

Recertification Ongoing Requirements

The Certified Sport Security Professional must pursue continuing education and professional development in order to maintain their credentials. All candidates are required to fulfill **90 credits** per certification term and submit proper forms to verify their credits. All activities must relate to security as defined by the content specifications of the relevant examination. Candidates must be able to link each activity or professional contribution to the domain/task/knowledge statement of the exam content. They are: Business & Facility Management; Emergency Planning; Emergency Management; Legal & Regulatory; Crowd Management; and Security Principles & Practices.

Educational activities can account for 100% (90 total credits) of recertification requirements in any term, with a minimum requirement of 50% (≥ 45 credits). Forms of educational activities include, but are not be limited to the following: training; accredited college coursework; instructorship; speaking; authorship; course development; research; and conferences/summits/webinars.

Professional contributions in security related fields may account for up to, but no more than, 50% (≤ 45 credits) of total recertification credits for CSSP. These professional contributions include: membership; volunteer service; leadership roles; special assignments; awards or special recognition; and others (considered at the discretion of the Commission).

[Continuing Education Credit Determination Chart](#)

Conferences, Conventions, Summits	60 minutes of attendance = 1 Credit
College Course	1 semester hour = 7 credits
Training Courses	60 minutes= 1 Credit
Instructorship	1 semester hour (college level)= 8 credits 60 minutes (other) = 4 credits
Speaking	1 activity =5 credits
Course Development	1 course = 10 credits
Research	1 research project = 20 credits
Primary Authorship of industry-related book	1 book = 30 credits
Secondary Authorship of industry-related book	1 book = 15 credits
Primary Authorship of industry-related article	1 article = 12 credits
Secondary Authorship of industry-related article	1 article = 6 credits
Review of or contribution to industry-related book or article	1 book/article = 5 credits
Other	Credits determined by scope of activity

[Professional Contribution Credit Determination Chart](#)

Membership	1 membership = 3 credits
Special Assignments	1 activity = 10 credits
Leadership Role	1 activity = 20 credits
Volunteer Service	1 activity = 10 credits
Award or Special Recognition	1 award = 5 credits

Other	Credits determined by scope of activity
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*This chart is designed to be a guide for determining recertification credits. The Certification Commission reserves the right to adjust credit allocation based upon a candidate's role and scope of the activity.

A. Training

Attend sports safety and security related training including, but not limited to, webinars, workshops, seminars, or classroom instruction hosted by NCS⁴, FEMA, local agencies or other organizations. Candidate must provide evidence of course completion with a certificate of completion, final class roster OR other acceptable documentation from the institution that conducted the training.

B. Accredited College Coursework

Attend accredited college course(s) relevant to the sports safety and security. Candidate must validate the assigned semester hours and provide evidence of course completion with an official transcript OR other official University/college report.

C. Professional Conference

Attend and/or participate in a sports safety and security related conference or summit. To satisfy this requirement, a candidate must document attendance with copies of certificate of attendance, conference badge, etc. A conference agenda is not adequate documentation for attendance, however, the agenda should be submitted as supplement documentation to indicate what sessions the candidate attended as to substantiate credit determinations.

Credit determination: For continuous conferences, conventions, or summits when individual segments are less than 50 minutes, the sum of the segments will be considered equal to one (1) total program. Time for meals, breaks, social gatherings, planning sessions, business meetings, and similar activities will not be included.

D. Instructorship

Complete a formal teaching or instructing commitment related to the field of sports safety and security. This may include, but is not limited to: Emergency Management/Planning, Business and Facility Management, Risk Management, and Incident Management. Candidate must submit verification of teaching or instructional commitment. Copies of syllabus/agenda, PowerPoint slides, or email from individuals who attended the course of instruction do not qualify.

E. Speaking

Develop and participate in presentation or panel discussion (including webinars, educational program, video, radio, television, etc.) related to sports safety and security. Candidate must be a presenter and not just the author of the presentation. Candidate must provide documentation verifying the speaking activity such as legal agreement (MOA or speaker agreement) or thank you letter from the sponsor or manager

from the organization for which you spoke. Copies of syllabus/agenda, PowerPoint slides, or email from individuals who attended the course of instruction do not qualify.

F. Authorship

Publish a substantive sports safety and security related article, research project, or other publication. The publication must have an independent editorial review and be published in a document beyond the candidate's control (i.e. staff documents and internal reports do not qualify). Publication in online periodicals qualifies (i.e. peer review publications). Candidate must validate primary or secondary authorship and provide a copy of the publication as documentation, along with any explanatory details about the publisher, circulation, audience, etc.

G. Course Development

Play a significant role in the development or extensive revision of an educational course related to sports safety and security. To satisfy this requirement, a candidate must provide a copy of the lesson plan and other documents that demonstrate his/her involvement in developing the course and/or include other means of verification.

H. Conduct Research

Play a significant role in the development and execution of a sports safety and security related research project that produces a product available to the industry. Candidate must verify the work done by providing a statement from a project lead or sponsor, along with a copy of the published work.

Professional Contributions (45 possible credits)

I. Membership

Member in a sports safety and security related organization. A candidate may list multiple membership organizations throughout the (3) year cycle. Documentation such as a membership card or copy of roster/directory page may be provided for each membership listed.

J. Volunteer Service

Voluntarily serve on a board, committee, task force or special project for a professional or jurisdictional organization contributing to or supporting the sports safety and security industry. Documentation substantiating the service role(s), such as a letter of appointment, copy of meeting minutes recording candidate's attendance and participation, etc., must be provided. Credit allocation is dependent upon the candidate's role and the scope of the project.

K. Leadership Role

Voluntarily serve as an elected officer or in a leadership position on a board of directors, a board committee, a task force or a special project for a professional, sports safety and security, or jurisdictional

organization contributing to or supporting the sports safety and security industry). Candidate must document being an actual Officer or Board member, utilizing one single service role or any combination of organizations. Acceptable documentation may include a list of Board/Officer members with their assignment, copy of meeting minutes listing candidate's leadership position, etc.

L. Special Assignment

Involvement in a special assignment for a professional, jurisdictional, or governmental committee or task force addressing a substantive sports safety and security issue. The resulting product or decisions must make a significant contribution to or impact on the industry/profession. Candidate should provide documentation that this assignment fits under this category rather than under categories "service role or in some cases leadership role." A letter from either the appointing authority or the committee/task force chair describing the purpose and scope of the assignment is acceptable as appropriate documentation.

M. Awards or Special Recognition

Receive an award for sports safety and security related activities. Candidate must be the direct recipient of award or must adequately demonstrate how their work directly contributed to the award or special recognition (i.e. facility award, compliance recognition, etc.). An award from a local, state or federal agency; a public institution; or other reputable organization that honors an individual for an achievement related to sports safety and security is the type of recognition envisioned. Awards for longevity or routine performance are normally not acceptable provided the applicant adequately describes why the award is unique or special. Any proof documenting award and date is suitable to verify.

N. Other

Other contributions may be recognized if they do not apply to one of the other established categories. An example is conducting simulation/exercise to improve emergency action plans and/or enhance venue preparedness. Professional contributions in the *Other* category are considered on a case-by-case basis at the discretion of the Commission. Verification must be included.