

2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • (703) 247-9471 • NTSA.org

Name (as it should appear on the certificate)					
Title			Company		
Street Address			Address 2		
City	State	Zip	Country	Phone	
Fax	Ext.	Email			
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' privacy policy, go to NDIA.org/Privacy-Statement .					Yes No

ADDRESS FOR CERTIFICATE

Same as above address	Alternate (Print address here)	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 Fee	\$200
---------------------------------	-------

PAYMENT OPTIONS

Check (Payable to NDIA/NTSA - #CMSP)

VISA MasterCard American Express

Name on the Credit Card _____

Credit Card Number _____

Exp. Date (Month/Year) _____ CVV _____

Signature _____ Date _____

Yes	No	Yes	No
I agree to receive informational and promotional emails related to CMSP and similar content from NDIA and its Affiliates. I can change my email consent/communication preferences at any time.		I agree to the terms of NDIA and its Affiliates' privacy policy. View the privacy policy at NDIA.org/Privacy-Statement .	

QUESTIONS? CONTACT:

Carol Dwyer
 Associate Director, Member Services
 (703) 247-9471
cdwyer@NTSA.org

REQUIREMENTS / GUIDELINES

- 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 “CMSP Recertification Application” form to list your RUs and make payment.
- 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.
- All CMSPs will be required to pledge that their submitted RUs are accurate.
- 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, a professor can earn 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).
- Body of Knowledge (BoK) is defined in MSPCC Implementation Plan.

EMPLOYMENT

Category	Explanation/Examples	RU Credits (max 60/year)
Full time	<i>If unemployed for any length of time you may not accrue any RU credits toward employment during that period. Employment must be relevant to BoK.</i>	5 RU/month
Part time		5 RU/month prorated

PUBLICATIONS

<i>Peer Reviewed Journal</i>	<i>Credit for paper may be claimed once during recertification period. Paper must apply to BoK.</i>	
<i>1st Author</i>		15
<i>2nd or 3rd Author</i>		10
<i>> 3rd Author</i>		5
<i>Online Transactions, Magazine</i>	<i>Must apply to BoK.</i>	3

PROFESSIONAL SOCIETY PARTICIPATION – *RU Credits are per year, per position.*

Category	Explanation/Examples	RU Credits (max 60/year)
<i>Officer/Chair</i>		15
<i>Committee Leader/Chair</i>		10 RU
<i>Committee Work</i>		5 RU
<i>Individual Membership</i>	<i>Must apply to BoK.</i>	3 RU

EDUCATION – *Courses must apply to BoK. Course must be completed during the recertification period.*

Instructor		
<i>College Course</i>		10RU/3-semester credit course
<i>Non-College Course</i>		2RU/8-hour day
Student		
<i>College Course</i>	<i>Audited college courses earn same RU.</i>	5RU/3-semester credit course
<i>Non-College Course</i>	<i>On-site work or sponsored/related training does not count - this is considered as part of normal "employment."</i>	1RU/8-hour day

CONFERENCES

Attendance		1RU/conference day
Publishing/Presenting –		
<i>Primary Author or Presenter or Panel Member</i>		8RU/paper
<i>2nd or 3rd Co-author/ Co-presenter</i>		5RU/paper
<i><3rd Co-author/ Co-presenter</i>		2RU/paper
<i>Best Paper or Keynote Speaker</i>		Additional 2 RU
Organizing Committee		
<i>Conference Leader/Chair</i>		20RU
<i>Conference/Executive/ Sub-committee Leader</i>		15RU
<i>Conference/Executive Committee Member</i>		10RU
<i>Conference Subcommittee Member</i>		5RU

CEUS – *Applies to anything related to BoK, eligible for CEU credits, but not described above. 1 CEU = 2 RU (1 CEU = 10 contact hours for IACET)*

<i>CEU from accredited agency</i>		
-----------------------------------	--	--

TOTAL RU CREDITS (275 minimum)		
--	--	--