

Industrial Security Professional (ISP) Certification Committee Report

September 2007

Committee Members

- Priscilla Crawford, ISP – Co-Chair, Exam Review/Update Team
- Barbara Taylor, ISP – Co-Chair, Exam Review/Update Team
- Dr. Jim Hickok, ISP – Program Advisor,
- Sharon Tannahill – NCMS Executive Director
- Karin Lee – Exam generation & maintenance
- David Bledsoe, ISP – Lead, Comparison with SPeD Subcommittee
- Patrick Dale, ISP – EPP Mentor
- John Dean, ISP – EPP Mentor
- Liz Fant, ISP – EPP Mentor
- Elaine Jennings, ISP – EPP Mentor
- Hazel Martinez, ISP – EPP Mentor
- Cynthia Moiani, ISP – EPP Mentor
- Leonard Moss, ISP – Lead, On-line Sample Test Subcommittee
- Cheryl Pelton, ISP – Exam Review/Update Team
- George Quin, ISP – EPP Mentor, Ch. 10 SME
- Pat Robbins, ISP – EPP Lead Mentor & EPP Workbook Primary Editor
- Jeanne Young, ISP – EPP Mentor
- Bill Uttenweiler, ISP – Exam Prep Program (EPP) Lead Mentor & EPP Workbook Editor

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 References and Study Resources 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

- Currently conducting Round #4 of the EPP.
- Bill, any problematic or significant issues come up other than the proctoring issue?
- Made a minor correction to the answer for a JPAS in the mentor's version of the EPP Workbook.
- Added the following statement to the EPP Workbook and sent via e-mail to Round #4 participants:
 - The ISP Exam Preparation Program is run by volunteers who hold an ISP certification; it is not an official product of NCMS. Therefore, NCMS cannot assure the accuracy of the information discussed during the teleconferences or presented in the workbook. The program was developed to teach the NISPOM and other government regulations in an effort to assist security professionals to be better prepared to take the ISP exam. As an exam candidate, however, you are responsible for studying the reference material cited on the NCMS ISP webpage and ensuring that your answers on the ISP exam are in accordance with government-issued documentation. For a complete list of the Sources and References for the ISP exam, point your browser to: <http://www.ncms-isp.org/StudyReferences.html>.

General

- Received the revised master exam from Karin Lee and reviewed all the changes to ensure they were entered on the master correctly. Submitted any needed changes to Karin.
- Reviewed all existing questions one more time looking for answer choices where the correct answer was contained in an incorrect answer choice. Submitted any needed changes to Karin.
- Reviewed the questions that were missed by a number of candidates at the June exam to ensure the validity of these questions. All questions were deemed valid, but a few minor rewrites were submitted to Karin to help reduce any possible confusion on the part of the test candidates.
- Obtain an opinion on how to refer to EO 12958 in the ISP exam from Greg Pannoni of ISOO. He said that his organization preferred "EO 12958, as amended" vs. "EO 13292." Therefore, all references to EO 12958 were reverted back to the ISOO preferred reference in the exam.
- Karin provided Sharon with a complete new master for the entire exam (core primary, core variant and elective questions) and Sharon updated the entire on-line test bank with the revisions. The on-line test is due to open again in mid-late September.
- Wrote an article about the Committee's goals for the 2007 – 2008 Chapter year for publication in the *CM Bulletin* and submitted it to Sue Morris prior to the due date.
- Wrote an extensive e-mail about changes to the ISP program and clarifications regarding recertification and sent this to all current ISPs. The main issue was the requirement to submit course completion certificates and seminar/conference/course agendas so that the appropriate number of credits for the training could be verified.
- Updated the ISP Test Sources & Study References site due to changes in materials available on the DSS website.
- In order to institute the proctoring requirement for on-line testing, the following actions were taken:
 - Delayed the opening of the test not only so Sharon could do the data entry herself (saving NCMS money) but so that we would have time to put the proctoring process in place.
 - Sharon sent an e-mail to all members concerning the delay of the reopening of the exam and the need to have a proctor when taking the on-line exam.
 - Revised the ISP Recertification Guide and the ISP Recertification Application to include credits that can be earned by acting as a proctor. Other minor revisions were made to clarify issues with which recertification candidates were having difficulty.
 - Assisted in the development of the *Proctoring Instructions* document and the *Proctor Affirmation Form* to be provided to proctors identified by test candidates.
 - Determined who could act as a proctor if the candidate cannot find an ISP in the local area.
- Assisted in the development of the *ISP Exam Construction and Maintenance Policy*.
- Assisted in the development of the *ISP Policy & Procedures Manual*.

Planned Activities

- The clarifications regarding recertification have been put into a document called *Recertification Tips*. This will be posted on the ISP website on the recertification page.
- Finalize the *ISP Exam Construction and Maintenance Policy*.
- Finalize decisions on how persons who are not ISPs can be chosen as proctors and what, if any, qualifications/restrictions there may be for these people.

Respectfully submitted,

//signed//

Priscilla Crawford, ISP
Barbara Taylor, ISP, CPP
Co-Chairs