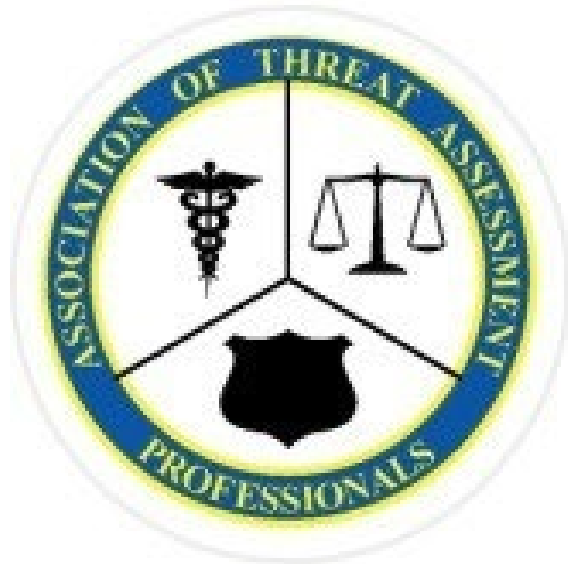




ATAP: THE CERTIFIED THREAT MANAGER PROGRAM

ATAP Certification Program Overview

CERTIFICATION PROGRAM

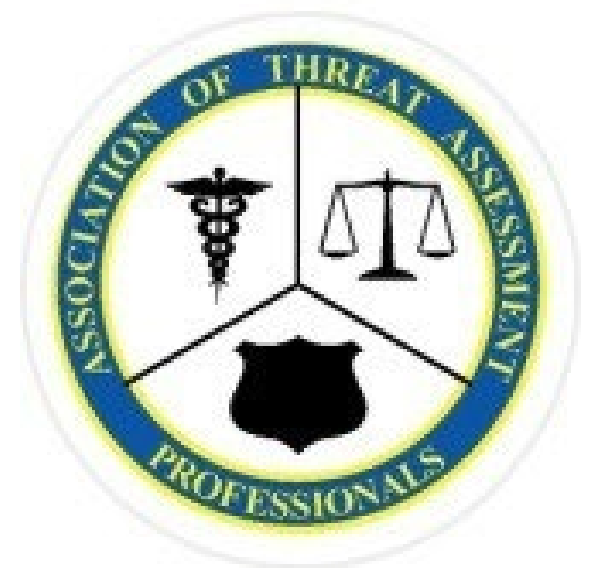


Mission statement

To serve the public's interest in preventing targeted violence by establishing a standard of professional competence in the field of threat assessment and management and certifying professionals who meet that standard

Communications

For all communications with the certification program, please email us at certification@atapworldwide.org. Please do not directly contact members of the Certification Committee to request information or assistance.

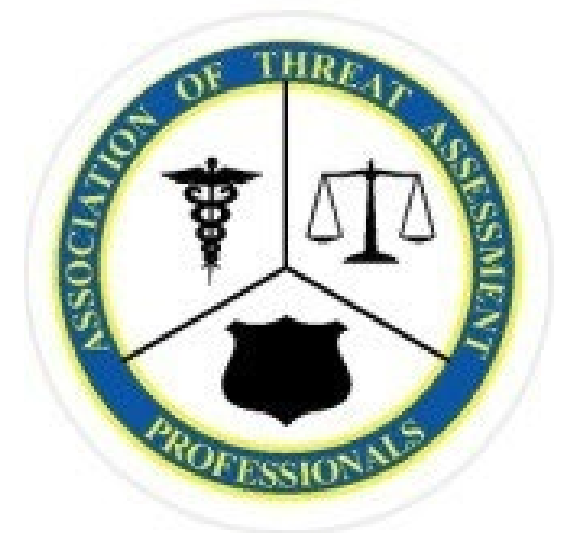


ELIGIBILITY TO BECOME A CTM



Eligibility

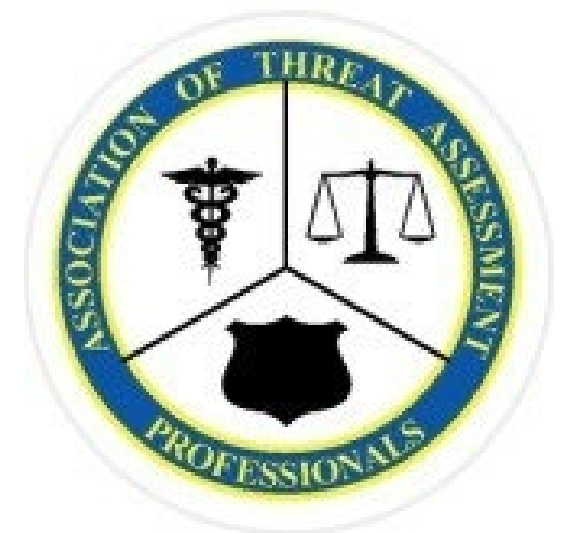
- Open to all: ATAP membership is not required
- Must agree to abide by the [ATAP Code of Ethics](#), regardless of membership status.
- Must proactively disclose past or present adverse civil, criminal, regulatory, or employment actions with yourself as a defendant or subject of inquiry. This is a permanently continuing obligation for as long as you are a CTM or applicant.



Eligibility

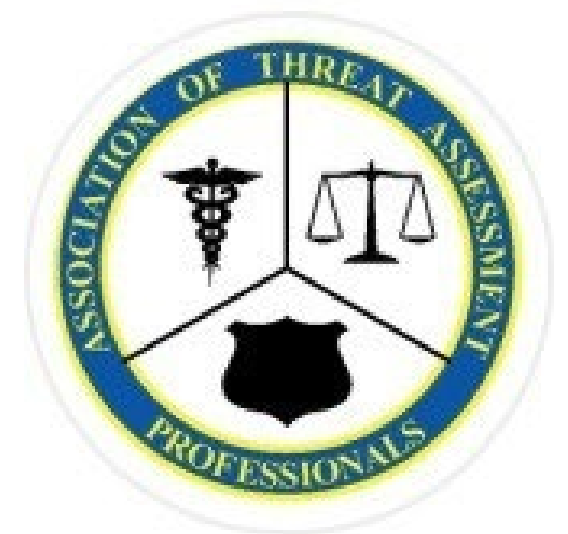
- Professional experience in TAM. Must have one of the following:
 - Three years' experience plus two years' TAP* membership
 - Three years = 36 full months
 - Experience and membership need not be concurrent
 - Five years' experience with no membership requirement
 - Five years = 60 full months

* ATAP, CATAP, AETAP, APATAP, AfATAP or ALATAP



Eligibility

- Must demonstrate professional experience in the field via:
 - an exhaustive resume or CV,
 - additional documentation as needed to substantiate personal involvement in TAM,
 - estimated numbers of cases worked, differentiating between triage and full assessments
- A common mistake is submitting insufficient information to substantiate experience. Resumes that are vague or contain few details do not constitute acceptable evidence. You are asking ATAP to certify that you are an experienced TAM professional, so this is not a “rubber stamp” step.



