



POLICY/PROCEDURE #20: **CSC Recertification**

Date Approved: 9/8/19

Policy

Every Certified Security Consultant (CSC) has a continuing education requirement of 60 recertification credits over the 36-month certification period.

Credit values for each recertification activity are available on the IAPSC website. Credit bearing activities can include, security-related presentations or public speaking; publishing; attending an educational event; and/or serving in a leadership position for a security industry association. Each contribution must be security related and verifiable with documentation provided as an attachment to the application form.

CSCs must submit their completed application, recertification fee, and the 60 credits by December 31 of the year of expiration.

The CSC Committee and IAPSC Board understand there are extenuating circumstances. For this reason a three-month grace period is in place. Formal, written requests for an extension or explanations for delinquency must be submitted to Association headquarters by no later than December 31 of the year of the CSCs expiration date. If after review, an extension is granted, an application, recertification fee, and the 60 credits must be submitted to Association headquarters by no later than March 31. Credits must have been achieved during the recertification period. A late fee of \$65.00 for members and \$100.00 for non-members will apply.

Refunds will not be granted.

CSCs that fail to observe this policy will be referred to the IAPSC Committee and IAPSC Board of Directors for appropriate action.

Recertification Communication Plan:

January of the year of recertification all CSCs due to re-certify that year receive notification that their certification expires on December 31 of that year and an outline of the procedure that must be followed.

IAPSC will include regular recertification reminders through the newsletter.

Individuals due for recertification within the year will receive bi-monthly email reminders through September, there after bi-weekly reminders.

The CSC committee will receive in November a list of all CSCs due for renewal that year that remain outstanding.