



CANADIAN SECURITY CERTIFICATION AUTHORITY

Professional Credentials for Security Practitioners

Certification Program

Manual 1

Policy and Requirements

CANADIAN SECURITY CERTIFICATION AUTHORITY

Certification Program

Manual 1 – Policy and Requirements

The following additional publications set out further the requirements and management of the Certification Program:

Certification Program
Manual 2 - Program Guidelines

Certification Program
Manual 3 - Business Management Requirements
(for office use only)

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P.O Box 57006, Jackson Station, 2 King Street West
Hamilton, Ontario L8P 4W9
Phone: (905) 853-6523
Fax: (905) 972-0404
Toll free: 1-800-461-7748

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CSIS, Inc.

P. O. Box 57006, Jackson Station,

2 King Street West,

Hamilton, Ontario L8P 4W9

Phone: (905) 853-6523

Fax: (905) 972-0404

Toll free: 1-800-461-7748

Web site: www.csis-scsi.org

E-mail: executivedirector@csis-scsi.org

Canadian Security Certification Authority

ATTENTION: Program Manager

P.O. Box 57006, Jackson Station,

2 King Street West,

Hamilton, Ontario L8P 4W9

Phone: (905) 853-6523

Fax: (905) 972-0404

Toll free: 1-800-461-7748

E-Mail: cscsa@csis-scsi.org

Previous Development Committee:

G.J. (Joe) Moylan, B.A., M.A. (Crim), Chair

J.K. Harrison, CD, B.A., M.A., ASP

Brian Kent, CD, ASP

Graham Ospreay, CSP

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Preface

The Canadian Society for Industrial Security, Inc. (CSIS, Inc.) is a federally incorporated professional not-for-profit organization. It was founded in 1954 and originally called the Security Officers Association of Ontario.

The Society provides for a collegial membership structure for Canadian security practitioners and also serves as a forum for the discussion of professional security issues as well as providing impetus and opportunities for achieving high standards in security education and training.

This Certification Program is offered by the Society to Canadian and other security practitioners. Through this Program the Society provides professional credentials acknowledging academic and other learning achievements by security practitioners.

The Society is committed to recognizing standards of excellence in professional education and training as part of its mandate in offering leadership to the private security sector and advocacy for higher professional standards.

Professional credentials offered through this Certification Program serve to attest and confirm that reliable and acceptable standards of knowledge, skill and competency have been achieved. This is the Society's contribution to the community of security practitioners.

Gene McLean
President and Chairman of the Board

Table of Contents

Definitions	2
Certification Program	3
<i>Outline</i>	3
<i>Purpose</i>	3
<i>Certification Program Structure</i>	3
<i>Awarding of Certification Categories</i>	3
<i>Renewal of Certification</i>	3
<i>Recertification</i>	3
<i>Recertification-Credits</i>	2
<i>Fee Schedule</i>	3
Certification Program Requirements and Administrative Process	4
<i>Certified Security Officer (CSO)</i>	4
<i>Certified Security Supervisor (CSS)</i>	4
<i>Certified Security Professional (CSP)</i>	4
Certification Program Advisory Board	5
<i>Purpose and Structure</i>	5
Certification Program Approval Guidelines	5
<i>Education</i>	5
<i>Training</i>	5
<i>Professional Development Events</i>	6
<i>Prior Learning Assessment (PLA)</i>	6
<i>Certification Module Teaching Experience</i>	6
<i>Other Achievements</i>	6

Definitions

In this document:

Designated Provider means a learning institution or individual that provides Society-approved courses of security-related study.

Approved professional development Workshop/Seminar/Conference refers to approved CSIS sponsored seminars

Certification means the recognition of learning achievements obtained in relation to the protective security profession that are deemed to meet specific learning outcomes adopted by the Society for each of the three categories of recognition status in the Certification Program.

Course means a formal learning process in which a student is enrolled, attends sessions, studies material and is tested upon the principles and other material covered by the topic of the course. An educator under the auspices of a recognized and approved post-secondary institution normally conducts a course.

Elements of Performance define and clarify the level and quality of the performance necessary to meet the requirements of the learning outcome modules.

