degree for 500 hours of the required experience;

OR, A candidate with a four-year Bachelor Degree from an accredited* institution may substitute his or her degree for 1,000 hours of the required experience;

OR, A candidate with a four-year Bachelor Degree in Engineering, Architecture or Security from an accredited* institution may substitute his or her degree for 2,000 hours of the required experience.

A candidate who also has a Master Degree from an accredited* institution may substitute it for an additional 500 hours of the required experience.

** Must be accredited by one of the six regional accreditation bodies recognized and listed by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).*

I have a ...	2-year associate's degree in a security- related discipline	4-year bachelor's degree in Engineering, Architecture or Security	4-year bachelor's degree in another field of study	a master's degree and a bachelor's degree in Engineering, Architecture or Security	master's degree with a bachelor's degree in another field of study
I need this many hours of work experience**...	5,500	4,000	5,000	3,500	4,500

*** A minimum of 3,000 hours must be in the management of security projects.*

I attest that I meet the above requirements, either directly or through the above substitutions, and acknowledge I may be contacted for supporting evidence including, but not limited to, educational transcripts and workplace references.

Initial in the space provided below:

_____ I have accrued the required number of hours of work experience or an appropriate combination of work experience and formal education.

Step 2: Enter Contact Information

First Name		Middle Name		Last Name	
Street Address <input type="checkbox"/> Home Address <input type="checkbox"/> Office Address					
City		State / Province		Zip / Postal Code	
Company Name:					
Preferred Contact Method (V One):					
<input type="checkbox"/> Home Phone <input type="checkbox"/> Office Phone <input type="checkbox"/> Cell <input type="checkbox"/> Email					
Home Phone:				Office Phone:	
Cell Phone:				Primary Email:	
Fax #:				Alternate Email:	

Step 3: Enter Examination Specific Information

V One Only:	<input type="checkbox"/> First-Time Test Taker <input type="checkbox"/> Recertifying <input type="checkbox"/> Re-Take Candidate
V If Applicable <input type="checkbox"/>	I have a physical or other disability that may require special Accommodations (please refer to the <i>Candidate Guide</i> for complete policy on special arrangements.)

Step 4: Application Fee

Payment Method: <i>If Credit Card Please Tick Credit Card AND Card Type</i>	<input type="checkbox"/> Check Make Check Payable to: SIA		<input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX	
Enter Credit Card #:				
Exp Date (MMYY):		Security Code:		Name On Card:
Authorized Signature:				
Discount Code: <i>If Applicable</i>		Authorized Charge Amount:		
Billing Address (if different than entered in Step 1):				

Step 5: Execute Legally Binding Affidavit

Please initial in the spaces provided below:

_____ I have read, understood, and will abide by the Certification Agreement (found in the *CSPM Candidate Guide*).

_____ I have read, understood, and will abide by the Code of Ethics (found in the *CSPM Candidate Guide*).

_____ I 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 qualifications and experience.

_____ I understand that if certified, I will be required to pay annual certification maintenance fees and recertify every three years in order to keep the credential active.

By submitting this application, I hereby affirm that I understand, acknowledge and agree to abide by the policies, procedures and rules contained in the *CSPM Candidate Guide* and agree that I meet each and every requirement set forth and have completely, honestly and accurately completed this registration form to the best of my knowledge. The Security Industry Association (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 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 any inquiry by SIA into the information I have provided, will result in the refusal of SIA to issue the CSPM credential to me, revocation of my certification, if already awarded, and being forever barred from attaining a SIA credential.

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

Signature: _____ Date: _____

Step 6: Submit Application

Applications may be submitted as follows:

Scanned and emailed to:
KRoberts@securityindustry.org

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

Faxed to: 301-804-4701

Questions? Contact 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, re-certification, 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.

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 below.

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.

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.

Section 2: Certification process

IMPORTANT NOTE: Email is the primary mode of communication between SIA and certification candidates and credential holders. It is your responsibility to keep SIA informed of any changes in contact information. It is imperative that you provide a current email address that is checked on a regular basis.

Application and Payment

Please carefully review the eligibility requirements on the first page of the exam application (page 2) PRIOR to submitting the non-refundable application fee.

Candidates must complete the [CSPM Examination Application Form](#) (pages 2-4) and pay the non-refundable application fee. The completed form and payment should be submitted to:

KRoberts@securityindustry.org

or

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

All applications are subject to audit whereby applicants provide supporting documentation verifying the required hours of experience and education. Individuals will be notified of their eligibility status via email within two weeks of application.

PLEASE NOTE: By signing the [CSPM Examination Application Form](#), applicants attest that they have read and will abide by the Certification Agreement (pages 5-6) and the Code of Professional Ethics (page 7). Failure to conform to either may result in disciplinary actions up to and including revocation of the credential should it be earned.

