The International NGO Safety & Security Association (INSSA) is a non-profit global membership association of individuals committed to improving the quality and effectiveness of safety and security for humanitarian relief and development assistance workers operating in complex and dangerous environments. INSSA does this through four main avenues of programming: Advocacy, Collaboration, Education & Professional Development, and Standardization. Visit us at: www.inssa.org
CONTINUING PROFESSIONAL DEVELOPMENT USER GUIDE

Table of Contents

The Value of Maintaining Your Certification ................................................................. 2
Requirements to Maintain Certification ........................................................................ 2
Enrollment into CPD Program and Qualifying Activities .............................................. 3
Categories of Continuing Professional Development ................................................. 4
Continuous Learning ...................................................................................................... 5
Instructor-Led Activities ................................................................................................. 5
Live Webinars, In-Person and Virtual Instructor-Led Courses ...................................... 6
   Degree Program Courses ............................................................................................. 6
   Conferences, Seminars, and Workshops ...................................................................... 7
Self-Paced Activities ....................................................................................................... 8
   DisasterReady Online Courses, Videos, Recorded Webinars, Articles and Guides ......... 8
Fee-Based Online Courses ............................................................................................ 9
Books and E-Books ....................................................................................................... 9
Organizational Development ......................................................................................... 10
   Work Projects ............................................................................................................. 10
Professional Advancement ............................................................................................. 11
   Presentations ............................................................................................................... 12
   Research and Published Writing ................................................................................. 13
Pre-Approved External Training List ............................................................................ 14
   Books and fee-based online courses ......................................................................... 14
CPD Policies .................................................................................................................. 14
   Taking CPD Activities More Than Once .................................................................... 14
   Rollover CPD Quarter-Credits .................................................................................. 14
   Recertification By Examination ................................................................................ 14
   Hardship Extension Status ....................................................................................... 14
   Audit Process ............................................................................................................. 15
Earn and Track Quarter-Credits .................................................................................... 15
   Earn and Track Internal Training .............................................................................. 16
   Earn and Track External Training ............................................................................. 20
   Resubmit External Training that has been denied ...................................................... 25
CPD Status Types .......................................................................................................... 26
Frequently Asked Questions ......................................................................................... 27
THE VALUE OF MAINTAINING YOUR CERTIFICATION

INSSA has established a Security Risk Management Professional certification process to ensure that NGO security risk management professionals can demonstrate they possess the necessary competence to do their job safely and effectively. Because the security risk management profession is constantly changing and evolving, it is important for certified INSSA professionals to continually update their competencies and knowledge. Achieving certification as a Security Risk Management Professional – Country level (SRMP-C) or Security Risk Management Professional – Regional level (SRMP-R) is one important step in the process. Participating in the Continuing Professional Development (CPD) Program demonstrates your commitment to maintaining a standard of practice, enabling organizational program goals, and developing your professional skills through lifelong learning.

By encouraging security risk management professionals to continually enhance their competency and expertise, the INSSA CPD Program for country level and regional level professionals increases the value of the SRMP credentials to the NGO security risk management profession and the international NGO community at large.

Security risk management professionals maintain certification by engaging in continuing professional development activities related to the knowledge, skills, and competencies identified in the INSSA competency framework. INSSA has established a process to allocate quarter-credits to a variety of learning opportunities available to certified members. For example, watching an approved 15-minute podcast will receive 1 quarter-credit while completing an approved 1-hour training will receive 4 quarter-credits.

REQUIREMENTS TO MAINTAIN CERTIFICATION

SRMP-C or SRMP-R Certified Members Must:

- Earn 180 CPD quarter-credits within a 3-year period starting on the date of initial certification (i.e. equal to 45-hours of learning).

**OR**

- Retake the certification exam at the end of the 3-year certification period at the level last held (e.g. a member certified last at SRMP-R will need to only retake the SRMP-R examination).
ENROLLMENT INTO CPD PROGRAM AND QUALIFYING ACTIVITIES

SRMP-C and SRMP-R certified members maintain certification by earning and tracking quarter-credits through the CPD Program hosted by our partner, DisasterReady.org. DisasterReady.org provides free, high-quality, online learning resources to better prepare humanitarian and development workers for the critical work they do. Certified members are automatically enrolled in the CPD Program. Refer to Earn and Track Quarter-Credits, for instructions on how to log-into DisasterReady and access the CPD Program. Learn more about the mission of DisasterReady by going to www.DisasterReady.org.