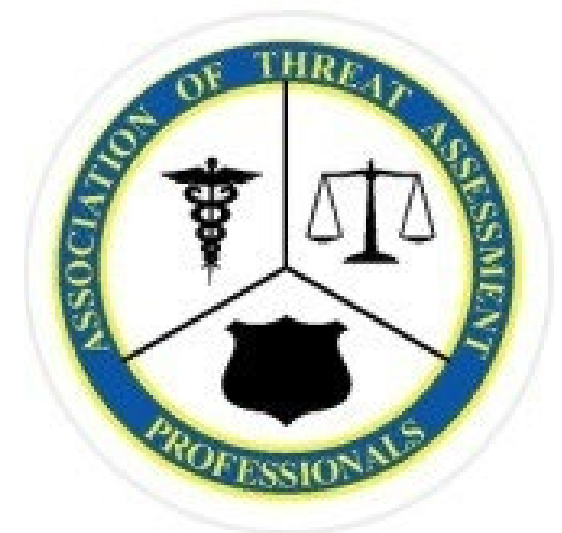
Professional experience must include substantial, robust and ongoing practice of BTAM

- Experience must form a substantial part of employment, rather than representing occasional incidents within a larger experience that is, overall, not Behavioral Threat Assessment and Management (BTAM). Various job categories involve individual or occasional aspects of TAM, such as policing or clinical social work. However, it is mastery of the Body of Knowledge combined with substantial, ongoing, and robust performance of BTAM as understood by the Association that the CTM program is certifying.
- **See the CTM Policy Manual to understand the minimum qualifying experience policy.**



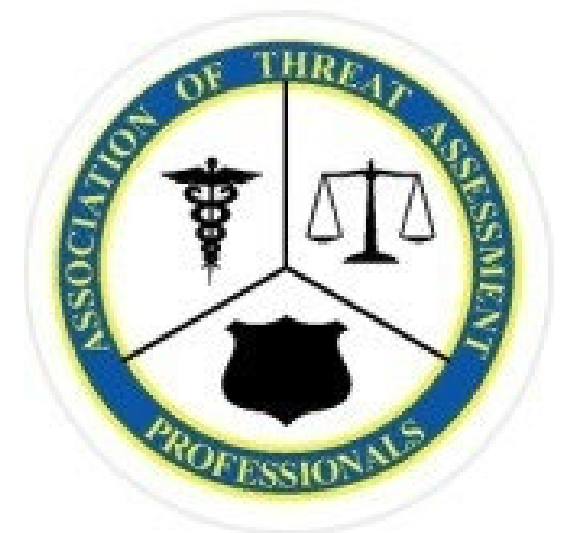
Definitions

- TA is understood by ATAP as the use of a fact-based method of assessment/investigation that focuses on an individual's patterns of thinking and behavior to determine whether, and to what extent, he or she is moving toward an attack on an identifiable target.
- TM is defined as managing a subject's behavior through behaviorally-based interventions and strategies designed to disrupt or prevent an act of targeted violence.



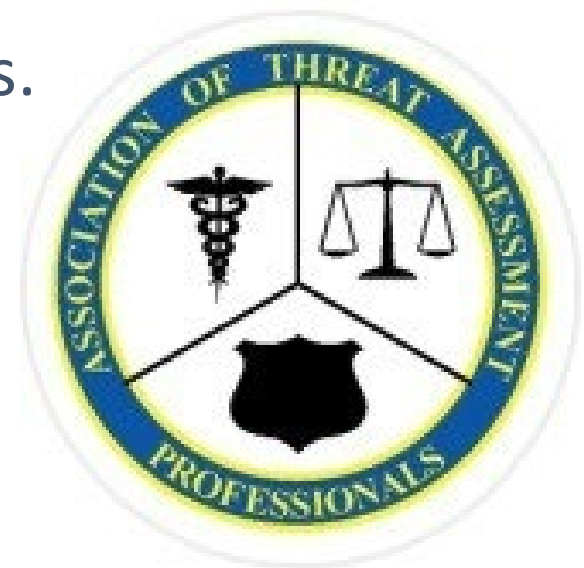
Eligibility

- Final step: Passing the Certified Threat Manager Exam.
- The exam is very rigorous. An intensive study period of at least several months has been shared by candidates who have successfully passed the CTM exam.
- Questions are drawn from all three parts of the ATAP Body of Knowledge posted on the website.

