Continuing Professional Development (CPD) User Guide

SRMP-C and SRMP-R

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

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CONTINUING PROFESSIONAL DEVELOPMENT (CPD) USER GUIDE

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THE VALUE OF MAINTAINING YOUR CERTIFICATION

INSSA has developed the **Security Risk Management Professional (SRMP) Certification Program** to enable NGO security risk management (SRM) professionals to demonstrate they possess the necessary skills and knowledge to perform their roles safely and effectively. As the SRM field is constantly evolving, it is important for certified professionals to continuously update their competencies. Achieving certification as a **Security Risk Management Professional – Country Level (SRMP-C)** or **Security Risk Management Professional – Regional Level (SRMP-R)** is a key step in this ongoing process.

To support this, INSSA offers a **Continuing Professional Development (CPD) Program** that empowers SRM professionals at both the country and regional levels to keep their skills current. By participating in the CPD Program, professionals show their commitment to maintaining high standards in the field. This commitment not only enhances the value of SRMP credentials but also contributes to strengthening the broader NGO, humanitarian, and development sectors.

The SRMP Certification is available at two levels: **Country Level** (SRMP-C) and **Regional Level** (SRMP-R). Professionals must first complete the SRMP-Country Level certification before registering for the SRMP-Regional certification. To maintain their certification—whether at the Country or Regional level—professionals must engage in CPD activities related to the competencies outlined in the INSSA Competency Framework.

INSSA has established a system for awarding quarter-credits for various professional development activities. For example, listening to an approved 15-minute podcast earns 1 quarter-credit, while completing an approved 1-hour training earns 4 quarter-credits. This system ensures that certified individuals continue to develop the knowledge and skills needed to excel in the ever-changing field of security risk management.

REQUIREMENTS TO MAINTAIN CERTIFICATION

SRMP-C and SRMP-R Certified Individuals Must:

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

ENROLLMENT INTO CPD PROGRAM AND QUALIFYING ACTIVITIES

SRMP-C and SRMP-R certified individuals 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 individuals 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 individuals will receive CPD quarter-credits when completing qualified activities that correspond to INSSA security risk management competencies at the appropriate level, as defined in the INSSA Competency Framework on the next page. The INSSA Competency Framework has 22 security risk management competencies organized under four competency areas.

While the same competency areas apply to SRMP-Country and SRMP-Regional levels, the application for Country level is expected to be more tactical and country-specific while the Regional level is expected to apply to more than one country and at a more strategic level.

Refer to the next page to view the INSSA Competency Framework.

INSSA Competency Framework

Competency Area	Competencies
A: Risk Assessment	A1: Communication and Consultation A2: Establishing Context A3: Risk Identification A4: Risk Analysis A5: Risk Evaluation A6: Risk Treatment Plans
B: Principles, Policies and Protocols	B1: Policies and Standards Design and Development B2: Accountability and Responsibility B3: Planning and Budgeting B4: Compliance, Performance and Effectiveness B5: Information Management
C: Leadership, Management and Implementation	C1: Resource Management C2: Professional Development C3: Communication C4: Diversity and Inclusion C5: Employee Management C6: Innovation and Change Management
D: Critical Incident Response	D1: Incident Identification and Response D2: Stakeholder Engagement D3: Incident Management D4: incident Follow-Up D5: Incident Review

CATEGORIES OF CONTINUING PROFESSIONAL DEVELOPMENT

All CPD activities eligible to maintain certification are assigned quarter-credits (4 quarter credits are equivalent of 1 hour of learning). Only CPD activities accessed within DisasterReady (known as internal training) and CPD training accessed outside DisasterReady (known as external training) from the Pre-Approved External Training list will be accepted for quarter-credits.

CPD Category	Description / Requirement	
1. Internal Training (Located inside DisasterReady)	•Self-paced online courses •Videos-based training •Guides and handbooks •Recorded webinars	Supporting Documentation Not Required
2. External Training (Located outside DisasterReady on the Pre-Approved List)	•Books and e-books •Fee-based online courses •Fee-based virtual and instructor-led courses •Seminars/workshops •Live webinars •Podcasts	Supporting Documentation Required

There is no requirement to obtain a certain number of quarter-credits each year, though certified individuals are strongly encouraged to create a CPD plan that outlines an annual schedule. REMEMBER: SRMP-C and SRMP-R certified individuals must earn 180 Quarter credits in a 3 year period to maintain certification.

Certified individuals will receive periodic emails from DisasterReady communicating their status of earning quarter-credits.

CALCULATING QUARTER-CREDITS

The number of CPD quarter-credits 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.

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 CPD Committee.

Each activity in the internal and external training categories shows the number of quarter-credits earned for completing that activity.