Certified members will receive CPD quarter-credits when completing qualified activities that correspond to INSSA security risk management competencies as defined in the INSSA Competency Framework below. The INSSA Competency Framework has 22 security risk management competencies organized under four competency areas.

<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Risk Assessment</td>
<td>A1: Communication and Consultation</td>
</tr>
<tr>
<td></td>
<td>A2: Establishing Context</td>
</tr>
<tr>
<td></td>
<td>A3: Risk Identification</td>
</tr>
<tr>
<td></td>
<td>A4: Risk Analysis</td>
</tr>
<tr>
<td></td>
<td>A5: Risk Evaluation</td>
</tr>
<tr>
<td></td>
<td>A6: Risk Treatment Plans</td>
</tr>
<tr>
<td></td>
<td>B2: Accountability and Responsibility</td>
</tr>
<tr>
<td></td>
<td>B3: Planning and Budgeting</td>
</tr>
<tr>
<td></td>
<td>B4: Compliance, Performance and Effectiveness</td>
</tr>
<tr>
<td></td>
<td>B5: Information Management</td>
</tr>
<tr>
<td>C: Leadership, Management and Implementation</td>
<td>C1: Resource Management</td>
</tr>
<tr>
<td></td>
<td>C2: Professional Development</td>
</tr>
<tr>
<td></td>
<td>C3: Communication</td>
</tr>
<tr>
<td></td>
<td>C4: Diversity and Inclusion</td>
</tr>
<tr>
<td></td>
<td>C5: Employee Management</td>
</tr>
<tr>
<td></td>
<td>C6: Innovation and Change Management</td>
</tr>
<tr>
<td>D: Critical Incident Response</td>
<td>D1: Incident Identification and Response</td>
</tr>
<tr>
<td></td>
<td>D2: Stakeholder Engagement</td>
</tr>
<tr>
<td></td>
<td>D3: Incident Management</td>
</tr>
<tr>
<td></td>
<td>D4: Incident Follow-Up</td>
</tr>
<tr>
<td></td>
<td>D5: Incident Review</td>
</tr>
</tbody>
</table>
### CATEGORIES OF CONTINUING PROFESSIONAL DEVELOPMENT

Given the realities and needs of Security Risk Management Professionals, INSSA created three avenues by which SRMP-C and SRMP-R certified professionals can attain continuing professional development quarter-credits: Continuous Learning, Organizational Development, and Professional Advancement.

All CPD activities eligible to maintain certification are assigned quarter-credits (4 quarter credits are equivalent of one hour of learning). CPD activities accessed within DisasterReady are referred to as internal training and are pre-approved for quarter-credits. CPD activities accessed outside DisasterReady are referred to as external training and need to be approved with supporting documentation provided, except for activities on the Pre-Approved External Training list. Refer to the sections below for which activities qualify for quarter-credits; which are pre-approved or require approval; supporting documentation needed; and how to calculate quarter-credits.

<table>
<thead>
<tr>
<th>CPD Category</th>
<th>Description / Activity Types</th>
</tr>
</thead>
</table>
| Continuous Learning   | • Conferences  
  • Seminars/workshops  
  • College/university courses  
  • In-person and virtual courses  
  • Live webinars  
  • Online courses  
  • Videos, articles and guides  
  • Recorded webinars  
  • Books and e-books  
  Instructor-Led       |
| Organization Development | Supervisor-endorsed work projects that: Meet or support organizational goals and demonstrate or advance your capabilities in one or more of the security risk management competencies  
  Supervisor Endorsed |
| Professional Advancement | Thought leadership and volunteer activities that contribute to the development of the security risk management professional community, including:  
  • Design and/or deliver training  
  • Speaking at conference  
  • Research and published writing  
  Supporting Documentation |
There is no requirement to obtain a certain number of quarter-credits each year, but certified members are strongly encouraged to create a CPD plan that outlines an annual schedule. A broad range of activities qualify for quarter-credits, including certain types of work projects. Certified members are encouraged to consider all activity categories when developing their personal CPD plan. It is not required to accrue credits in every category.

