

# NTSA CMSP RECERTIFICATION APPLICATION FORM

2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • (703) 247-9471 • (703) 243-1659 Fax • TrainingSystems.org

Name (as it should appear on the certificate)					
Title			Company		
Street Address			Address 2		
City	State	Zip	Country	Fax	
Phone	Ext.	E-mail			
Signature*			Date		
I consent to receiving marketing emails from NDIA and Affiliates. I can always update my specific preferences and unsubscribe at any time. To read NDIA & Affiliates' private policy, go to: <a href="http://NDIA.org/privacy-statement">NDIA.org/privacy-statement</a>					Yes No

## ADDRESS FOR CERTIFICATE

Same as above address	Alternate (Print address below)	Street Address			
Address 2	City	State	Zip	Country	

I pledge that to the best of my knowledge the above is true and accurate, and I agree to provide documentation if requested.

Signature\*

CMSP Recertification	\$100
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## PAYMENT OPTIONS

Account: 5050-5170

Check - Payable to NTSA

VISA                      MasterCard                      American Express

Name on the Card \_\_\_\_\_

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Yes                      No  
I agree to receive informational and promotional e-mails related to CMSP and similar content from NDIA and affiliates. I can change my e-mail consent at any time.

Yes                      No  
I agree to the terms of NDIA and affiliates' Privacy Policy. View Privacy Policy at [NDIA.org/privacy-statement](http://NDIA.org/privacy-statement).

## QUESTIONS, CONTACT:

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## REQUIREMENTS / GUIDELINES

1. 275 recertification units (RUs) are required over 4 years to recertify. For retired CMSPs, 20 recertification units (RUs) will be required. (Exceptions to the requirements may be granted for illness, unemployment and other exigent circumstances). The cost of recertification is \$100. Use the "Recertification Application" form to list your RUs and make payment.
2. Individuals will submit their RUs at the end of the four-year certification period. No documentation will be required, but applications for recertification are subject to random verification and candidates may be asked to supply additional information.
3. All CMSPs will be required to pledge that their submitted RUs are accurate.
4. Unless otherwise specified, one cannot earn double points by applying any single activity to more than one category. For example:
  - as part of regular duties, Professor can get points for either "Employment" OR "Instructing College Courses", but not both.
  - as part of regular duties, a full time employee who takes a company-offered/sponsored course on company time can only get points for "Employment" (not "Education" too).
  - Credit, however, can be earned for part-time work. (i.e., a research associate can earn credit for teaching a class).
5. Body of Knowledge (BoK) is defined in MSPCC Implementation Plan.

Fill in the application above using the Recertification Guidelines document for reference.

## EMPLOYMENT

Category (e.g. Full time, Part time)	Explanation/Examples	RU Credits (max 60/year)

## PUBLICATIONS

Peer Reviewed Journal		
1 <sup>st</sup> Author		
2 <sup>nd</sup> or 3 <sup>rd</sup> Author		
> 3 <sup>rd</sup> Author		
Online Transactions, Magazine	Must apply to BoK.	

## PROFESSIONAL SOCIETY PARTICIPATION

Category (e.g. Full time, Part time)	Explanation/Examples	RU Credits (max 60/year)
Officer/Chair		
Committee Leader/Chair		
Committee Work		
Individual Membership	Must apply to BoK.	

## EDUCATION

Instructor		
College Course		
Non-College Course		
Student		
College Course		
Non-College Course	On-site work or sponsored/related training does not count - this is considered as part of normal "employment".	

## CONFERENCES

Attendance		
Publishing/Presenting –		
Primary Author or Presenter or Panel Member		
2nd or 3rd Co-author/ Co-presenter		
<3rd Co-author/ Co-presenter		
Best Paper or Keynote Speaker		
Organizing Committee		
Conference Leader/Chair		
Conference/Executive/ Sub-committee Leader		
Conference/Executive Committee Member		
Conference Subcommittee Member		

## CEUS

CEU from accredited agency		
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<b>TOTAL RU CREDITS</b> (275 minimum)		
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