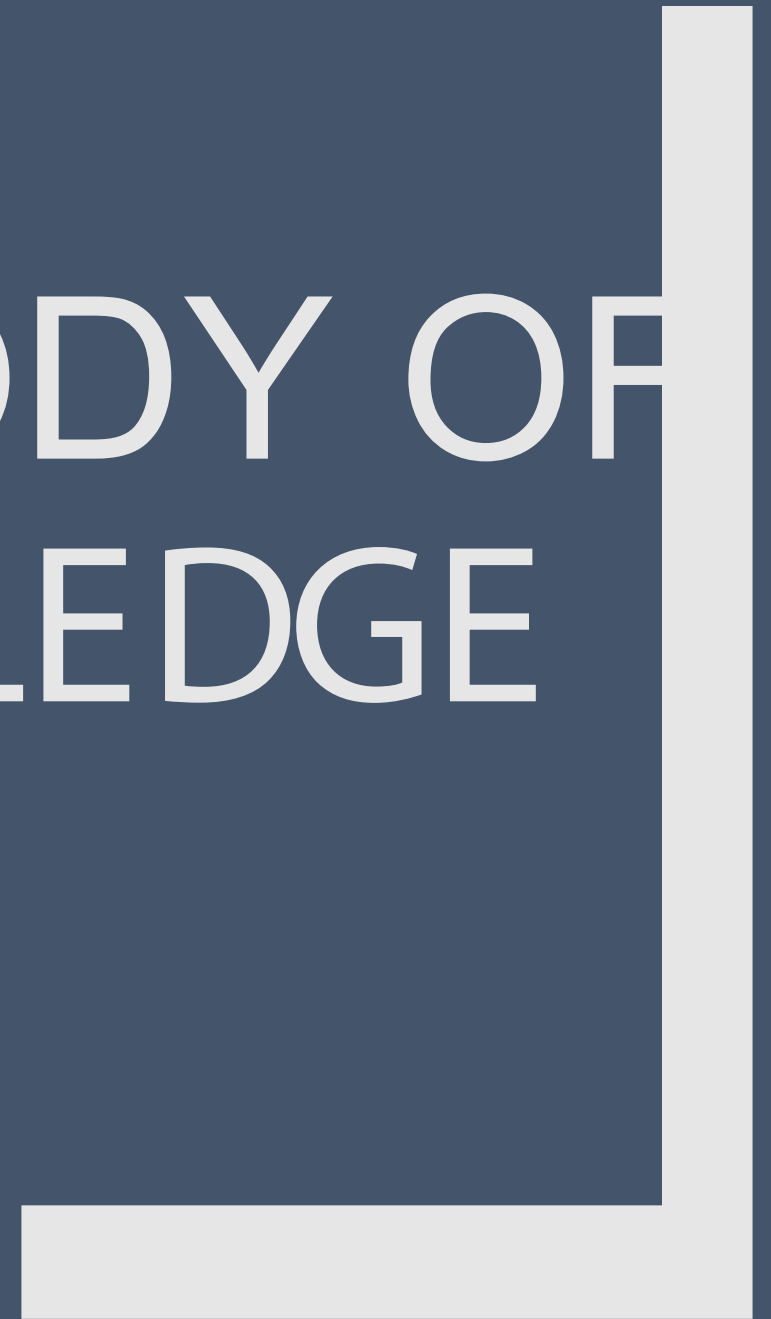


The Exam

- 100 Multiple Choice questions, one point each
- 2 hours to take the exam
- Delivered via web on secure platform and in the presence of on-site proctor
- Passing score = 75
- Three choices per question. Choose the most correct, taking into account any source or authority cited in the question.
- No penalty for guessing.
- Questions are detailed; they are not broad-brush strokes.

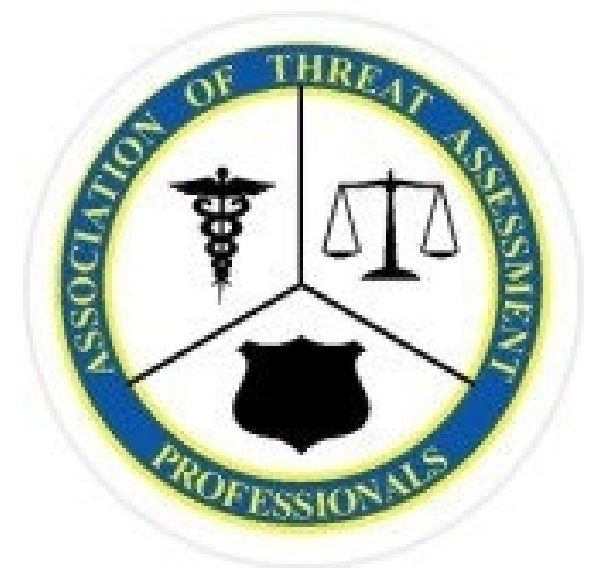


BODY OF
KNOWLEDGE



The Body of Knowledge (BOK)

- Resources selected by subject matter experts and the Certification Committee as comprising that knowledge which is essential to attain expert-level mastery of the academics involved in behavioral threat assessment and management.
- Mastery of the Body of Knowledge academics is one key aspect of certification.



BOK: ATAP Website → Education Tab → Certification

Downloadable Resources

Core Competencies

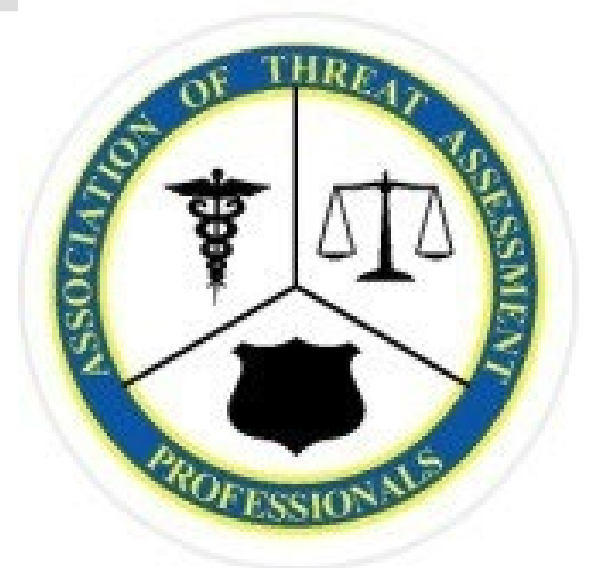
MORE INFO

Body of Knowledge

BODY OF KNOWLEDGE

BODY OF KNOWLEDGE ARTICLE SUMMARIES

THREAT ASSESSMENT GLOSSARY



Breakdown of BOK

- Required readings (these form the basis for questions):
 - Books and free, online sources
 - Scholarly article summaries (provided)
 - Glossary (provided)
 - ATAP Code of Ethical Conduct
- Recommended readings (these do not form the basis for questions but are considered essential works):
 - Books and other “for fee” sources
 - Scholarly articles, free and “for fee”



CORE COMPETENCIES



Core Competencies

Downloadable Resources

Core Competencies

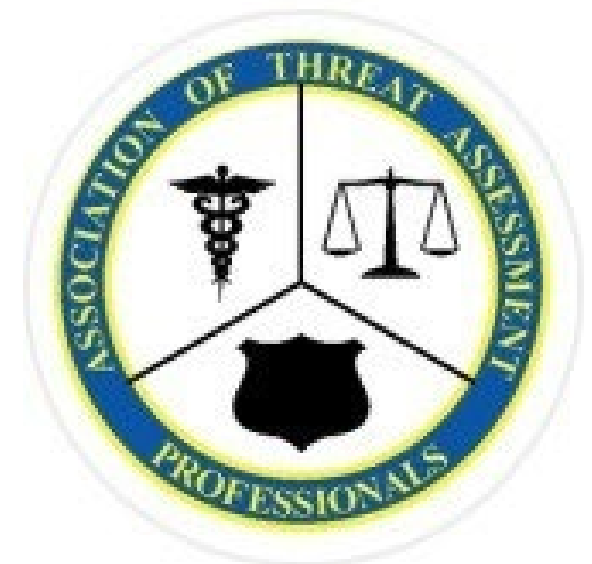
MORE INFO

Body of Knowledge

BODY OF KNOWLEDGE

BODY OF KNOWLEDGE ARTICLE SUMMARIES

THREAT ASSESSMENT GLOSSARY



Know the core competencies & sub-competencies—this is how questions are selected.