Certified members will receive periodic emails from DisasterReady communicating their status of earning quarter-credits and new learning resources available for quarter-credits.

**CONTINUOUS LEARNING**

INSSA recognizes the value of professional development through continual learning and the need to validate different learning formats suited to individual professionals. Both instructor-led and self-paced learning activities qualify for quarter-credits and are described separately below.

**INSTRUCTOR-LED ACTIVITIES**

Instructor-led activities refers to training that is conducted by an instructor with real-time interaction and engagement with an instructor or other students, whether in-person or virtually. Instructor-led activities include conferences, seminars/workshops, college/university courses, live webinars, and in-person and virtual instructor-led courses.

CPD activities accessed within DisasterReady are referred to as internal training and are pre-approved for quarter-credits. CPD activities accessed outside DisasterReady are referred to as external training and need to be approved with supporting documentation provided, except for activities on the Pre-Approved External Training list.

An instructor-led activity is external training and requires approval. Use the qualifications documented below to determine if an instructor-led activity is eligible for quarter-credits. For instructions on how to request approval, refer to the section “Earn and Track External Training”. Unsure whether an instructor-led activity qualifies for quarter-credit or have a question about an activity that was not approved? Send an email to SRMP@disasterready.org. Responses will be provided within 2 weeks.
LIVE WEBINARS, IN-PERSON AND VIRTUAL INSTRUCTOR-LED COURSES

Qualifying courses must be related to security risk management competencies or knowledge domains consistent with the INSSA competency framework.

Calculating CPD quarter-credits
The number of CPD quarter-credits for instructor-led activities is calculated based on the actual educational time spent in the course/program. A minimum of 15 minutes of educational time is required for a continuing education activity to qualify for quarter-credit.

CPD quarter-credits are calculated in 15-minute increments. Each 15-minute increment = 1 quarter-credit. For example:
- 30-minute virtual instructor-led training = 2 CPD quarter-credits
- 75-minute live webinar = 5 CPD quarter-credits
- 3-hour in-person training = 12 CPD quarter-credits

Supporting Documentation
When submitting a request for approval to receive quarter-credits for live webinars, and in-person and virtual instructor-led courses the following documentation will be required:
- Course title and description
- Specific competency(s) addressed
- Number of course hours
- Live webinar registration confirmation or presentation slides
- Completion certificate or course transcript

DEGREE PROGRAM COURSES

CPD quarter-credits can be applied to undergraduate or graduate degree courses from an accredited college or university. If the course is graded, a grade of C or better needs to be attained to receive CPD quarter-credits. It is the responsibility of the certified member to determine the credit system the educational institution is using.

Audited, ungraded, or noncredit-hour courses shall require the same criteria and supporting documentation as conferences, seminars, and workshops.

Qualifying degree program course content should align with broad competency areas and/or specific competencies as described in the INSSA Competency Framework. For example:
- Statistical Analysis course (relates to Risk Analysis)
- Negotiation Skills course (relates to Stakeholder Engagement)
- Monitoring & Evaluation course (relates to Compliance, Performance & Effectiveness)

Calculating CPD quarter-credits
The number of CPD quarter-credits for degree program courses are as follows:
- Semester system: 1 credit = 24 CPD quarter-credits
- Trimester system: 1 credit = 18 CPD quarter-credits
- Quarter system: 1 credit = 12 CPD quarter-credits
Supporting Documentation
When submitting a request for approval to receive quarter-credits for degree program courses, the following documentation will be required:
- Course title and description
- Name of college/university
- Specific competency(s) addressed
- Number of credit hours
- Course transcript with assigned grade

CONFERENCES, SEMINARS, AND WORKSHOPS
CPD quarter-credits may be attained by attending conferences, seminars, or workshops. Qualifying content should align with broad competency areas and/or specific competencies as described in the INSSA Competency Framework.

