

Industrial Security Professional (ISP) Certification Committee Report

June 2008

Committee Members

- Priscilla Crawford, ISP – Co-Chair, Exam Review Subcommittee
- Barbara Taylor, ISP – Co-Chair, Exam Review Subcommittee
- Dr. Jim Hickok, ISP – Program Advisor
- Sharon Tannahill – NCMS Executive Director
- Karin Lee – Exam Generation & Maintenance
- Cheryl Pelton, ISP – Exam Review Subcommittee
- Joe Reuter, ISP – Exam Review Subcommittee (COMSEC elective only)
- Bohdan Stryk, ISP – Exam Review Subcommittee (Information Systems Security section only)
- Leonard Moss, ISP – Lead, On-line Practice Exam Subcommittee
- Ray Hair, ISP – On-line Practice Exam Subcommittee
- David Bledsoe, ISP – Lead, Comparison with SPeD Subcommittee
- Lisa Doman, ISP – Sped Comparison Subcommittee
- Curt Kerrick, ISP – Lead, SAP Elective Subcommittee
- Gary Doss, ISP – SAP Elective Subcommittee
- Pat Robbins, ISP – Lead, New Exam Questions Subcommittee
- Cathy Lybrand, ISP – New Exam Questions Subcommittee
- Robin Smith, ISP – New Exam Questions Subcommittee
- Dianne Raynor, ISP – Lead, Recertification Credit System Subcommittee
- Dotti Bitner, ISP – Recertification Credit System Subcommittee
- Paul Michaels, ISP, CPP, PSP – Recertification Credit System Subcommittee
- Bill Uttenweiler, ISP – Co-Lead, Exam Prep Program & “EPP Workbook” Editor
- Pat Robbins, ISP – Co-Lead, Exam Prep Program & “EPP Workbook” Primary Editor
- Dianne Walton, ISP – Co-Lead, Exam Prep Program & “The Annotated NISPOM” Editor
- Patrick Dale, ISP – EPP Mentor, On-line Practice Exam and SAP Elective Subcommittees
- John Dean, ISP – EPP Mentor
- Liz Fant, ISP – EPP Mentor
- Elaine Jennings, ISP – EPP Mentor
- Hazel Martinez, ISP – EPP Mentor, Recertification Credit System Subcommittee
- Cynthia Moiani, ISP – EPP Mentor, SAP Elective Subcommittee
- George Quin, ISP – EPP Mentor, Ch. 10 SME
- Jeanne Young, ISP – EPP Mentor, New Exam Questions Subcommittee

Committee Objectives for the 2007 – 2008 Society Year

- Develop a “sample test” which can be posted on-line for those considering taking the exam
- Compare/contrast the ISP certification with the SPeD certification(s)
- Examine the feasibility of creating a SAP elective for the exam
- Ensure the ISP Test Sources and Study References page is up to date
- Develop new test questions for inclusion in the exam
- Research the feasibility of revising recertification credits to be in line with what ASIS and other organizations are doing with Continuing Professional Education credits

Committee Accomplishments for the Quarter

Exam Prep Program

- Concluded Round #5 of the program with Call #11 the week of June 9. This was the first time that the EPP offered optional calls on elective subjects (Counterintelligence and OPSEC).
- Submitted a short statement about the program to be included in the application for accreditation.
- Submitted \$300 to NCMS for sales of the EPP Workbook (\$15 per copy).
- Sent out congratulatory notices to ISP candidates who passed the exam.

- Sent invitations to ISP candidates and organized two informal ISP get-togethers in Mashantucket, CT. One is Sunday evening for current ISPs and candidates. One drink per person is hosted by the proceeds from the EPP Workbook sales. The second is Monday at lunch before the test for candidates and mentors.
- Round #6 of the program will begin mid-July and run through late November. Mentors for this round were solicited from the current mentor group and it appears that all will return for the next round.

General

- Bohdan Stryk completed a review of questions in the ISS Section in accordance with Ch. 8 policy revisions/clarifications contained ISL 2007-01. His recommended changes were reviewed by Barbara Taylor and final revisions/deletions/additions were submitted to Karin Lee for inclusion in the exam. Karin updated the master exam and submitted the changes to Sharon Tannahill to update the on-line exam version.
- Reviewed the exam question bank and removed one question that was based on the Smith Amendment, which was repealed and replaced by the Bond Amendment. This one question was deleted from the master question bank and the on-line tests.
- Leonard Moss and his subcommittee submitted 30 questions for review to comprise one-half of the on-line practice exam. These questions were reviewed and revised as necessary by the Exam Review Subcommittee. Leonard's subcommittee expects to produce 30 more questions so that the sample exam will contain 60 questions. A final review of the sample test questions must be made against the master exam to ensure that none of the test questions are the same as or too similar to real exam questions.
- As DSSA has not yet rolled out the SPeD program and certifications, David Bledsoe and the Comparison with SPeD Subcommittee have been unable to do any work on this objective.
- Curt Kerrick and the SAP Elective Subcommittee have begun work on developing an elective section with about 20 questions that will come from the JAFANS 6/0 Manual.
- Bill Uttenweiler has reviewed the ISP website's "Test Sources & Study References" page and updated it as necessary to ensure that it remains current and complete.
- Pat Robbins and the New Exam Questions Subcommittee is working on developing new exam questions from the February 2006 NISPOM, new ISLs, and other new DSS and government publications and directives.
- Dianne Raynor has compiled the input from members of the Recertification Credit System Subcommittee. The spreadsheet compares data on over 8 security-related professional certifications offered by 6 organizations, including NCMS's ISP Certification. The initial recommendation from the subcommittee is that NCMS may want to consider converting from our credit system to Continuing Professional Education credits where one credit equals 50 minutes of instruction.
- Revised the process for hardcopy exam candidates. Now they will need to pre-select their elective topics like the on-line candidates must. In addition, only 5 questions from each selected elective will appear on the exam. Thus, hardcopy candidates can no longer select the 5 questions they want to answer.
- Drafted proposed revisions to the NCMS Policies & Procedures Manual regarding the responsibilities of the ISP Certification Committee for the ISP Program Update Workshop at the Seminar and the ISP reception held on the Sunday evening before the Seminar.
- Reviewed a recertification application for applicability of claimed educational credits.
- Drafted an ISP Certification Lapse policy and an ISP Lifetime Certification policy for inclusion in the ISP Certification Program Manual once these are approved by the Board of Directors.
- Developed formal cover pages with a copyright notice for the following ISP Certification documents:
 - ISP Certification Program Manual
 - ISP Certification Program Proctoring Instructions
 - ISP Exam Construction & Maintenance Policy

Planned Activities

- During Round #6 of the EPP, conduct the "Searching the Annotated NISPOM" lesson earlier in the program and add another optional session on at least one more elective topic.
- Continue to work with DSSA to ensure the availability of reference materials.
- Determine the optimum length of the on-line practice exam. Determine cost and obtain funding to implement the on-line practice exam.
- Once DSSA implements the SPeD program, compare it to the ISP certification. Work with DSSA to see if possession of an ISP Certification will provide credit toward upper level SPeD Certifications.
- Determine a process for and validate the proposed SAP elective questions.
- Determine a process for and validate new master exam questions.

- Analyze the results of the Recertification Credit System Subcommittee and make a recommendation to the Board of Directors to change to the CPE system or retain the current credit system for recertification.

Respectfully submitted,
//signed//
Priscilla Crawford, ISP
Barbara Taylor, ISP, CPP
Co-Chairs