INTERNAL TRAINING

Internal Training is self-paced learning activities accessed inside of DisasterReady that does not require interaction with an instructor or other participants. Once completed, internal training is automatically approved for quarter-credits.

Internal training activities include:

- Online courses
- Video-based training
- Recorded webinars
- Guides and handbooks

Internal training is provided in English, French, Spanish, and Arabic. For instructions on how to select and complete internal training, refer to the section "Earn and Track Internal Training".

EXTERNAL TRAINING

External Training is CPD activities accessed outside of DisasterReady. Only external training activities included on the Pre-Approved External Training list with the appropriate supporting documentation provided will receive quarter-credits.

External training activities include:

- Books and e-books
- Fee-based online courses
- Fee-based virtual and instructor-led courses
- Seminars/workshops
- Live webinars
- Podcasts

Refer to the Pre-Approved External Training list to see what is eligible for quarter-credits and the supporting documentation required. Refer to the section "Earn and Track External Training" for instructions on how to submit supporting documentation to receive your quarter-credits.

The Pre-Approved External Training list will be updated as needed or on a quarterly basis. INSSA members and members of the wider SRM community can request for specific courses, podcasts, seminars, webinars, and books to be added to this list by emailing CPD@ingossa.org. Each resource will be reviewed by the CPD committee and their decision will be final.

EARN AND TRACK QUARTER-CREDITS

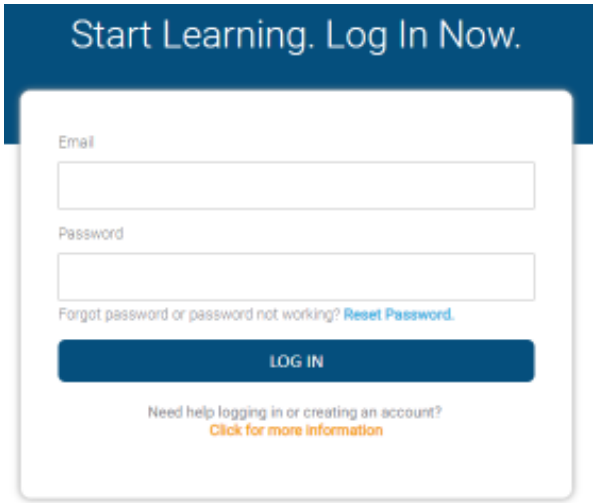
SRMP-C and SRMP-R certified individuals maintain certification by earning and tracking quarter-credits through the CPD Program hosted by our partner, DisasterReady.org. Certified individuals are automatically enrolled in the CPD Program. Refer to the instructions below to log-into DisasterReady and earn quarter-credits to maintain SRMP certification.

EARN AND TRACK INTERNAL TRAINING:

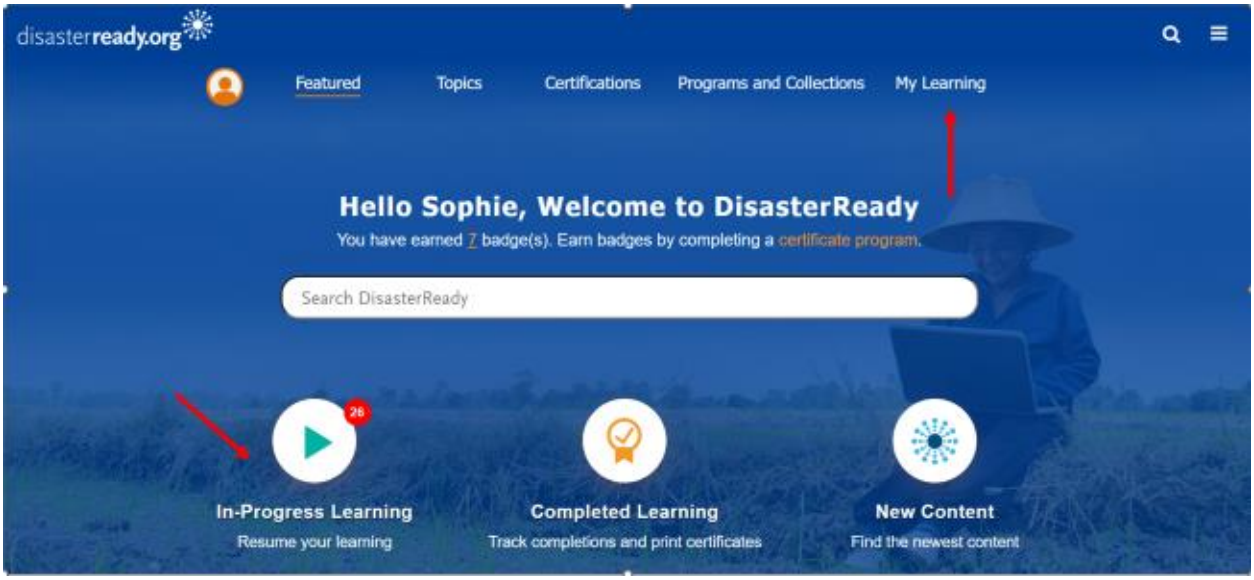
CPD activities accessed within DisasterReady are referred to as internal training. Once completed, internal training is automatically approved for quarter-credits. Steps to access the CPD program are the same for both the Country and Regional level. Screen images below reflect the Country level CPD program though it works the same for Regional level.