Calculating CPD quarter-credits
The number of CPD quarter-credits at conferences, seminars, and workshops is calculated based on the actual time spent in the session. In order for sessions to qualify, they must be at least 1 hour in length. Credit is not awarded for time spent in the exhibit hall or for time spent eating meals or taking breaks. For example:
- 1-hour seminar = 4 CPD quarter-credits
- 3-hour workshop = 12 CPD quarter-credits

Supporting Documentation
When submitting a request for approval to receive quarter-credits for conferences, seminars, or workshops the following documentation will be required:
- Session title and description
- Name of presenter(s)
- Specific competency(s) addressed
- Length of session
- Completion certificate or conference receipt
SELF-PACED ACTIVITIES
Self-paced learning does not require interaction with an instructor or other participants. Activities include online courses, videos, recorded webinars, articles, guides, books, and e-books.

CPD activities accessed within DisasterReady are referred to as internal training and are pre-approved for quarter-credits. CPD activities accessed outside DisasterReady are referred to as external training and need to be approved with supporting documentation provided, except for activities on the Pre-Approved External Training list.

Self-paced activities are applicable to both internal and external training. Read the sections below for which activities are internal and which are external. For instructions on how to select and complete self-paced internal training, refer to the section “Earn and Track Internal Training”.

DISASTERREADY ONLINE COURSES, VIDEOS, RECORDED WEBINARS, ARTICLES AND GUIDES
Upon completion of a DisasterReady online course, the CPD system will record your completion status and award quarter-credits. Upon completion of videos, recorded webinars, articles and guides, you must indicate your completion by marking the item “complete”. Refer to Step 6 in the “Earn and Track Internal Training” section for instructions. By marking the item complete you are certifying you watched or read the entire resource.

Qualifying content should align with broad competency areas and/or specific competencies as described in the INSSA Competency Framework.

Calculating CPD quarter-credits
The number of CPD quarter-credits for online courses, videos, recorded webinars, articles and guides is calculated based on the actual educational time spent in the activity. For example:

- 1-hour recorded webinar = 4 CPD quarter-credits
- 30-minute on-line course = 2 CPD quarter-credits
- 15-minute video = 1 quarter-credit
**FEE-BASED ONLINE COURSES**

Fee-based online courses are external training and require approval. For a list of fee-based online courses that are pre-approved, refer to the [Pre-Approved External Training list](#). If the course is on the pre-approved list, **complete the course first**, then follow instructions in the section “**Earn and Track External Training**” to request approval to receive quarter-credits.

Requests for approval of fee-based online courses that are not on the pre-approved list and align with the INSSA Competency Framework should be submitted to [SRMP@disasterready.org](mailto:SRMP@disasterready.org).

**Supporting Documentation**

When submitting a request for approval to receive quarter-credits for **fee-based online courses**, the following documentation will be required:

- Course title and description
- Specific competency(s) addressed
- Completion certificate

**BOOKS AND E-BOOKS**

Reading books is recognized as developing professional capacity. Books are deemed external training and require approval. For a list of books/e-books that are pre-approved, refer to the [Pre-Approved External Training list](#). For books on the pre-approved list, **read the book first**, then follow instructions in the section “**Earn and Track External Training**” to request approval to receive the quarter-credits.

Requests for approval of a book/e-book that is not on the pre-approved list and aligns with the INSSA Competency Framework should be submitted to [SRMP@disasterready.org](mailto:SRMP@disasterready.org).

**Calculating CPD quarter-credits**

The number of CPD quarter-credits for books and e-books is calculated based on length, complexity and specificity to the INSSA competencies as determined by the INSSA SRMP Review Committee. Refer to the [Pre-Approved External Training list](#) to view pre-approved books and the number of quarter-credits assigned to each book.

**Supporting Documentation**

When submitting a request for approval to receive quarter-credits for **books and e-books** the following documentation will be required:

- Book title and author
- Dates read
- Number of pages read
- Content summary (100 to 150-word maximum), which must articulate key points learned and how it aligns with the competencies addressed
ORGANIZATIONAL DEVELOPMENT

INSSA recognizes the value of activities in the workplace that contribute to the success of the organization and to individual professional development.

CPD learning activities accessed within DisasterReady are referred to as ‘internal training’ and are pre-approved for quarter-credits. CPD learning activities accessed outside DisasterReady are referred to as ‘external training’ and need to be approved with supporting documentation, except for activities on the Pre-Approved External Training list.