- Information Gathering
- Interpretation of Information
- TAM Principles and Practices
- Legal Issues
- Ethics
- Literacy Across Disciplines
- Consultation and Communication



CORE COMPETENCIES AND CORRESPONDING (FICTIONAL) SAMPLE QUESTIONS



1. Information gathering

- Detail the initial complaint
- Interviewing
- Understand how legal issues relate to the case
- Able to conduct a background investigation
- Understand how ethics relate to information gathering
- Documentation & record keeping
- Information sharing
- Identify & access relevant records
- Conduct research to inform the case
- Possess interpersonal skills needed to access sources of information
- Know how and when to use assessment instruments
- Understand basic forensic evidence concepts



Sample Question

According to authors Smith and Brown (2019), an effective nonverbal technique for establishing rapport during an interview is:

- a) Smiling
- b) Mirroring
- c) Calibrating

2. Interpretation of Information

- Understand the ATAP model of violence risk assessment guidelines (RAGE-V)
- Able to link information to behaviors and risk
- Evaluate credibility of information



Sample Question

Turner et al (2013) studied the motivations and mental state of subjects who engaged in violence toward US and Canadian corporate leaders. When controlling for motive, they found that one group was overrepresented among the successful approachers. The data suggest that threat managers should direct particular attention and resources targeting towards those driven by:

- a) Pursuing justice
- b) Delusional beliefs
- c) Seeking assistance

3. TAM principles & practices

- Understand terminology & models
- Apply threat assessment strategies
- Use relevant tools & methodologies
- Apply knowledge of relevant mental health risk factors & management
- Summarize key literature in field of TA/TM



Sample Question

According to Green and White (2008), the three key functions of an insider threat program are:

- A) Identification, Assessment, and Case Management.
- B) Identification, Assessment, and Asset Protection.
- C) Identification, Assessment, and Tracking.

4. Legal issues

- Employment Law
- Regulatory Law
- Criminal Law
- Civil Law
- Ethics
- Liability & Management



Sample Question

According to Trumbull (2020), which of the following is a basis for premises liability in threat assessment cases:

- a) An employer negligently hired an employee who posed a known or knowable risk of violence.
- b) An employer failed to offer a voluntary fitness for duty evaluation to an employee experiencing crisis.
- c) An employee rejected a mandatory reasonable accommodation and was permitted to return to work.

5. Ethical issues

- ATAP Code of Ethical Conduct
- Knowledge of relevant professional codes of conduct
- Application of codes to practical exercises
- Knowledge of process limitations



Sample Question

According to the ATAP Code of Ethical Conduct, if you believe a member may have violated the Code, you should: attempt to resolve the issue by:

- a) attempt to resolve the issue by discussing informally with the member as a first step in all situations.
- b) attempt to resolve the issue by discussing informally with the member if informal resolution appears appropriate.
- c) attempt to resolve the issue by discussing informally with the member only if no one else is involved.

6. Literacy across disciplines

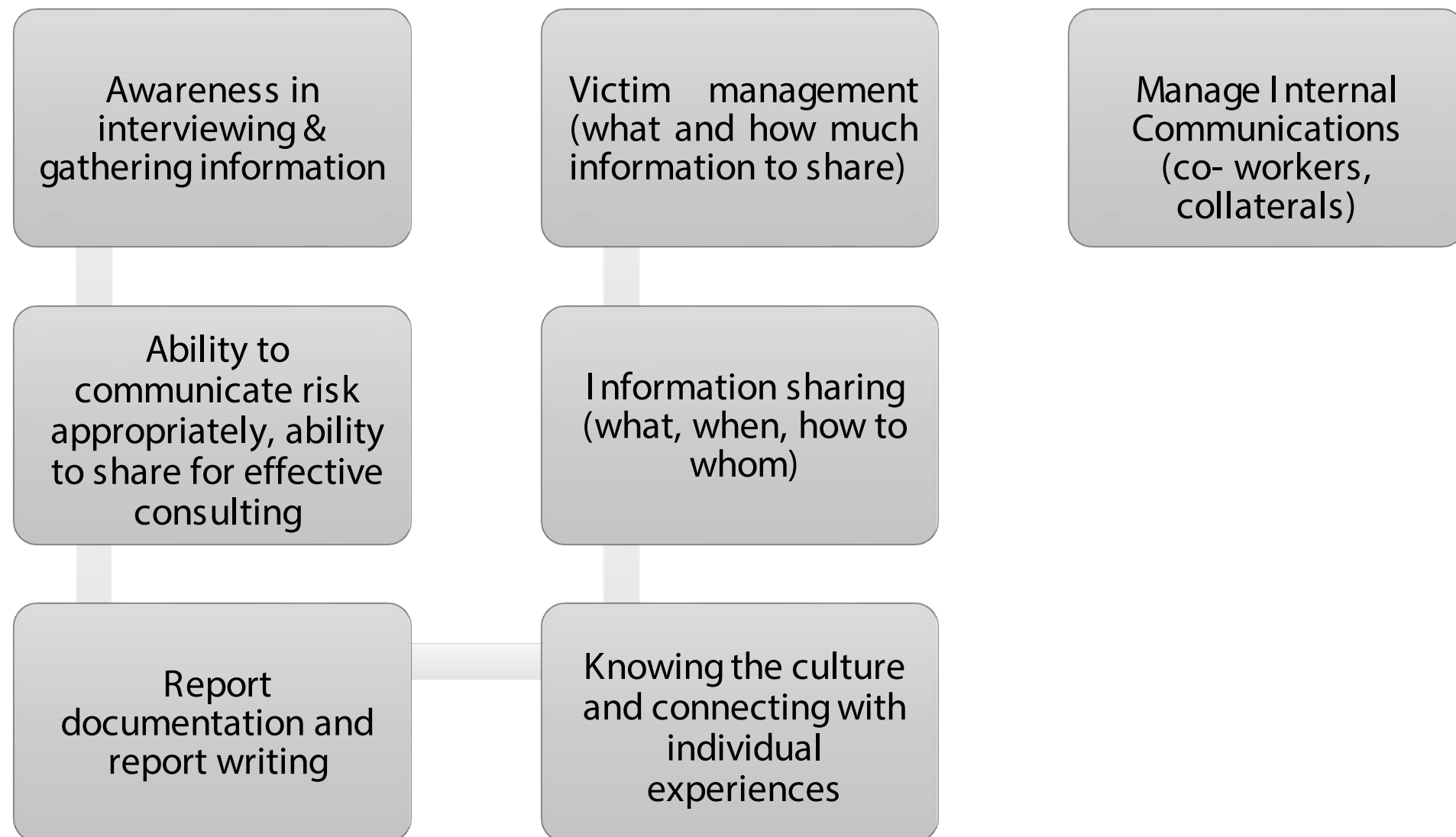
- Understand the roles, responsibilities and limitations of the major disciplines-“stay in lane” accountability
- Understand the basic functioning and when to utilize other disciplines
- Understand the roles & capabilities within teams
- Appropriate referrals
- Team player skills
- Understand communication across disciplines