STEP 1: Log into DisasterReady by going to DisasterReady.org and clicking the **Log in** button.

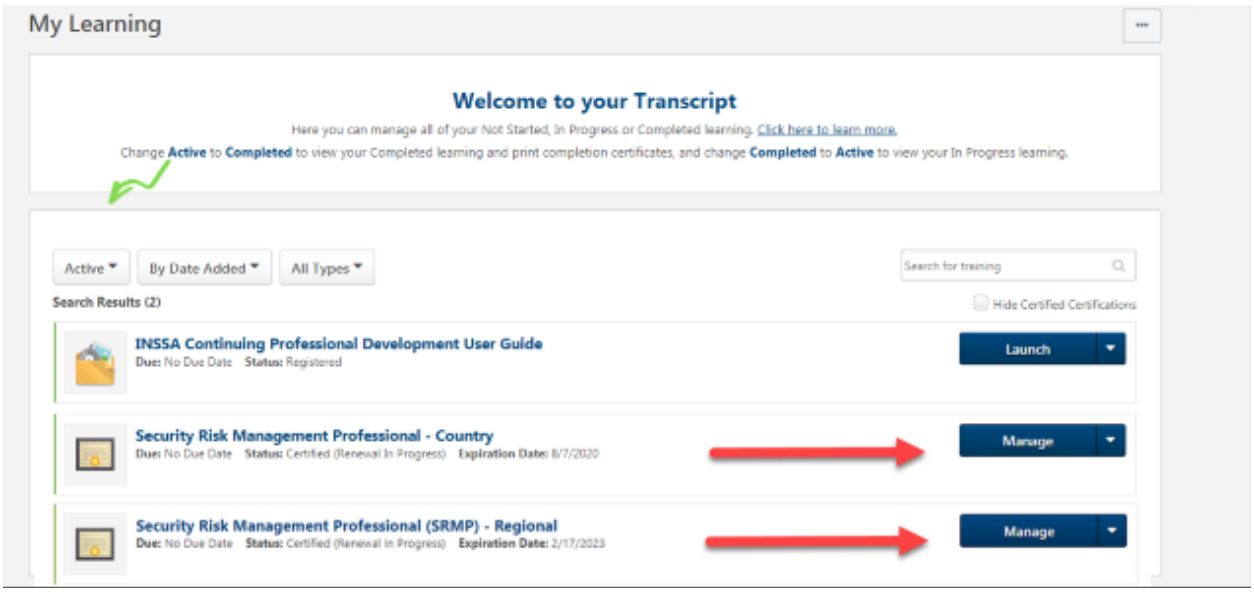
Enter your email address and password, and then click **LOG IN**.



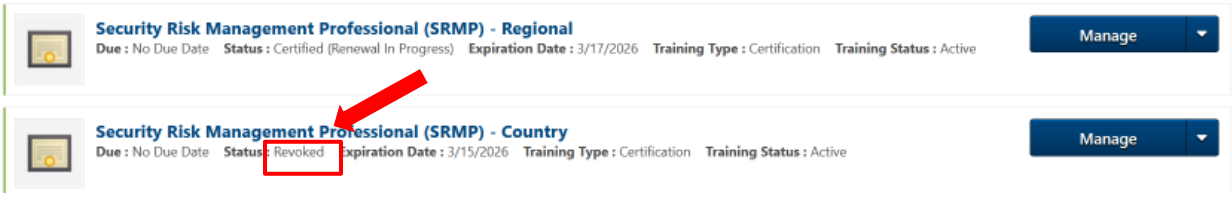
STEP 2: From the Welcome Page, access your transcript by clicking on "*In Progress Learning*" OR click on the navigation menu and select My Learning.



STEP 3: 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.