Use the qualifications documented below to determine if Organizational Development activities are eligible for quarter-credit. Organizational development activities are external training and require approval of quarter-credits. For instructions on how to request approval, refer to the section “Earn and Track External Training”. Unsure whether an organizational development activity qualifies for quarter-credit or have a question about an activity that was not approved? Send an email to SRMP@disasterready.org. Responses will be provided within 2 weeks.

WORK PROJECTS

Work projects or temporary deployments undertaken to meet or support organizational goals and provide opportunities to demonstrate knowledge and application of professional competencies.

Qualifying work projects or temporary deployments must be related to security risk management competencies or knowledge domains consistent with the INSSA competency framework.

Calculating CPD quarter-credits

The number of CPD quarter-credits for work projects is calculated in one of two categories:

1. 50+ hours of time spent on a work project and a minimum period of three months = 30 quarter-credits. For example:
   - Designing and implementing a new initiative to promote improved risk management with local partners.
   
   OR

2. 100+ hours of time spent on a work project and a minimum period of six months = 60 quarter-credits. For example:
   - Researching, designing, and implementing a stakeholder engagement initiative to promote greater acceptance.
Supporting Documentation

When submitting a request for approval to receive quarter-credits for work projects or temporary deployments the following documentation will be required:
- Brief description of project goals, objectives, desired outcomes, and how stated goals and objectives were met
- Beginning date and end date
- Describe personal role and time investment in project
- Specific competency(s) addressed
- Supervisor’s verification of dates and hours worked, and confirmation of competencies demonstrated

PROFESSIONAL ADVANCEMENT

INSSA recognizes the value of activities that contribute to the development of the NGO security risk management profession and benefit the humanitarian community. These include thought leadership that advances the safety and security risk management profession through: making presentations, teaching, conducting research, and published writing.

CPD activities accessed within DisasterReady are referred to as internal training and are pre-approved for quarter-credits. CPD learning activities accessed outside DisasterReady are referred to as external training and need to be approved with supporting documentation provided, except for activities on the Pre-Approved External Training list.

Use the qualifications documented below to determine if professional advancement activities are eligible for quarter-credit. Professional advancement activities are external training and require approval of quarter-credits. For instructions on how to request approval, refer to the section “Earn and Track External Training”. Unsure whether a professional advancement activity qualifies for quarter-credit or have a question about an activity that was not approved? Send an email to SRMP@disasterready.org. Responses will be provided within 2 weeks.
PRESENTATIONS
Creating or presenting a course, workshop, or training that illustrates and/or promotes a better understanding of and/or improvement in security risk management.

Qualifying presentations must be related to security risk management competencies or knowledge domains consistent with the INSSA competency framework. For example:
- Serving as a subject matter expert in a panel discussion
- Feature presenter in a webinar
- Workshop presenter at a professional conference
- Creating and/or presenting a course

Presentation activities are subject to the following limitations:
- Quarter-credit is awarded only for the first time the presentation is made during a 3-year certificate period. The same presentation can be made during the next 3-year certificate period if the content has substantially changed.
- Quarter-credit is not awarded for presenting updates on company policies.

Supporting Documentation
When submitting a request for approval to receive quarter-credits for presentations the following documentation will be required:
- Outline of the workshop or seminar including summary, learning objectives, and time
- Date(s) of presentation
- Handouts, PowerPoint presentation, etc.
- Specific competency(s) addressed
- Conference/workshop agenda with specific reference to presentation
- Course syllabus with names, class times and topics for University/College courses

Calculating CPD quarter-credits
The number of CPD quarter-credits for presentations is calculated based on the actual presentation time or length of session.
- 1-hour presentation = 4 CPD quarter-credits
- A maximum of 40 CPD quarter-credits are awarded for presentations that span more than 10 educational hours

For example:
- Teaching a semester-long course on Organizational Leadership = 40 CPD quarter-credits
- Facilitating a 2-hour concurrent session at a conference on family support in critical incidents = 8 CPD quarter-credits
RESEARCH AND PUBLISHED WRITING

Research and published writing eligible for quarter-credits promote and/or contribute to the overall security risk management body of knowledge while demonstrating understanding and application of professional competencies.