Sample Question

Dormond's chapter "Domestic Violence Threat Assessment" (Meloy & Hoffmann, International Handbook of Threat Assessment(2014)), emphasized:

- a) Interagency information sharing, coordination, and collaboration in domestic violence cases.
- b) Educating police on early detection and intervention in domestic violence cases.
- c) Using a community-based intervention program to alert law enforcement to domestic violence cases.

7. Consultation & communication



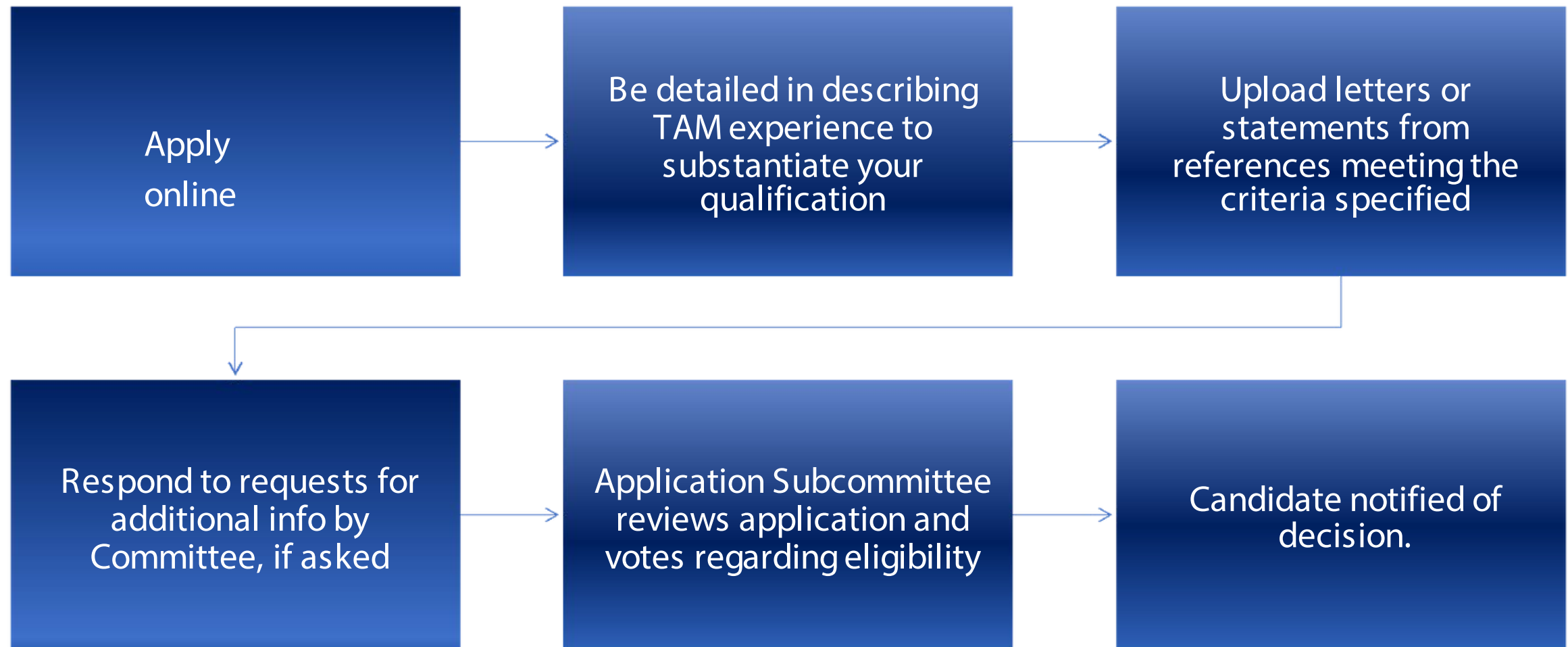
Sample Question

In Preventing and Managing Violence (Martin & Galloway, 2008), authors address the importance of comprehensive report-writing. They assert which of the following should be prioritized:

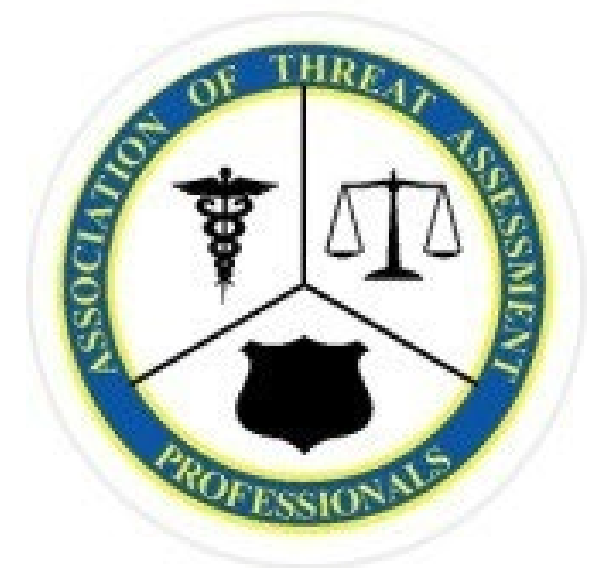
- a) Strategies to identify similarly situated employees of concern.
- b) Opinions of prior threat assessment professionals who have reviewed the case.
- c) Comprehensive overview of the facts underlying the situation.

