



Re-Certification Requirements

FEE: TWO YEAR RE-CERTIFICATION
1st Re-Certification \$25.00, additional Re-Certification \$15.00 each

Accountability Standards

(Adopted by the IFPO Board on March 15, 2003)

Introduction

The IFPO Board of Directors serves the public and the security profession by offering a certification program that recognizes protection officers, security supervisors and protection officer instructors who are committed to the highest standards of ethical and professional practice. The IFPO Board of Directors establishes and administers a voluntary certification process based on current and valid standards that measure competency in the practice of private security.

Because the IFPO Board of Directors is responsible for ensuring the integrity of the credentials awarded, the Board has adopted a set of accountability standards related to the certification process. These standards exist to protect the public from those who would seek to misrepresent their qualifications or their status as security professionals. All individuals applying to, or certified by, the IFPO Board of Directors must comply with these standards.

It is likely that most professionals certified by the IFPO will belong to one or more professional security associations that have codes of ethics related to the profession and the practice of security. The IFPO Board of Directors in contrast, focuses solely on actions and principles related to certification and the certification process.

However, in those instances wherein:

1. an individual holding an IFPO credential is disciplined or sanctioned for violation of the Code of Ethics or Standards of Practice of his or her professional association, or
2. any organization involved in or connected to the profession, including regulatory agencies, takes action against the individual for reasons associated with professional misconduct, malfeasance, or unethical behavior

Then the IFPO Board of Directors will consider taking action. The IFPO Board of Directors is most likely to take action when an individual's action clearly violates the integrity of the profession and/or universally accepted values and standards for the security profession. In nearly all such instances, an individual who violates a code of ethics that was signed voluntarily has breached IFPO's core values of honesty and integrity.

Preamble

The IFPO Board of Directors, through the certification process, promotes the integrity and quality of the security profession.

Accountability Standards

As an applicant for re-certification from the IFPO Board of Directors, I submit that I subscribe to and am in compliance with the following accountability standards:

1. All information on my application for re-certification is accurate, truthful, and complete.
2. I will not make any statements concerning my certification status, which are, or which could be construed to be false or misleading. I will correct any such misstatements immediately.
3. I will protect the IFPO's federal and/or international trademarks and use my certification designation(s) only in the manner permitted by the IFPO Board of Directors. In addition, I will report to the IFPO, any instances of misuse of any IFPO credential of which I become aware.
4. I will not transmit information regarding examination questions in any form at any time. Nor, will I accept or receive information regarding exam questions from any source other than the IFPO itself.
5. I will comply with all ethical and professional standards adopted by those professional organizations in which I hold membership.

I understand that violation of any of these accountability standards subjects me to the revocation of my certification credential and to possible legal action. I also understand that if my actions include behavior that is inconsistent with the integrity of the profession, I may also be subject to revocation of my certification credential.

I have read and understand these Accountability Standards of the IFPO Board of Directors and I agree to be bound by them.

Signature

Date

RE-CERTIFICATION REQUIREMENTS

TERM - TWO YEAR PERIOD FROM DATE OF INITIAL CERTIFICATION

CPO – Certified Protection Officers must acquire 10 credits to re-certify. Credits should be from more than one of the four areas.

CSS – Certified Security supervisors must acquire 20 credits to re-certify. Credits must be from more than one of the four areas.

CPOI – Certified Protection Officer Instructors must acquire 30 credits to re-certify. Credits must be from more than one of the four areas.

GUIDELINES

Credits may be counted toward more than one certification program.

Copies of certificates, membership cards, letters, program brochures or other written documentation must accompany each submission.



International Foundation For Protection Officers

RECERTIFICATION APPLICATION FORM

This application for re-certification must be signed and submitted with the appropriate re-certification fee in order to be considered complete. All candidates applying for re-certification must include information from 2 years since the initial certification period, or two years from the last re-certification ONLY. Information from previous years WILL NOT be considered. DO NOT USE PENCIL TO COMPLETE THIS APPLICATION. Results of this application will be mailed directly to the candidate. (Allow 4-6 weeks for processing)

1) Full Name: _____

2) Name as you would like it to appear on Certificate: _____

3) Title: _____

4) Organization: _____

5) Address: _____

City: _____ State/Province: _____

Country _____ ZIP/Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____

6) Method of Payment (Canadian Orders add 45% Exchange)

_____ \$25.00 USD (First Re-Certification) _____ \$15.00 for each additional

____ MasterCard ____ Visa ____ Am Ex ____ Discover ____ Check Enclosed
(payable to IFPO)

Credit Card Number Expiration Date Signature

Recertification credits submitted for: (enter number of credits submitted in each applicable category)

CPO _____ CSS _____ CPOI _____

I. Professional Education

Please make copies of this page if additional space is needed

Less than Four Hours	1 credit
Four Hours - Eight Hours	2 credit
AST/IFPO Professional Development Program (http://www.hits.astcorp.com/)	1 credit
PSTN Program Completion	1 credit
CPO Completion	3 credits
Security Supervisor Program	4 credits
CPOI Application Completion/Award	2 credits
Undergraduate or graduate credits -	3 per credit