Qualifying research and published writing must be related to security risk management competencies or knowledge domains consistent with the INSSA competency framework. For example:

- Conducting primary research on security risk management knowledge domain and publishing that research.
- Authoring a book, article, white paper, or blog post on a security risk management topic, published by a third party.

These additional qualifications apply:

- Research, writing and publishing activities must occur outside of your own organization.
- The content of the materials must:
  - Include at least 750 words.
  - Not be solely opinion-based.
  - Include factual information and data analysis.
  - Include at least one reference to an external resource.

Calculating CPD quarter-credits

The number of CPD quarter-credits for research and published writing is calculated as follows:

- Authoring a book = 60 CPD quarter-credits
- Authoring an article for a journal or periodical = 30 CPD quarter-credits
- Co-authoring an article or other published work = 20 CPD quarter credits
- Authoring a white paper or blog post = 4 quarter-credits (maximum of 48 quarter-credits during 3-year certification period)

Supporting Documentation

When submitting a request for approval to receive quarter-credits for research and published writing the following documentation will be required:

- Title and date of research and published writing
- Copy of or link to a published article, blog post, white paper, book or research conducted
- Specific competency(s) addressed
PRE-APPROVED EXTERNAL TRAINING LIST

BOOKS AND FEE-BASED ONLINE COURSES
Click here to view a list of books and fee-based online courses that are pre-approved for quarter-credits.

CPD POLICIES

TAKING CPD ACTIVITIES MORE THAN ONCE
INSSA encourages certified members to maximize professional development, through completing new CDP activities in each 3-year certification cycle. However, INSSA recognizes that previous training may be updated or be valuable as a refresher. Therefore, training can be retaken for CPD credits if it is not in the same 3-year certification period.

ROLLOVER CPD QUARTER-CREDITS
Certified members that exceed 180 quarter-credits in the 3-year certification period, will be able to carry-over quarter-credits for their last completed CPD activity. For example, if a certified member had 178 credits and the last CPD activity completed was eligible for 7 credits, they would receive a total of 185 credits. This would carry over 5 credits into the next certification period.

RECERTIFICATION BY EXAMINATION
Should a certified member not complete the required 180 quarter-credits in the 3-year certification period, the member’s certification will expire, and they will lose the CPD activities completed in that certification period.

The member may regain certification by reapplying, paying the required fee, and successfully completing the certification exam at the level last held. The Exam Retake Policy will apply which says, if an applicant fails the exam on his/her first try, he/she may retake the exam once at no additional charge within 60 days of receiving his/her “Exam Performance Report”. If the applicant fails the second time, he/she needs to wait a minimum of three months before taking the exam again. The applicant must pay the fee to take the exam again.

HARDSHIP EXTENSION STATUS
INSSA recognizes that extenuating circumstances may prevent a certified member from completing the required 180 CPD quarter-credits in the 3-year certification period. In such cases, a SRMP-C or SRMP-R certified member may apply for a hardship extension status.

This request must be made in writing at least 60 days before the date of certificate expiration but no earlier than the last year of the certification period. An explanation of the hardship must be included in the request. Examples of hardship include, but are not limited to, serious personal illness, serious illness of a family member, long-term unemployment, and deployment for an extended period. If approved, hardship extensions can be granted for a maximum of 12-months. Hardship extension requests may be sent to: SRMP@disasterready.org.
AUDIT PROCESS
When submitting supporting documentation for the approval of CPD quarter-credits, you are validating you completed the activity yourself and that the documentation is a true and accurate reflection of the activity. CPD quarter-credits are approved or denied based on parameters noted in the CPD Guide and the supporting documentation you submit. INSSA reserves the right to conduct random audits to validate the activity and verify the supporting documentation. If falsification is discovered, it could result in loss of your SRMP credential and cancellation of INSSA membership.

The SRMP-C or SRMP-R certification may be revoked if the certified member is found to have falsified supporting documentation, acted in bad faith and/or violated the INSSA Code of Conduct.