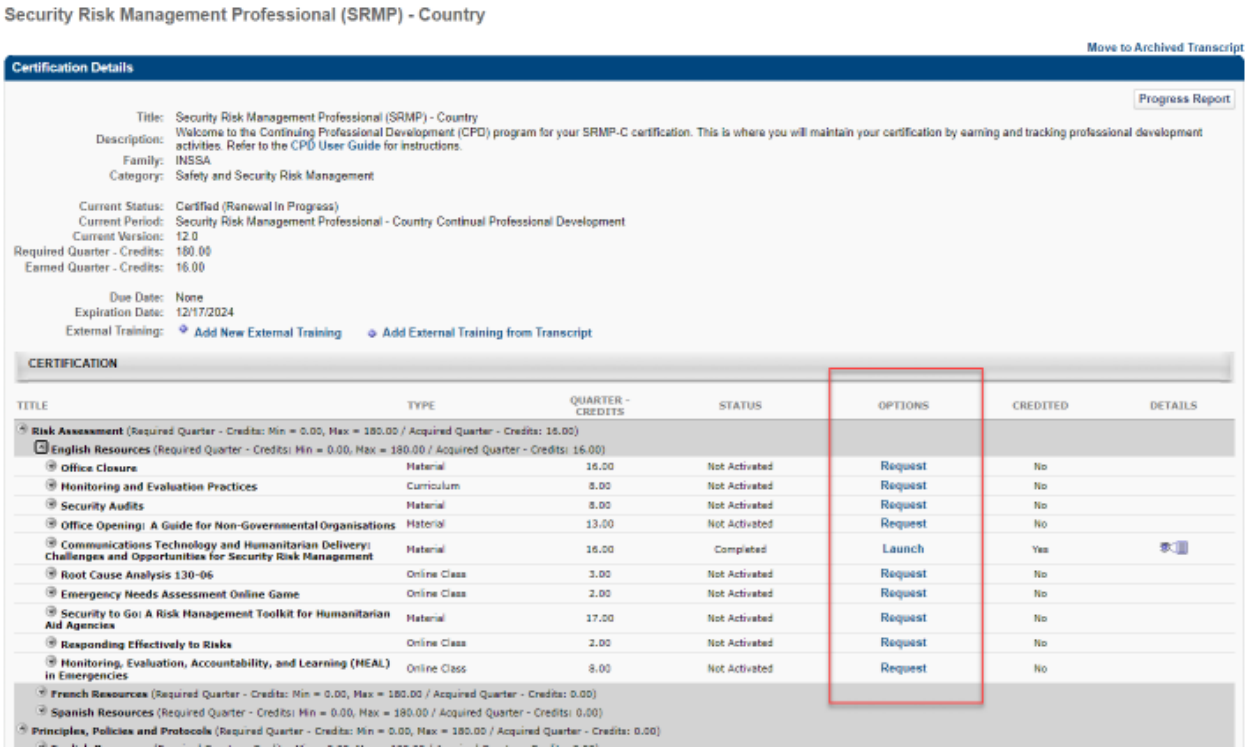
NOTE: If you are certified at the Regional-level you no longer need to earn quarter-credits for your Country-level certification. Therefore, your SRMP-Country certification in DisasterReady has changed to a status of **Revoked**.



RECOMMENDATION: Archive your Country-level certification by clicking on the title, then selecting *"Move to Archived Transcript"*.

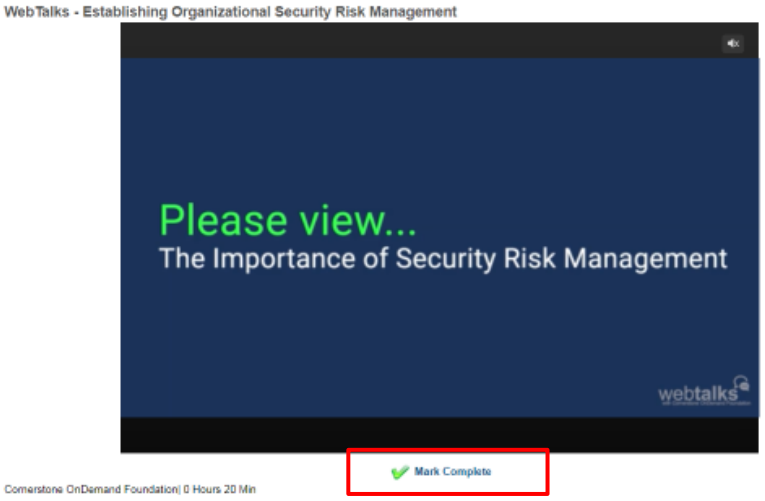
STEP 4: From the Certification Details page, click on the **▼ sign** to expand sections under "*Certification*" and view a list of internal training available within DisasterReady. The online training is free, organized by language, and pre-approved.

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. View the Quarter Credits column to see how many credits you can earn by completing the resource.