Learning Outcomes are the essential minimum vocationally relevant learning that all security practitioners must demonstrate in order to achieve designation.

Educational institution means a government approved college, university or private school that offers a recognized curriculum and has the power to grant diploma, degrees or certificates of learning.

Modules mean those Society-approved statements of learning requirements and include learning outcomes and elements of performance.

Proof of Employment is formal documentation such as a letter from the employer attesting to employment in the security field.

Prior learning assessment refers to a process by which educational institution will evaluate learning gained from experience other than formal study. The learning is identified, evaluated and translated into course credit or its equivalent.

Seminar means a formal presentation on one or more topics by one or more recognized authorities in a body of knowledge, at which the attendee is present for all presentations.

Society means the Canadian Society for Industrial Security, Inc.

Training means learning obtained outside of recognized post secondary institutions.

Workshop means a learning event, approved by CSIS, in which the attendees contribute to the learning process by offering and sharing their own knowledge with other attendees and a moderator.

Re-certification credits refers to credits that are required to be obtained from an CSCA approved course, seminar or conference in order to be re-certified.

Certification Program

Outline

The Canadian Society for Industrial Security, Inc. (CSIS Inc.) has approved this program of Certification in order to standardize the recognition of security competencies required by individuals in the private security profession. Certification is a knowledge-based program recognizing Learning Outcomes offered by learning institutions and also the value of other training and experience essential to effectively perform in the security sector.

The Canadian Security Certification Authority (CSCA), a wholly owned subsidiary, administers the Program on behalf of CSIS, INC.

Purpose

The purpose of the Program is to offer a professional credential for security workers. The credential assures that the individual is a competent member of the security profession.

Certification Program Structure

The Program offers a number of individual categories of Certification, each addressing a particular aspect of achievement in the profession. Three initial categories of Certification include: Certified Security Officer (CSO); Certified Security Supervisor (CSS); and Certified Security Professional (CSP).

Awarding of Certification Categories

A qualified person may obtain each category of Certification in any order according to qualifications and suitability. A separate application is required for each category.

Renewal of Certification

Each category of Certification expires after five years from date of issue and can be renewed for a fee. Renewal does not require a reassessment of academic or other standing by a qualified person holding Certification. Renewal does require a specific number of credits be obtained during the five year period as set out in the application for re-certification. This renewal assures continuity of the Certification credential.

Recertification

The requirements for recertification are set out for each designation during the five year period and must be supported by a new application showing proof of eligibility for the program along with proof of the required credits earned. Where CSCA files contain information of previous application(s) that were accepted, the information will be updated.

Recertification-Credits

These credits are to be of a professional development in nature and proof of attendance and course outline are to be submitted with the recertification application.

Fee Schedule

Fees for Certification are set by CSIS, Inc. The fee must accompany the completed application form. A \$50.00 administration fee is levied for those applicants who do not qualify for Certification. The balance of the fee will be returned to the applicant.

Certification Program Requirements and Administrative Process

Certified Security Officer (CSO)

This category recognizes qualified persons who have successfully achieved an accepted training program containing the fundamental elements of security skills and knowledge.

CSO, for example, may be granted to a qualified person who has achieved the standards contained in the Government General Standards Board (CGSB) course of study entitled Uniformed Security Guard Training Program (CAN-CGSB-133.1-2008) or its approved equivalent. The Uniformed Security Guard Training Program guidelines are contained in the CSCA Manual 2, Appendix A.

Training programs that are deemed equivalent to the Uniformed Security Guard Training Program are contained in CSCA Manual 2, Appendix D.

CSO requirements include:

- submission of a completed application form;
- documentary proof of completion of the Uniformed Security Guard Training Program or its approved equivalent, and
- payment of the fee (must accompany the application).

Certified Security Supervisor (CSS)

This category recognizes qualified persons who have successfully achieved security educational Learning Outcomes or their approved equivalent that meet the CSIS, Inc.-approved Learning Outcomes contained in CSCA Manual 2, Appendix B.

CSS, for example, may be granted to a qualified person who has successfully achieved a community college diploma in a two-year security discipline program approved by CSCA.