EARN AND TRACK QUARTER-CREDITS
SRMP-C and SRMP-R certified members maintain certification by earning and tracking quarter-credits through the CPD Program hosted by our partner, DisasterReady.org. Certified members are automatically enrolled in the CPD Program.

Refer to the instructions below to log-into DisasterReady and earn quarter-credits to maintain SRMP certification.
EARN AND TRACK INTERNAL TRAINING:
CPD activities accessed within DisasterReady are referred to as internal training and are pre-approved for quarter-credits.

STEP 1: Log into DisasterReady by going to DisasterReady.org, clicking the Login button.

Enter your email address and password, and then click LOG IN.
STEP 2: From the Welcome Page, access your transcript by clicking on “In Progress” under the My Learning Summary OR click on the Navigation menu and select My Learning > View My Learning.

STEP 3: From the Transcript page, use the search bar to locate the desired certification title “Security Risk Management Professional (SRMP) – Country” or “Security Risk Management Professional (SRMP) – Regional” and click Manage to go to the Certification Details Page.
STEP 4: From the Certification Details page, click on the ▼ sign to expand sections under “Certification” and view a list of internal training available within DisasterReady that is pre-approved for quarter-credits.

![Security Risk Management Professional - Country Certification Details](Image)

STEP 5: To start earning quarter-credits, choose a learning resource from the list and click on the Request link under the “Options” column. This will put the resource in your transcript and launch the training.

![Security Risk Management Professional - Country Certification Details](Image)
STEP 6: After a training item is completed, the “Earned Quarter-Credits” field at the top of the Certification Details Page will update to display the total number of quarter-credits completed.

**NOTE:** For Videos and Material resources (e.g. articles and guides) you must select **Mark Complete** to indicate you have completed the training.
EARN AND TRACK EXTERNAL TRAINING:

CPD activities accessed outside DisasterReady are referred to as external training and need to be approved with supporting documentation provided, except for items listed in the Pre-Approved External Training list.

To request external training:
- Validate the training is eligible for quarter-credits based on the qualifications outlined in the CPD User Guide
- Complete the training
- Follow instructions below to request approval to receive the quarter-credits
- Submit approval for external training at least 4 weeks before your certification expires

Send an email to SRMP@disasterready.org if you are unsure whether the external training activity qualifies for quarter-credit.

STEP 1: Log into DisasterReady by going to DisasterReady.org, clicking the Login button.

Enter your email address and password, and then click LOG IN.
STEP 2: From the Welcome Page, access your transcript by clicking on “In Progress” under the My Learning Summary OR click on the Navigation menu and select My Learning > View My Learning.

STEP 3: From the Transcript page, use the search bar to locate the desired certification title “Security Risk Management Professional (SRMP) – Country” or “Security Risk Management Professional (SRMP) – Regional” and click Manage to go to the Certification Details Page.
STEP 4: From the top of the Certification Details page click **Add New External Training**.

![Add New External Training](image)

STEP 5: From the Submit External Training page, complete the fields and download, fill out and attach the NEW External Training Request Form along with any additional supporting documentation required. Select OK.

![Submit External Training](image)
**STEP 6:** Returning to the Certification Details page, locate the title which will appear at the top of the list for that category. The status of the request will say “Registered”. Select **Mark Complete** from the Options column, which will change the status from Registered to Completed (Evidence Needed). This action sends the request to the CPD Administrator to approve/disapprove the quarter-credits.

**STEP 7:** Receive an email that confirms the request was approved or denied:

- **If the request is approved**, the quarter-credits are awarded and the status of the learning resource changes to “Completed”.

- **If the request is denied**, refer to “Resubmit External Training That Has Been Denied”.
STEP 8: Once you complete all 180 quarter-credits the certification status changes to **Certified (Pending Renewal Completion Approval)**. During this status, your recertification will be reviewed and INSSA membership validated as being in good standing.

If your recertification is denied, you will receive an email notifying you of the reason why and next steps.

If your recertification is approved, the certification will move to “**Certified (Renewal in Progress)**” where it remains until the next certification cycle begins.
RESUBMIT EXTERNAL TRAINING THAT HAS BEEN DENIED:

STEP 1: Receive an email that notifies certification holders the request was denied and provides a list of possible reasons. The status of the learning resource is changed to “Completed (Evidence Needed – Denied)”.