1. Title of Session _____

Presenter: _____

Activity Organizer: _____

Dates: _____ Total # of Contact Hour _____ Credits: _____

2. Title of Session _____

Presenter: _____

Activity Organizer: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

3. Title of Session _____

Presenter: _____

Activity Organizer: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

4. Title of Session _____

Presenter: _____

Activity Organizer: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

5. Title of Session _____
Presenter: _____
Activity Organizer: _____
Dates: _____ Total # of Contact Hours: _____ Credits: _____
6. Title of Session _____
Presenter: _____
Activity Organizer: _____
Dates: _____ Total # of Contact Hours: _____ Credits: _____
7. Title of Session _____
Presenter: _____
Activity Organizer: _____
Dates: _____ Total # of Contact Hours: _____ Credits: _____
8. Title of Session _____
Presenter: _____
Activity Organizer: _____
Dates: _____ Total # of Contact Hours: _____ Credits: _____
9. Title of Session _____
Presenter: _____
Activity Organizer: _____
Dates: _____ Total # of Contact Hours: _____ Credits: _____
10. Title of Session _____
Presenter: _____
Activity Organizer: _____
Dates: _____ Total # of Contact Hours: _____ Credits: _____

Total Credits: _____

II. Professional Associations and Memberships

Please make copies of this page if additional space is needed

Membership in a recognized security, law enforcement, risk management organization 2 credit per year

Committee membership 1 credit per year

Leadership position 1 credit per year

Organization	Nature of Service (Membership/Committee Leadership)	Dates	Credits
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			

Total Credits: _____

III. Professional Contributions

Please make copies of this page if additional space is needed

Research published or completed (provide a copy) 3 credits

Published Works:

Books 6 credits

Articles, reviews, monographs, etc. 1 credits

Teaching a session at a seminar, college or as a guest speaker for a professional or civic organization. This is generally pro bono but certified individuals may be compensated for their service. Instruction at one's regular place of employment does not count toward re-certification.

1 credit

1. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

2. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

3. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

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Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

5. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

6. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

7. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

8. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

9. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

10. Title of Session/Publication _____

Presenter/Author(s): _____

Activity Organizer/Publisher: _____

Dates: _____ Total # of Contact Hours: _____ Credits: _____

Total Credits: _____

IV. PROFESSIONAL ACCOMPLISHMENTS AND MILESTONES

Please make copies of this page if additional space is needed

Degrees earned from accredited institutions	3 credits
Academic Certificates earned from accredited institutions	2 credits
Professional Certifications	3 credits
Teaching or instructor certifications	2 credits
Licenses or governmental certifications	2 credits

1. Accomplishment Description: _____
Institution/Facility: _____
Date: _____ Duration: _____
Total number of contact hours: _____ Credits: _____

2. Accomplishment Description: _____
Institution/Facility: _____
Date: _____ Duration: _____
Total number of contact hours: _____ Credits: _____

3. Accomplishment Description: _____
Institution/Facility: _____
Date: _____ Duration: _____
Total number of contact hours: _____ Credits: _____

4. Accomplishment Description: _____
Institution/Facility: _____
Date: _____ Duration: _____
Total number of contact hours: _____ Credits: _____

5. Accomplishment Description: _____
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Date: _____ Duration: _____
Total number of contact hours: _____ Credits: _____

9. Accomplishment Description: _____
Institution/Facility: _____
Date: _____ Duration: _____
Total number of contact hours: _____ Credits: _____

10. Accomplishment Description: _____
Institution/Facility: _____
Date: _____ Duration: _____
Total number of contact hours: _____ Credits: _____

Total Credits: _____

Grand Total of Credits from Previous Pages:

Area I. Professional Education **Total Credits:** _____

Area II. Professional Associations / Memberships **Total Credits:** _____

Area III. Professional Contributions **Total Credits:** _____

Area IV. Professional Accomplishments / Milestones **Total Credits:** _____

Grand Total Credits: _____

IFPO Re-Certification Checklist

- Accountability Standards on last page signed? (signatures in pencil are not acceptable)
- Payment information completed and check enclosed (payable to the IFPO)
- A copy of your application retained for your files?

REMINDER: Receipt of applications will not be acknowledged over the phone.

If you wish to have confirmation of delivery of your application, please send it certified or registered mail, via a traceable service (FedEx, UPS, USPS return receipt, etc.), or enclose a self-addressed, stamped postcard in the application that can be returned to you upon receipt.

Applications should be sent to:



International Foundation for Protection Officers

P.O. Box 771329

Naples, FL.

34107

(239) 430-0534

(239) 430-0533 Fax

www.ifpo.org

adminifpo@earthlink.net