CSS requirements include:

- submission of a completed application form;
- documentary proof of successful completion of a minimum of 15 out of 19 Modules listed in CSCA Manual 2, Appendix B, (14 out of the 19 Modules are mandatory and the remaining 5 Modules are Optional), and
- payment of the fee (must accompany the application).

Certified Security Professional (CSP)

This category recognizes qualified persons who have successfully achieved security educational Learning Outcomes or their approved equivalent that meet the CSIS, Inc.-approved Learning Outcomes contained in CSCA Manual 2, Appendix C.

CSP requirements include:

- submission of a completed application form;
- documentary proof of successful completion of the 13 Modules listed in CSCA Manual 2, Appendix C;
- documentary proof of the personal conduct of at least four hours of security-related instruction in one year at a post-secondary learning institution, or a CSIS, Inc. sponsored annual conference or professional development meeting, and
- payment of the fee (must accompany the application).

Certification Program Advisory Board

Purpose and Structure

The Certification Advisory Board (CAB) oversees the Certification Program on behalf of the Board of Directors of the Canadian Society for Industrial Security, Inc. (CSIS, Inc.). The CAB monitors and guides the conduct of the Program through the Program coordinator.

The CSIS, INC. Board of Directors makes appointments to the CAB. Members of the CAB may include prominent Canadians or security practitioners who have made a significant contribution or impact in the justice, police and security professions in Canada. The CAB will comprise at least five members but may have more than five at the discretion of the Board of Directors. Specifically, the CAB advises the Board of Directors on the objectives of the Certification Program and on the required skills and knowledge to achieve those objectives. The CAB also assists in the evaluation of the Program to ensure continuing validity for the Canadian Security community and compliance with legislative requirements where applicable, and to include advice on the need for change and new programs.

The CAB meets twice each year and reports in writing to the Board of Directors. Such CAB reports form part of the Minutes of the Board of Director meetings. The Chair of the CAB may attend the meeting of the Board of Directors.

Certification Program Approval Guidelines

The CSCA recognizes formal security education, training, professional development events and work experience in order to assist a qualified person to receive Certification.

Education

Security education must be delivered through an approved post-secondary learning institution. For Certification purposes, courses must meet the criteria laid out in the CSIS Inc.-approved Learning Outcomes set out in the Modules contained in CSCA Manual 2. Learning institutions can be granted official Designated Provider of Certification Education and Training status with CSCA upon application.

Training

Security-related training, as distinct from security education, may take many forms. In each case, the agency providing the training can be granted official Designated Provider of Certification Education and Training status with CSCA upon application.

Professional Development Events

When the content of a professional development event is pre-approved by CSCA, the content may be offered to CSCA by a qualified person applying for Certification as proof of successful achievement of Modules that correspond to such professional development material. Criteria for approval are:

- proof of presenter's credentials;
- summary of Learning Outcomes covered;
- detailed written account of the content of the presentation;
- copies and results of any exams or tests undertaken, and
- copies of written material provided to attendees.

Prior Learning Assessment (PLA)

Educational institutions can provide a formal Prior Learning Assessment (PLA) upon request. This process is a fully accepted method of determining current academic credits from the assessment of prior educational and work experience. The academic credits can then be used to pursue further post-secondary education.

CSCA fully recognizes PLA. The results of a PLA can be submitted to CSCA as part of the application for Certification. Prior learning may include life experience, work experience, self-directed study, paid employment, volunteer work, travel and non-college courses, plus many other activities. When this prior learning is identified, measured, evaluated and translated into current learning requirements of standard courses, it can be given status towards achieving other forms of recognition, such as Certification.

A person contemplating application for Certification that might include a PLA is responsible for obtaining the PLA from an appropriate institution. CSCA does not carry out this process.

Certification Module Teaching Experience

Qualified persons, who provide documentary proof of at least three year's teaching experience in the Modules contained in CSCA Manual 2, may receive full recognition toward a category of Certification. Normally, teaching experience should have occurred at a community college or university or at a CSIS, Inc.-approved training provider.

Other Achievements

Other security-related activities that an applicant believes might meet the standards of Certification should be researched and submitted to CSCA as part of an application. Such submissions must contain all the essential material to allow CSCA to properly assess the material and relate it to CSIS, Inc.-approved Modules of Learning Outcomes.