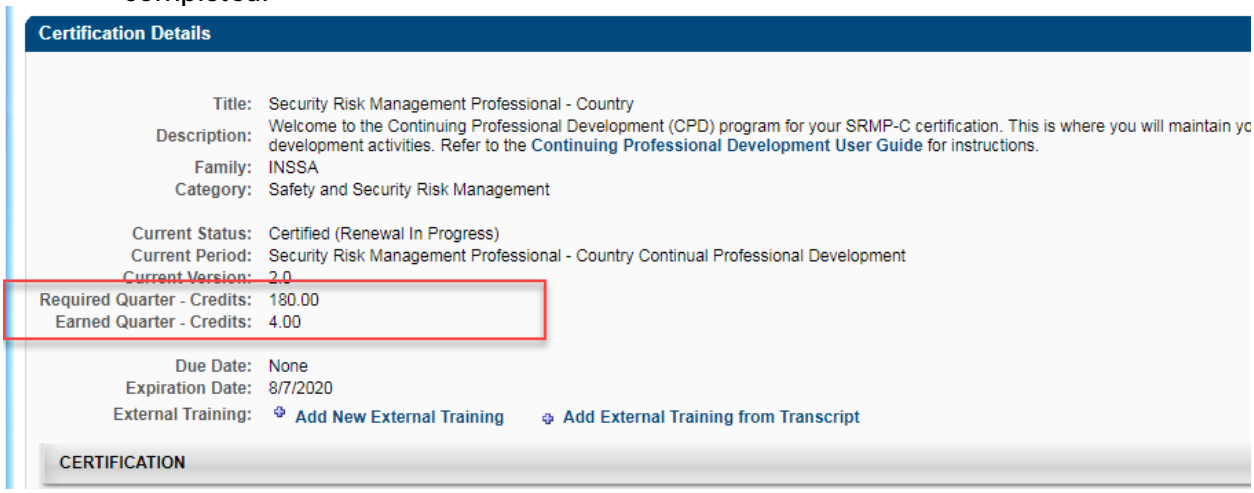
NOTE: For Videos and Material resources (e.g. guides and handbooks), you must select **Mark Complete** to indicate you have completed the training and to receive the quarter-credits.

Video Example:



Material Resource Example:

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.



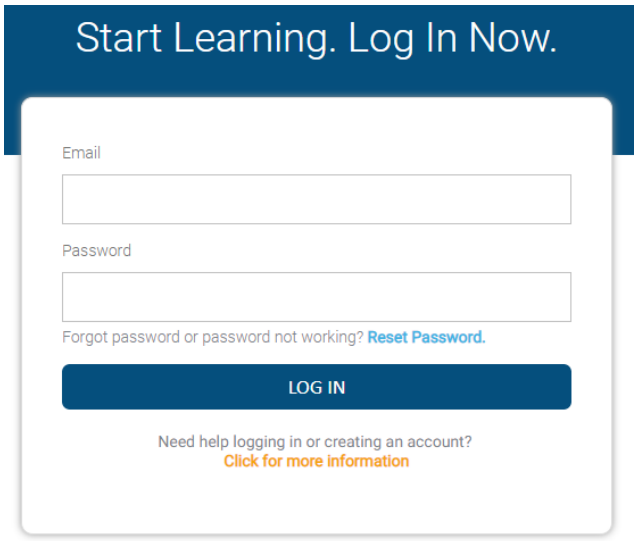
EARN AND TRACK EXTERNAL TRAINING:

CPD activities accessed outside DisasterReady are referred to as external training. Only external training activities included on the Pre-Approved External Training list with the appropriate supporting documentation provided will receive quarter-credits.

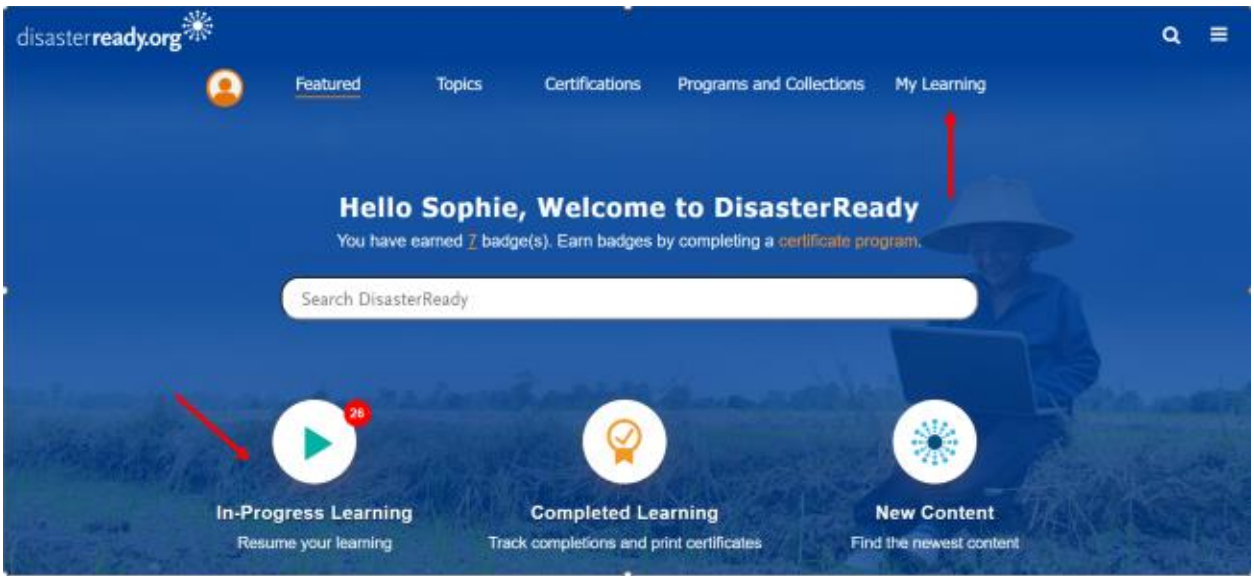
Follow the steps below to submit external training you completed to receive your quarter-credits.