APPLICATION PROCESS





Application Process

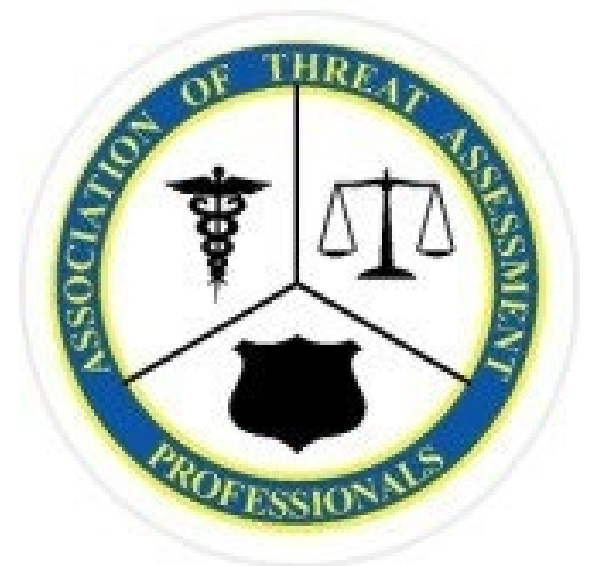


Apply through ATAP website



Common application errors:

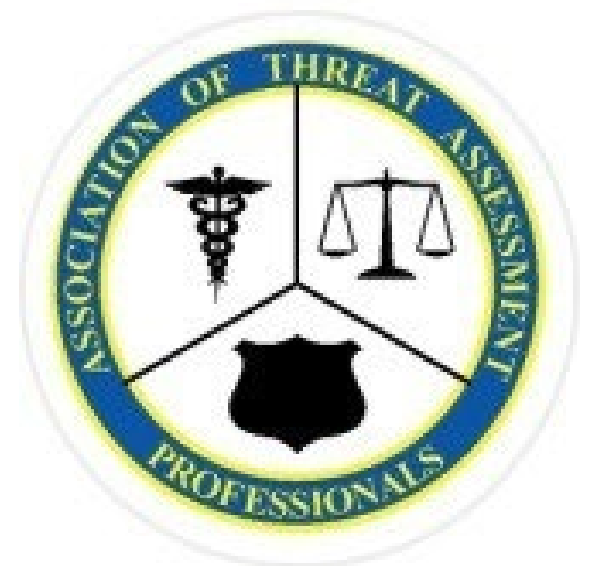
- Failing to describe actual experience in behavioral threat assessment and management with enough detail for the subcommittee to determine eligibility.
 - Conclusory statements about working in threat assessment are not sufficient.
 - Physical security, intelligence, investigations, intake and other work functions are not, in and of themselves, BTAM as it is understood by ATAP.
 - Supervision of BTAM is not sufficient; applicants must have personal, hands-on experience.



Common application errors:

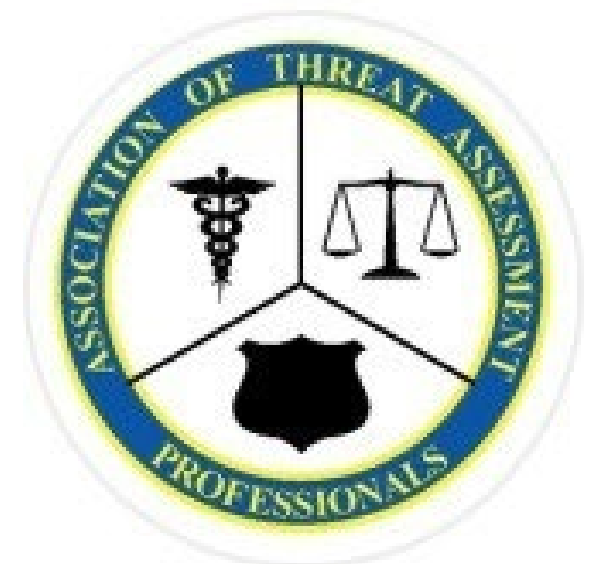
- Failing to describe actual experience in behavioral threat assessment and management with enough detail for the subcommittee to determine eligibility.
 - Copy-paste from the ATAP definitions of BTAM without factual elaboration about your own experience.
 - Providing information or supporting materials that are not relevant to your personal engagement in BTAM.

- Reference statements don't confirm BTAM experience as required.



Cost of Certification (Subject to change)

- Non-member application fee-\$500
- Member application fee-\$375
- For application denials, or withdrawals once review has begun, full fee less \$100 for processing is refunded.

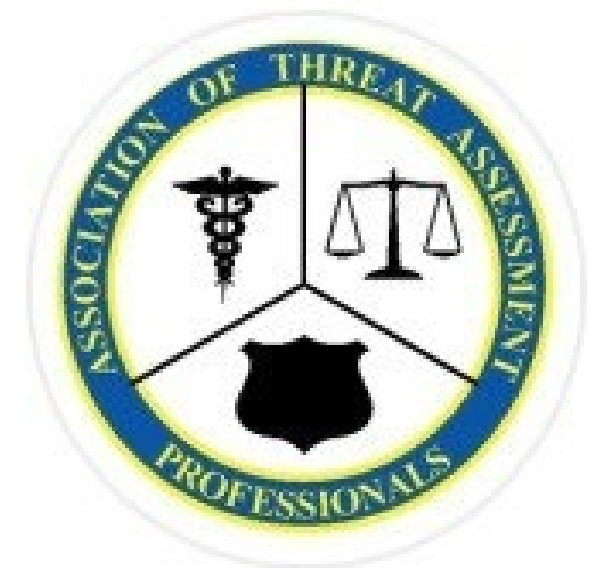


SCHEDULING OF EXAMS



Scheduling

- Upon approval to take the examination, it is the candidate's responsibility to notify ATAPHQ at certification@atapworldwide.org to request the desired testing location and date. Staff will send confirmation of the date and time the candidate has been approved to sit for the exam. Failure to follow this procedure will result in denial to sit for a particular exam despite being an otherwise-approved candidate.
- The exam must be attempted within one year after approval of an application; ~~retakes~~ are governed by a different policy (see below).



RE

EXAMINATION



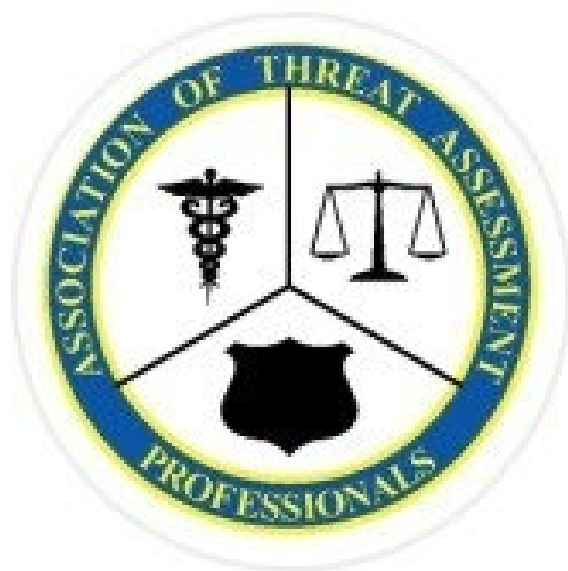
Taking the exam again

- Each approved application to take the CTM examination is valid for two years. During that period, a candidate need not submit additional applications for retakes. Upon the elapse of two calendar years from date of approval, a new application must be submitted.
- Applicants must wait 180 days between attempts with the sole exception of ATAP national conferences. If the exam is attempted at Winter Conference, it can be retaken at Threat Management Conference, or vice versa, even if less than 180 days have elapsed. No other exceptions exist.
- The full fee is payable for each attempt.



