



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

*Updated March 2017*

**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)
			<b>Total Type A Credits</b>	

**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
			<b>Total Type B Credits</b>

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)