Special Testing Accommodations

SIA complies with the Americans with Disabilities Act (ADA), and is dedicated to ensuring that no eligible individual is deprived of the opportunity to take the exam due to a disability as defined under the ADA, as long as the disability is not one which would render the individual incapable of performing the duties of a certified position. **Candidates who require special testing accommodations must make a written request for the specific type of accommodation needed at the time of application.** Requests must include documentation of a formally-diagnosed, ADA-recognized disability from a qualified professional who has provided evaluation or treatment to the applicant.

Certification Fees

Examination Application Fee (Due when submitting the application.)	\$325
Examination Testing Fee (Due when scheduling testing appointment.)	\$125
Exam Rescheduling Fee (Due if rescheduling less than 72 hours prior to appointment.)	\$100
*Annual Certification Maintenance Fee (Due in each of the three years of the certification period)	\$40/year
*Late/Expired Fee (Due if annual certification maintenance fee is past due, or if certificant fails to recertify by the date the current certification expires.)	\$25

** See CSPM Maintenance and Recertification Guide for additional details.*

Scheduling the Exam

IMPORTANT NOTE: SIA has employed a professional testing company, ITPG, to assist in the performance of various examination development and administration functions. ITPG and its testing center network partner, Kryterion™, are two companies whose names you will see referenced in this document and as you make your appointment and sit for the examination.

Candidates schedule their exam through ITPG. A representative to help with this process can be reached at: certification@itpg.org or 703-637-4423.

When you establish eligibility and your application is approved, you will receive an “authorization to test” via email. This will contain login credentials for the Kryterion™ appointment website. Through this site, candidates schedule their appointment to take the examination and pay the \$125.00 US testing fee. Available dates and times vary by testing location.

After receiving the “authorization to test,” eligible candidates must take the exam within one year. After 12 months, this period expires and an individual must reapply as a new applicant and pay the application fee again.

The CSPM examination is administered at more than 1000 Kryterion™ computer-based testing (CBT) facilities throughout the world. CBT provides candidates with the convenience of taking the examination at a center closer to home which saves travel time and money. In addition, candidates taking a CBT administration are provided with their preliminary scores immediately following the exam.

Cancelling or Rescheduling the Exam

Examination appointments can be rescheduled without penalty up to 72 hours in advance of the scheduled appointment. Candidates can reschedule their exam online through the Kryterion™ website. If rescheduling the exam less than 72 hours in advance, a \$100 rescheduling fee will be assessed.

Those who fail to appear for a test without giving prior notice will forfeit the entire examination fee unless they can document extenuating circumstances such as a death in the family, serious illness, or military duty. In such circumstances, the candidate should contact SIA as soon as possible and provide an explanation of the situation in writing.

Every attempt will be made to administer all exams as scheduled. However, in the event of hazardous weather or any other unforeseen emergencies occurring on the day of a scheduled exam, Kryterion™ will determine whether circumstances require the cancellation of the exam at a particular location. Candidates will be given as much advance notice as possible and will not be penalized in the event of a Kryterion™ cancellation. In such instances, SIA/ITPG will contact candidates for rescheduling.

Preparing for the Exam

Candidates should refer to the *CSPM Study Guide* for information about the construction of the exam, and for guidance on exam preparation.

On the Day of the Examination

Candidates should report to the exam center on the day of the exam as instructed in their appointment confirmation letter, and plan to arrive at least 15 minutes prior to the appointment time. **Candidates must bring a government-issued photo ID with signature (e.g., driver's license or passport). The name on the ID must match exactly the name submitted on the application, or the candidate will be denied admission. A second form of ID may be requested at the testing center. A credit or debit card matching the name on your government-issued ID is acceptable.**

Candidates should bring as few personal belongings to the testing center as possible. Most will not be permitted in the testing room. Some exam sites have a secure location for the storage of personal items, but this is not guaranteed at each location. SIA, ITPG, and Kryterion™ are not responsible for any items brought to the testing center.

Items that are NOT permitted include, but are not limited to, the following:

- Books or other reference materials, including all types of dictionaries
- Papers of any kind, except as provided by the proctor
- Electronic devices of any kind, including but not limited to:
 - Telephones and signaling devices, such as cell phones, tablet computers, laptops, etc.
 - Alarms or recording/playback devices
- Photographic or image-capturing or copying devices
- Food or beverages, including water

Candidates wishing to use the restroom or water fountain should indicate this to the proctor. At any given time, only one candidate will be allowed to leave the testing room. The exam clock continues to run during any breaks taken.

Listen carefully to the instructions given by the proctor and read all directions thoroughly. Questions concerning the content of the exam will not be answered during the exam, but a comment form is provided within the testing software. Candidates are strongly encouraged to provide feedback or report any concerns prior to leaving the testing center.

Connectivity issues are inherent with computer-based testing. Any technical difficulties that affect a candidate's performance must be reported to the proctor immediately. Reports of this nature should be made before the candidate receives the score report, and also noted in the post-exam survey. Additionally, candidates must report any complications with testing to ITPG at certification@ITPG.org immediately following the examination.