STEP 2: Correct the issue and resubmit the request for approval by:

- Logging into DisasterReady and accessing your transcript by clicking on “In Progress” under the My Learning Summary OR click on the Navigation menu and select My Learning > View My Learning.
- From the Transcript page, locate the desired certification title “Security Risk Management Professional – Country” or “Security Risk Management Professional – Regional” and click Manage to go to the Certification Details page.
- From the Certification Details page, locate the title of the resource and select the “View Details icon” on the far right. Then click on the Edit External Training link.

STEP 3: From the Edit External Training page, download the External Training Request – Resubmission Form.

- Complete the External Training Request – Resubmission Form and attach to the Edit External Training page.
- Click on the Submit button and go to step 4.
**STEP 4:** Returning to the Certification Details Page, locate the title of the resource and click **Request Again** under Options. This changes the status to “Completed-Evidence Needed” and sends the request to the CPD Administrator to approve/disapprove.

**CPD STATUS TYPES:**

**Certified (Renewal in Progress)**
Certification holders remain in this status until they complete 180 quarter-credits.

**Certified**
180 quarter-credits have been completed. If you complete 180 quarter-credits before the end of your certification cycle, this status will remain until your next certification cycle begins when it will change to Certified (Renewal in Progress).

**Expired**
Certification is no longer valid. Refer to the [CPD Policies section](#) for how to regain certification by reapplying, paying the required fee, and successfully completing the certification exam at the level last held.
FREQUENTLY ASKED QUESTIONS

**Question:** How can I check the status of my quarter-credits?

**Answer:** You can view the status of your quarter-credits at any time by logging into DisasterReady, going to your transcript page and selecting SRMP-C or SRMP-R. You will receive periodic emails reminding you of your progress against the end of your certification cycle.

**Question:** How will I know when new training is added that qualifies for quarter-credits?

**Answer:** You will receive periodic emails alerting you to new content that qualifies for quarter-credits.

**Question:** How do I earn quarter-credits?

**Answer:** Certified members will receive quarter-credits when completing approved activities that correspond to INSSA security risk management competencies as defined in the INSSA Competency Framework. The INSSA Competency Framework has 22 security risk management competencies organized under four competency areas. For example, watching an approved 15-minute podcast will receive 1 quarter-credit while completing an approved 1-hour training will receive 4 quarter-credits.

**Question:** Do I have to earn a certain number of quarter-credits per year?

**Answer:** There is no requirement to obtain a certain number of the quarter-credits each year but certified members are strongly encouraged to create a CPD plan that outlines an annual schedule. A broad range of activities qualify, including certain types of work projects. Members are encouraged to consider all activity categories when developing their personal CPD plan and must ensure that activities are relevant to the sector. Members do not need to accrue credits in every category.

Refer to the CPD User Guide for instructions on how to access and use the CPD Program.
Question: How do I access the CPD Program?

Answer: Upon passing the exam and achieving SRMP-C or SRMP-R, certified members are automatically enrolled in the CPD Program. You will receive an email welcoming you to the CPD program with a link to the CPD User Guide and instructions on how to access it. Using the CPD program requires an account in www.DisasterReady.org. If you do not have an account prior to achieving your INSSA certification, one will be created for you in order to enroll you in the CPD program.

Question: What types of learning can receive quarter-credits?

Answer: There is a variety of learning activities eligible for quarter-credits including self-paced online courses, books, videos, webinars, conferences, classroom-based training, work projects, and more. CPD activities accessed within DisasterReady are referred to as internal training and are pre-approved for quarter-credits. CPD activities outside DisasterReady are referred to as external training and need to be approved with supporting documentation provided, except for items listed in the Pre-Approved External Training section of this guide. Refer to the CPD Guide for more information.

Question: What happens if you do not complete 180 quarter-credits in 3 years?

Answer: Should a certified member not complete the required 180 quarter-credits in the 3-year certification period, the member’s certification will expire and they will lose the CPD activities completed in that certification period.

The member may regain certification by reapplying, paying the required fee, and successfully completing the certification exam at the level last held.