STEP 1: Log into DisasterReady by going to DisasterReady.org and clicking the **Log in** button.

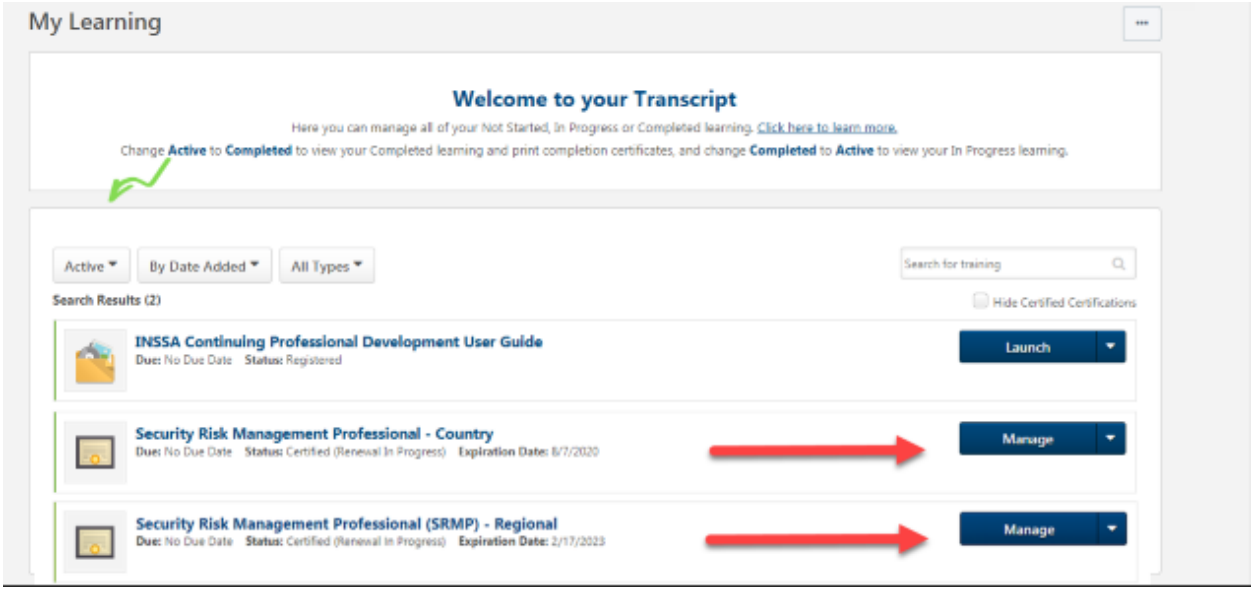
Enter your email address and password, and then click **LOG IN**.



STEP 2: From the Welcome Page, access your transcript by clicking on "*In Progress Learning*" OR click on the Navigation menu and select My Learning.