Examination Security

SIA firmly believes that each candidate deserves a fair and equal opportunity to demonstrate his or her competency in the examination process. Therefore, the examination security measures are intended to prevent any unfair advantage of one candidate over another. Security measures are also in place to protect SIA's intellectual property.

All exam materials including the entire item (question) bank and each form of the examination are the exclusive property of SIA.

Candidates who exhibit disruptive behavior or who give/receive assistance from other examinees, testing personnel, and/or anyone outside of the testing center will be required to leave the testing room immediately. Their exam will not be scored and their actions will be reported to SIA for possible disciplinary action. A candidate who witnesses inappropriate behavior should report it to the proctor immediately.

To prevent fraud, completed examinations are analyzed statistically for any suspect response patterns.

Removal of any material from the exam room by unauthorized persons is prohibited. Copyrights for the CSPM exam are owned by SIA. Any attempt to reproduce or memorize all or part of the exam is prohibited. Any unauthorized disclosure, publication, copying, reproduction, transmission, distribution, or possession of CSPM exam content or materials in any form including memorization may subject the individual to civil liability and/or criminal prosecution, removal of certification, and/or restrictions on future access to CSPM certification examinations. **The prohibition of "unauthorized disclosure" means that you may not discuss the contents of the examination with anyone other than SIA staff.**

A proctor may dismiss a candidate from the exam site, halt an examination in progress, or report a candidate to SIA for any unauthorized behavior.

SIA reserves the right to cancel any examination scores if, in SIA's judgment, there is any reason to question the score's validity. Conduct that 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 candidate's answers during a testing session; unauthorized communication with others during a testing session; copying, photographing, transcribing, or otherwise reproducing or transmitting exam materials; removing exam materials from the testing site; aiding other examinees or receiving aid from anyone else; or having improper access to CSPM content prior to the examination administration. Engaging in such misconduct may disqualify the individual from future CSPM tests and possibly from ever being certified by SIA.

What to Expect After the Examination

Score Reporting

Candidates receive preliminary exam results at the testing center following the completion of the exam. Scores are later finalized after a statistical analysis has been done. The results will only change if any irregularities are found during this analysis. Candidates will be notified if there are any changes to their results. Changes to preliminary results are extremely rare.

The CSPM exam is a criterion-referenced exam and is not designed for use as a tool for comparison of CSPMs. All credential holders are held to a specific criterion (the passing score that is defined by subject matter experts for awarding the credential); a passing score on the exam affirms that the candidate meets an established level of competence. Comparison of candidates based on their score is not appropriate for this type of exam. Candidates are not competing against one another.

As a result, SIA does not report to candidates the numerical score if it is at or above the passing score. In other words, candidates who pass the exam will only receive the report that they have passed; a numerical score will not be included in the results. However, candidates who are not successful will receive their scaled score and diagnostic information that may help guide future study.

The passing score is applied consistently to all test takers. You must achieve the passing score to pass the examination. There are no exceptions.

Application for the exam signifies the candidate's authorization for the testing agency to release exam results to the candidate and SIA, ITPG, and Kryterion™ staff. Only staff with a need to know for job completion will be provided access to score information. Individual scores will not be made available to the general public. However, aggregated results may be used by staff for research, marketing, reporting, and other activities deemed appropriate by SIA.

Appeals

Through a post-completion survey, candidates may provide feedback on exam content with respect to the technical accuracy of questions, and fairness in the administration of the examination.

All appeals must be submitted in writing to the CSPM Certification Committee through the SIA office within seven calendar days of the examination, and should include the reason for the appeal and any supporting documentation the candidate would like to provide. SIA will not consider requests for review if they are not submitted within the seven-day window.

The committee's decision will be communicated to the candidate within 30 days of receipt of the request for review. The determination of the committee shall be final.

Administration Appeals: Appeals relating to the detrimental effects of the testing environment or administration procedures on a candidate's performance will be reviewed on a case-by-case basis.

Exam Content Appeals: A candidate who has a concern about the reliability, validity, and/or fairness of the exam may submit an appeal to the SIA office. If a candidate questions the accuracy of their score, SIA will review the response record and any related facts to determine if the results are correct.

Certification will not be granted based upon a successful appeal; a free or cost-reduced examination may be awarded in such instances.

Retaking the Exam

Candidates may retake the examination an unlimited number of times within the 12-month period following the authorization to test. The exam administration fee will be charged for each attempt. After this period has passed, individuals are required to submit a new application and pay the application fee again.

Certificates and Credential Maintenance

Candidates who pass the examination will be sent a certificate with a unique certification number issued by SIA within four weeks of passing the examination. The certification is valid for three years, contingent upon the payment of annual certification maintenance fees. At the conclusion of the three-year cycle, CSPMs are required to recertify by either retaking the certification exam or through the accrual of continuing professional education (CPE) credits (see additional information about maintaining the credential in the *CSPM Maintenance and Recertification Guide*).