

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 <a href="http://NDIA.org/Privacy-Statement">NDIA.org/Privacy-Statement</a> .					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\* \_\_\_\_\_

<b>CMSP Recertification Fee</b>	\$200
---------------------------------	-------

- 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.
- Yes    No    I agree to the terms of NDIA and its Affiliates' privacy policy. View the privacy policy at [NDIA.org/Privacy-Statement](http://NDIA.org/Privacy-Statement).

## PAYMENT OPTIONS

NDIA/NTSA charges a non-refundable 2.5% Administration and Technology fee on all credit card transactions. To avoid fees, you may pay for your registration with the no-cost payment option of eCheck. Virginia is controlling law for all transactions.

eCheck    Account Holder's Name \_\_\_\_\_    Bank Name \_\_\_\_\_

Routing # \_\_\_\_\_    Account # \_\_\_\_\_    Total \_\_\_\_\_

VISA    MasterCard    American Express

Name on the Credit Card \_\_\_\_\_    Credit Card Number \_\_\_\_\_

Exp. Date (Month/Year) \_\_\_\_\_    CVV \_\_\_\_\_    Signature \_\_\_\_\_    Date \_\_\_\_\_

## QUESTIONS? CONTACT:

**Carol Dwyer**  
 CMSP Certificate Manager  
 Phone: (703) 247-9471  
[cdwyer@NTSA.org](mailto:cdwyer@NTSA.org)

## 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 \$200. Use the "CMSP 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, 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).

## 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.</i>	5 RU/month
Part time		5 RU/month prorated

## Publications

<b>Peer Reviewed Book or Journal</b>	<i>Credit for paper may be claimed once during recertification period.</i>	
1 <sup>st</sup> Author	15	
2 <sup>nd</sup> or 3 <sup>rd</sup> Author	10	
> 3 <sup>rd</sup> Author	5	
<b>Online Transactions, Magazine</b>	3	

**Professional Society Participation** – RU Credits are per year, per position.

Category	Explanation/Examples	RU Credits (max 60/year)
Officer/Chair	15 RU	
Committee Leader/Chair	10 RU	
Committee Work	5 RU	
Individual Membership	3 RU	

**Education** – Course must be completed during the recertification period.

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

**Conferences**

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

**CEUS** – Eligible for CEU credits, but not described above. 1 CEU = 2 RU (1 CEU = 10 contact hours for IACET)

CEU from accredited agency		
----------------------------	--	--

<b>TOTAL RU CREDITS</b> (275 minimum)	
--	--