



## **Certified Security Consultant Committee Charter**

*Last revised March 2025*

### **Purpose**

The Certified Security Consultant (CSC) Committee is a standing committee of the International Association of Professional Security Consultants and is dedicated to increasing the number of certified security consultants and maintaining the CSC program. The Committee is responsible for promoting the CSC among those eligible to be a CSC, screening applicants for the CSC, and maintaining the viability of the certification exam by keeping the study resources relevant and maintaining a test bank gleaned from those resources.

### **Vision**

The CSC is well-known in the security industry, highly sought after among the eligible population, and respected as a certification denoting the quality and expertise of certified security consultants.

### **Key Responsibilities**

1. Identifying and contacting prospective and viable candidates for certification
2. Reviewing applications for certification
3. Congratulate newly certified security consultants.
4. Review study resources to ensure continued relevancy
5. Maintain a test bank consisting of multiple-choice questions from the study resources
6. Promote and achieve awareness of the certification
7. Report certification metrics at the quarterly Board of Directors meetings
8. Ensure committee objectives and all other efforts align with the Association's Mission, Vision, and Strategic Initiatives
9. Recommend to the Executive Committee (or Board) termination of the certification of any certified consultant who fails to comply with Code of Conduct for CSCs and all other applicable rules, policies or procedures.
10. Review the Committee Charter annually for adequacy and recommend any necessary changes for approval by the Board
11. Review the recertification requirements annually and update as needed
12. Review recertification requests to ensure recertification requirements have been met

### **Meetings**

Most work of the committee is accomplished through electronic communications without the need for routine meetings. The committee shall meet as needed as its Chair or a majority of its members deem necessary or appropriate, either in person at Association meetings and conferences, telephonically or electronically. The committee shall provide a report of the proceedings of each meeting to the Board.

### **Members**

- Committee Leadership: The Chair of the CSC Committee shall be appointed by the Association President.
- Other Committee members are selected by the Committee Chair and may include:
  - At least two other members who hold the CSC certification to assist with certification application reviews and other Committee tasks
- Committee members must understand and respect the confidential, sensitive nature of discussions of certification appropriateness and qualification

### **Collaboration with other Committees**

- Coordinate with the Education Committee on the development of the CSC program
- Coordinate with the Membership Committee and Communications Committee to promote the certification both within and outside the Association and to encourage non-member CSCs to join the association.

### **Resources and Budget**

The Association Management Company will provide the following support:

- Coordination of certification applications to include application review by CSC Committee and background check
- Updating and maintaining the CSC Certification Report
- Notify Committee Chair of new applicants and send applications to the committee for review
- Send out a congratulatory email when someone passes the exam and send out a certificate.
  - The Executive Committee and Board of Directors shall be copied on the email
- Maintain the IAPSC website list of CSCs
- Announce new certifications in the IAPSC newsletter, website and social media
- Send out quarterly recertification reminders during the year of recertification
- Coordinate re-certification applications
- Send out updated certificate upon a recertification

### **Annual Goals**

- Increase the number of CSCs by 10% each year
- Review the study resources for relevance and update the test bank as needed

### **Compliance Calendar Activities**

- Annual review of study resources for relevance
- Certification metrics reportable at quarterly board meetings