RECERTIFICATION

RE CERTIFICATION



Re-certify every 2 years to maintain certification

Professional development & continued involvement in TAM

Must comply with Code of Ethics

Membership Activity

Volunteer Leadership

Publications

Education

Instruction

Recertification Point Values

- You need 50 activity points every two years to maintain certification.



[Recertification Information](#)

RECERTIFICATION POINTS MATRIX (EFFECTIVE FEBRUARY 1ST, 2023)

Certemy - How to Guide

CTM's, please use this video guide if you are having difficulty with [Certemy](#).

Your Certemy login [found here](#).



Certemy - How to Guide

ATAP



Recertification: Apply online

- You'll be issued an invitation to the Certification program's online management platform.
- Need help understanding it? Video tutorial:

The screenshot shows the 'Certification/Re-examination Information' page on the CTM website. The page includes buttons for 'CTM RE-EXAMINATION REGISTRATION', 'CTM NON-ATAP MEMBER APPLICATION', and 'CTM ATAP MEMBER APPLICATION'. A red arrow points to the 'CTM RE-EXAMINATION REGISTRATION' button. Below these buttons is a link for 'CTM Policies' and a heading for 'Recertification Points Matrix (Effective February 1st, 2023)'. A video player titled 'Certemy - How to Guide' is embedded on the page. The video player shows the 'CERTEMY' logo and a play button. The video player controls show a duration of 31:59 and a Vimeo logo. The page also features a footer with the text 'FAQ'.

Annotations on the screenshot include:

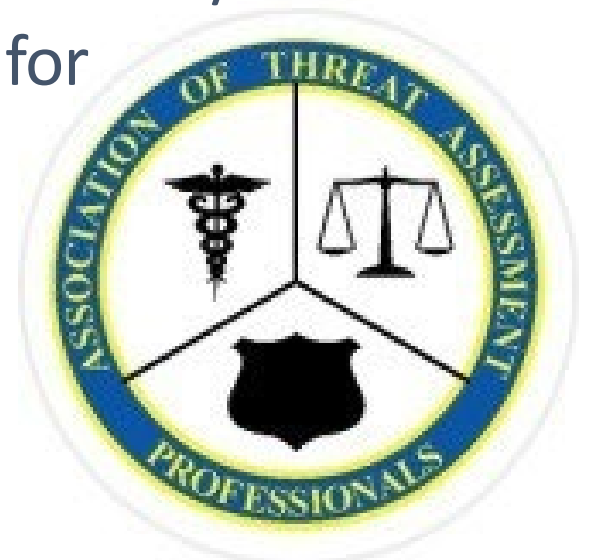
- A red arrow pointing to the 'CTM RE-EXAMINATION REGISTRATION' button.
- A red note: 'The Recert points matrix should more prominent. Can we make it a blue button like the others on this screen?' pointing to the 'Recertification Points Matrix' heading.
- A red note: 'For now, this will remain very unobtrusive. As soon as we have our policy manual done, let's be prepared to pivot and make this a major heading with a link that will substitute for the material we currently have.' pointing to the 'CTM Policies' link.
- A red note: 'We need a heading for recertification right here, after policies and before the recertification points matrix.' pointing to the 'Recertification Points Matrix' heading.

Recertification: Apply online

- Common errors:

- ☐ Submitting under the wrong category (e.g., submitting a non-TAP sponsored training event as a TAP-sponsored event).
- ☐ Claiming more points than an event is worth according to its duration.
- ☐ Submitting evidence documents that are not evidence (e.g., a mere ad for training as proof of attendance).

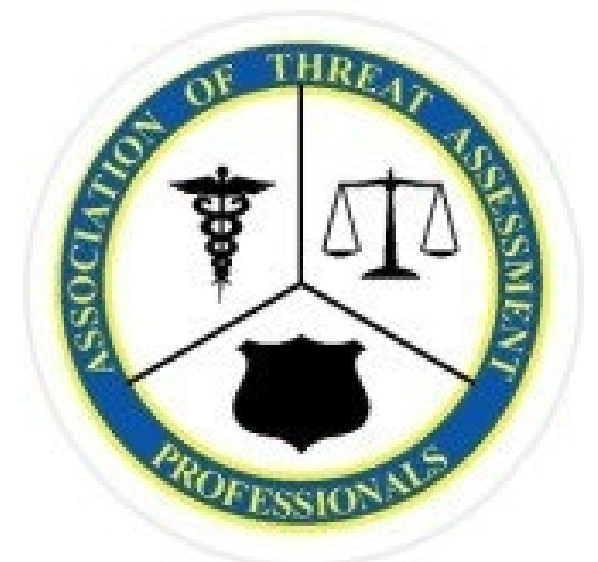
- Hint: For ATAP-sponsored events, members can go to their profile on the website, click 'manage profile,' then scroll down / look left. You'll see an option to click on training events for which you have registered. Click for details needed to support request for recertification points.



Recertification: Apply online

■ Communications:

- ☐ CTMs are responsible for meeting the deadline to recertify. Be certain your correct email address is on file with the Certification Program; the online platform will send out automated reminders as you approach expiration. No other reminders will be sent, such as from program staff.
- ☐ We periodically experience a CTM who has not updated the program with their correct name and contact information. Notifying the Association does not notify the Certification Program.