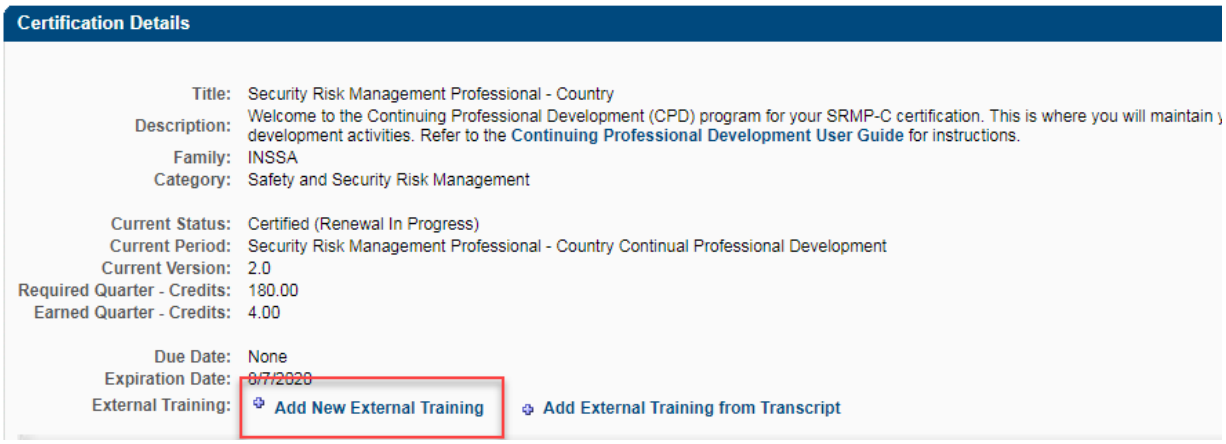


STEP 3: From the Transcript page, locate the desired certification title "*Security Risk Management Professional – Country*" or "*Security Risk Management Professional – Regional*" and click **Manage** to go to the Certification Details Page.



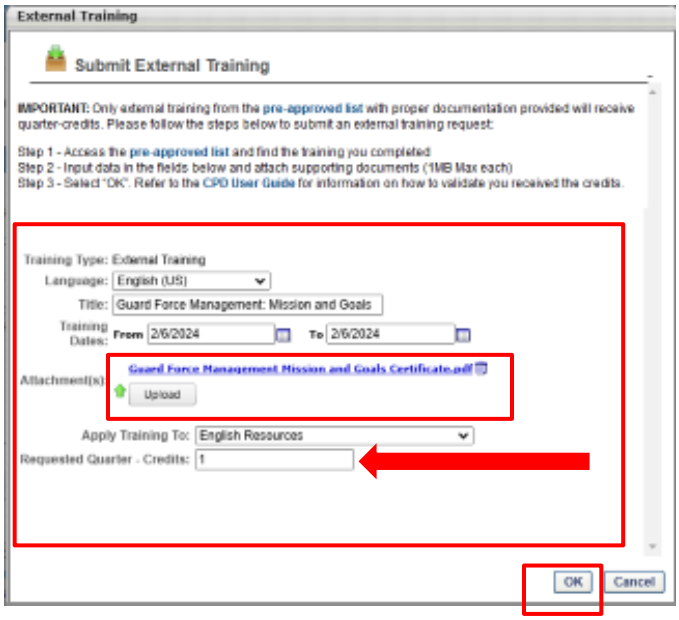
NOTE: If you are certified at the Regional-level you no longer need to earn quarter-credits for your Country-level certification. Therefore, your SRMP-Country certification in DisasterReady has changed to a status of Revoked.

STEP 4: From the top of the Certification Details page click **Add New External Training**.

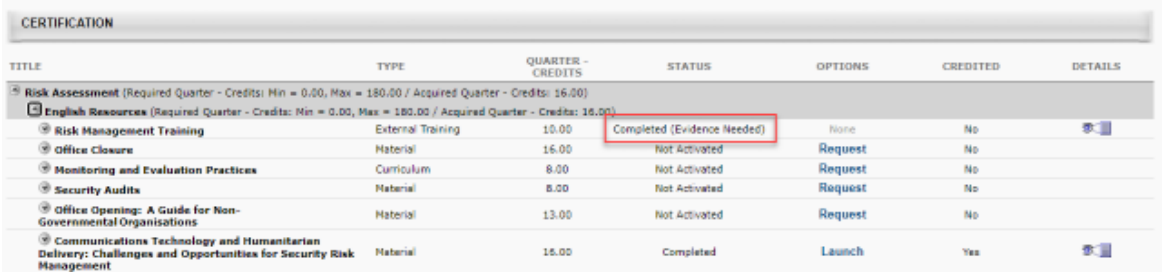


Refer to next page for Step 5.

STEP 5: From the **Submit External Training** page, follow the instructions to complete the required fields and attach the required supporting documentation. Select OK. **NOTE:** Find the required supporting documentation and the number of eligible credits on the Pre-Approved External Training list.



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/deny the quarter-credits.



If help is needed, send an email to SRMP@disasterready.org.

