

## CMSP Recertification Guidelines and Standards

### 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 \$100. Use the “CMSP Recertification Application” form to tally 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. (See [www.simprofessional.org](http://www.simprofessional.org)).
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, Professor can get 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).
5. Body of Knowledge (BoK) is defined in MSPCC Implementation Plan.

**Fill in the application below using the Recertification Guidelines document for reference. Payment information and pledge are on the final page.**

### 1 Employment

Category	Explanation/Examples	RU Credits (max 60/year)
Full time	Vice President, Simulators, Ltd.	240 (4 years)

## 2 Publications

Category	Explanation/Examples	RU Credits (max 60/year)
Peer Reviewed Journal	1 <sup>st</sup> Author, "Technical Paper A"	15
1 <sup>st</sup> Author		
2 <sup>nd</sup> or 3 <sup>rd</sup> Author		
> 3 <sup>rd</sup> author		
Online Transactions, Magazine	Must apply to BoK.	

## 3 Professional Society Participation

Category	Explanation/Examples	RU Credits (max 60/year)
Officer/Chair	Member, NTSA Executive Committee	10 (2 years)
Committee Leader/Chair		
Committee Work		
Individual Membership	Must apply to BoK.	

## 4 Education

Category	Explanation/Examples	RU Credits (max 60/year)
Instructor		
college course		
non-college course		

Student		
college course		
non-college course	On-site work sponsored/related training does not count - this is considered as part of normal "employment."	

## 5

### Conferences

Category	Explanation/Examples	RU Credits (max 60/year)
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Attendance	I/ITSEC (4 days x 4 years) SIW (5 days x 2 years)	26
Publishing/Presenting –		
Primary Author or Presenter or Panel Member		
2nd or 3rd Co-author/Co- presenter	Co-author, “Technical Paper X”	5
<3rd Co-author		
Best Paper or Keynote speaker		

Organizing Committee		
Conference Leader/Chair		
Conference/Executive (Sub)Committee Leader		
Conference/Executive Committee Member		
Conference Subcommittee Member	Member, I/ITSEC Human Performance Committee	20 (4 years)

## 6 CEUs

Category	Explanation/Examples	RU Credits (max 60/year)
CEU from accredited agency	3 CEUs from I/ITSEC	

## 7 Total

		Total RU Credits ( 275 minimum)
		316

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## CMSP Recertification Form

*I pledge that to the best of my knowledge the above is true and accurate, and I agree to provide documentation if requested.*

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Recertification Fee: \$100**

Account: 4100-5170

Check    Visa    Diner's Club    Master Card    American Express

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

*Note:* Make checks out to NTSA in U.S. Dollars.

If paying by credit card, please fax form with payment details to (703)243-1659, Attn: Patrick Rowe, e-mail to [prowe@ndia.org](mailto:prowe@ndia.org), or mail to:

Mr. Patrick Rowe

NTSA

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