LOSS OF CREDENTIAL

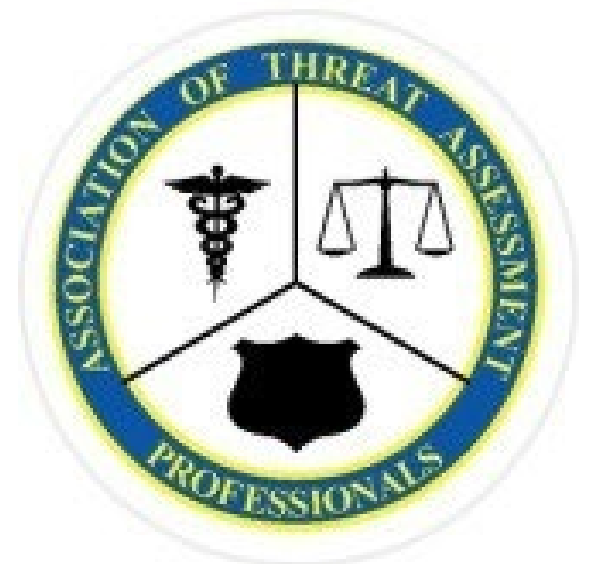
Expiration of certification

- A CTM credential is valid for two years. Without action to renew it, it will expire.
- Expiration will result in loss of the credential.
- It is entirely the responsibility of the CTM to keep track of the renewal period and prevent expiration.
- It is entirely the responsibility of the CTM to ensure the recertification fee is paid on time even if a third-party is paying it. We cannot offer an extension if the third-party (usually an employer) does not pay the fee before your expiration date.

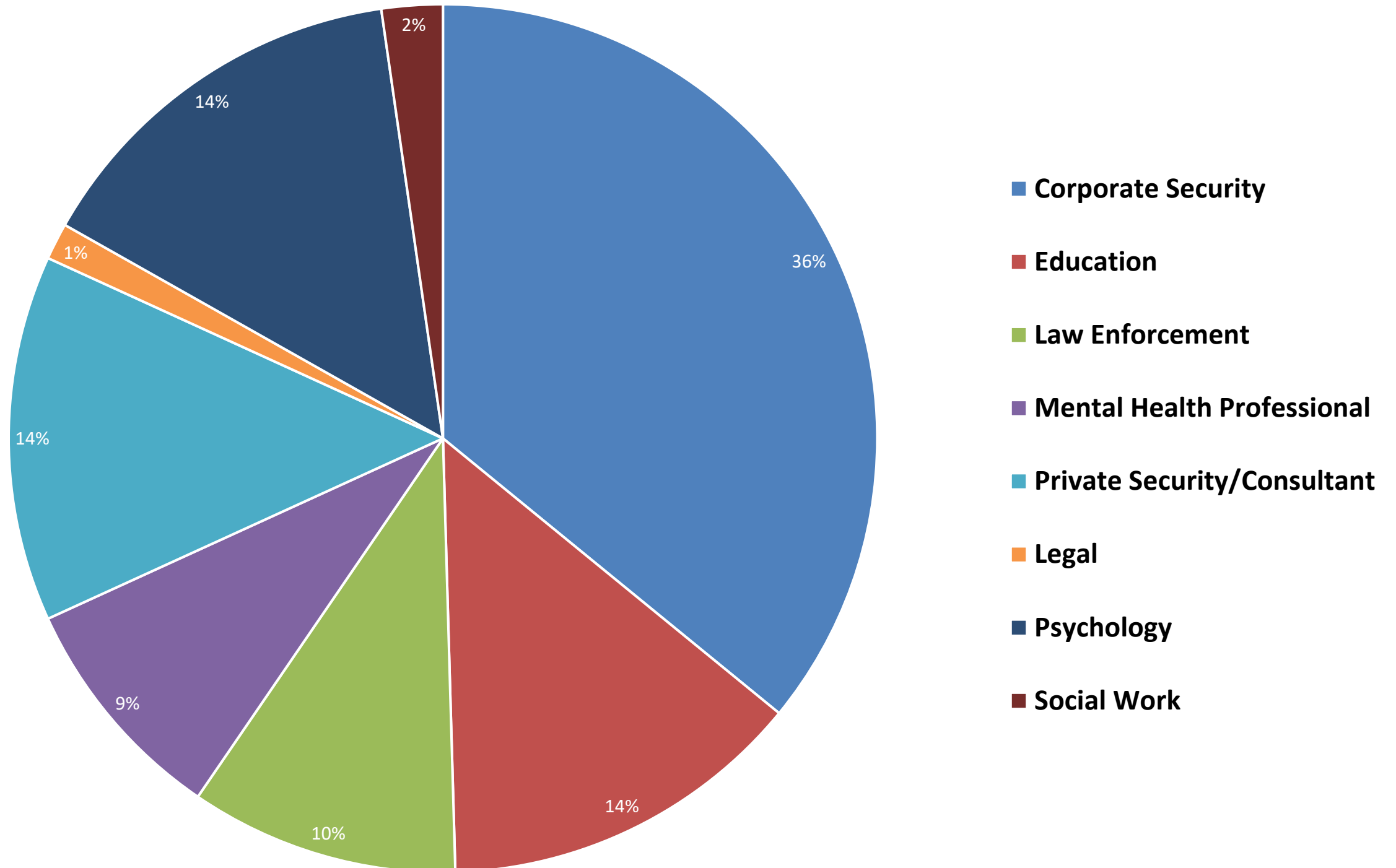


Removal of Certification

- CTMs agree to abide by the ATAP Code of Ethical Conduct. Certification can be revoked or suspended, or other disciplinary actions taken, for violation of the ethics code, or other reasons such as failing to meet recertification criteria.

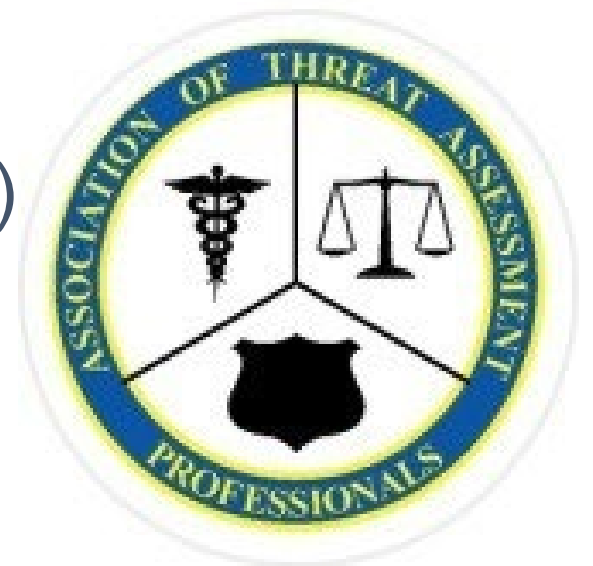


CTMs by Discipline - 2024



Exam and program announcements

- www.atapworldwide.org:
 - Exam dates posted to Events Calendar
 - Certification program criteria, application link, recertification link, policies
 - Body of Knowledge
- www.workplace.com:
 - General announcements on the ATAP Workplace board (available to ATAP members)



Communications

For all communications with the certification program, please email us at certification@atapworldwide.org. Please do not directly contact members of the Certification Committee to request information or assistance.