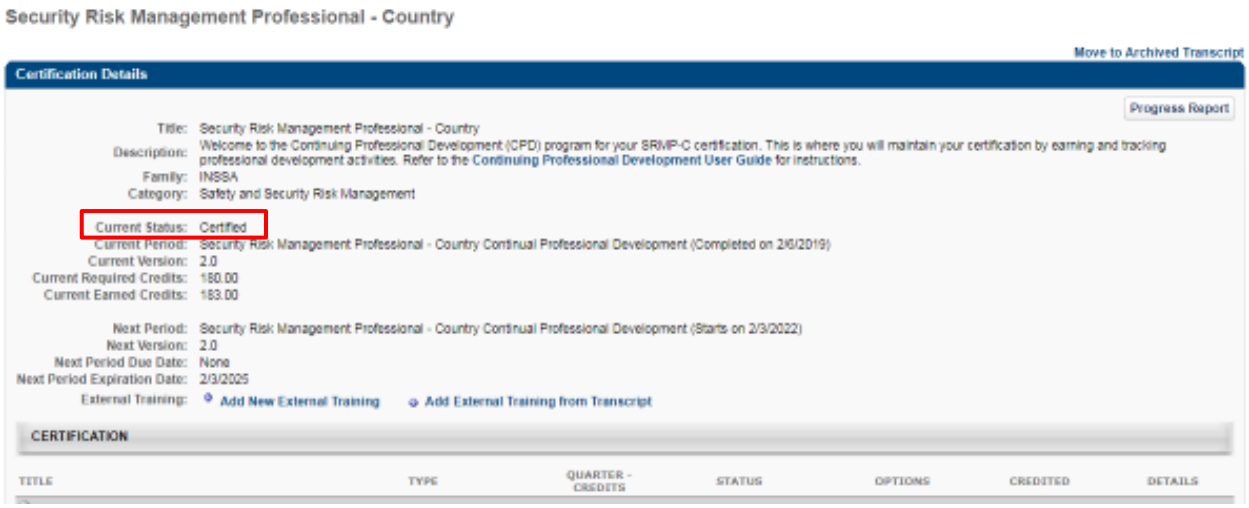
STEP 7: Receive an email that confirms the request was approved or denied:

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

Leadership Training	External Training	8.00	Completed	None	Yes	
Age, Gender and Diversity Approach (AGD)	Curriculum	15.00	Not Activated	Request	No	
Writing Effectively	Curriculum	48.00	Not Activated	Request	No	
Basic Instructor Fundamentals	Online Class	4.00	Not Activated	Request	No	
Gender Justice: An Introduction	Online Class	6.00	Not Activated	Request	No	

- **If the request is denied**, it most likely occurred for the following reasons:
  - External training was not on the Pre-Approved External Training list and therefore the training was not eligible for quarter-credits.
  - External training was on the Pre-Approved External Training list but missing the correct supporting documentation. Return to **Step 5** and create a new external training request with the correct documentation.

STEP 8: Once you complete all 180 quarter-credits the certification status changes to "*Certified*" where it remains until the next certification cycle begins. When the next certification cycle begins the status will change to *"Certified (Renewal in Progress)"*.



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 below for how to regain certification.

Revoked
You achieved certification at the Regional-level and are no longer required to earn quarter-credits for your Country-level certification. Therefore, your SRMP-Country certification in DisasterReady has changed to a status of Revoked. (We recommend archiving the Revoked Country-level Certification in your transcript – for instructions, see Step 3 under Earn and Track Internal Training).

CPD POLICIES

TAKING CPD ACTIVITIES MORE THAN ONCE
INSSA encourages certified individuals 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 individuals 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 individual 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. Quarter-credits do not rollover from Country level to Regional level.

MAINTAIN CERTIFICATION

Maintain certification by completing 180 professional development quarter-credits in each 3-year certification period.

Should a certified individual not complete the required 180 quarter-credits in the 3-year certification period, the individual's certification will expire. Once 180 quarter-credits are achieved their certification status will change to "Certified (Renewal in Progress)" which means they have renewed their certification for another 3-years starting from the date the 180 quarter-credits were completed.

HARDSHIP EXTENSION STATUS

INSSA recognizes that extenuating circumstances may prevent a certified individual from completing the required 180 CPD quarter-credits in the 3-year certification period. In such cases, a SRMP-C or SRMP-R certified individual 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.

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

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 individuals 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 individuals are strongly encouraged to create a CPD plan that outlines an annual schedule.

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 individuals 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.

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, and classroom-based training. CPD activities accessed within DisasterReady are referred to as internal training and are automatically approved for quarter-credits after they are completed. CPD activities outside DisasterReady are referred to as external training and will only be approved for quarter-credits if the activity is on the Pre-Approved External Training List and the required supporting documentation is provided. Refer to "Earn and Track External Training" for more information.

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

Answer: Should a certified individual not complete the required 180 quarter-credits in the 3-year certification period, the individual's certification will expire. Once 180 quarter-credits are achieved their certification status will change to "renewal in process" which means they have renewed their certification for another 3-years starting from the date the 180 quarter-credits were completed.

Question: Can I take the Regional level exam before I complete my continuing professional development quarter-credits at the Country level? Or What happens if I pass the Regional level exam before completing the continuing professional development quarter-credits at the Country level?

Answer: Yes, you can take the SRMP Regional level test before achieving all of your CPD credits at the Country level. Once you achieve certification by passing the SRMP Regional level exam, you start earning 180 quarter-credits toward recertification at the Regional level. Quarter-credits do not rollover from Country level to Regional level.