WINS Academy Nuclear Security

Recertification Guide

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INTRODUCTION

The WINS Academy Alumni professional society act as the basis for the development of the WINS Academy Recertification Programme to ensure that Alumni maintain the same level of knowledge demonstrated in their first exam. The purpose of the WINS Academy Recertification programme is to support your continuous competence and professional development as a WINS Academy Alumni. The Recertification cycle is every three years.

This Recertification Guide is designed for all WINS Academy Alumni regardless of your certification.

RULES AND PROCEDURES

PARTICIPATION AND GENERAL REQUIREMENTS

If you hold a WINS Academy certification, you must participate in the Recertification Programme and are required to recertify every three (3) years. Failure to meet recertification requirements will render your certification invalid.

A Recertification cycle normally extends three (3) years. It begins the day you become certified and ends at the end of the third full year following the start of your cycle. Notice is sent to you near the end of your Recertification cycle reminding you your requirements are due.

Programme changes are published in the WINS Alumni network and on the WINS website. Both resources include information about any changes in Recertification requirements and policies, including rulings on activities and points as they occur.

Recertification is possible through three options:

- earning a new WINS certification

- continuing professional development

- re-taking an examination

All three options are presented in details below.

If you have any questions about the recertification programme, do not hesitate to get in touch with your WINS point of contact via the online Alumni platform or to contact us at: thewinsacademy@wins.org

OPTION 1: EARNING A NEW WINS ACADEMY CERTIFICATION

If you complete a new WINS Academy programme in addition to your initial certification and pass the exam for the additional WINS Academy Elective Module, all your WINS certifications will be automatically renewed for 3 years from the date you pass the additional Elective.

OPTION 2: CONTINUING PROFESSIONAL DEVELOPMENT

METHODOLOGY FOR SELF-ASSIGNMENT OF POINTS

You can also recertify by accumulating recertification points through professional development activities. You are required to accumulate 25 Recertification points during the recertification period (3 years) in order to recertify. You are responsible for keeping track of your own activities, recertification points, and supporting documentation and for inputting this information regularly into your personal Recertification Worksheet that can be downloaded from the Alumni Network webpage.

It is very important to establish a personal procedure for tracking Recertification Points. You should keep the current Recertification Guide, supporting documents for activities, and a running list of Recertification Points earned. Retain original documentation supporting your Recertification activities. If you are being assessed, you are required to submit supporting documentation for verification of activities and points claimed. Acceptable documentation is listed under each activity category below.

WINS has identified three categories of continuing professional development activities that can be pursued to earned Recertification Points.

Category 1 – Continuing Education Credits

Description

This category covers continuing professional education and training activities that you might undertake. Training courses, workshops, webinars, seminars and conferences, certifications, college and university courses qualify if at least 50% of the programme is nuclear security-related. Most security-related conferences and employer-sponsored seminars qualify for Recertification Points, however WINS reserves the right to determine if a conference is not acceptable for Recertification Points.

Activities	Recertification Points Earned	Documentation
Non-WINS certifications	Up to 25 Recertification points. You can earn Recertification points for passing certain certification examinations. WINS reserves the right to decide if the certification is relevant to the area of nuclear security and qualifies for Recertification points.	Copy of your certificate indicating the course title, date, and a copy of the course description indicating the topics covered.
Professional Training course (attendance)	2 Recertification points/day of attendance (up to 10 Recertification points)	Proof of attendance mentioning the name of the training course, main objectives, sponsoring organisation and dates of attendance
Workshop attendance	1 Recertification point/day of attendance (up to 4 Recertification points)	Proof of attendance mentioning the name of the workshop, sponsoring organisation and dates of attendance
Participation in webinars	1 Recertification point/webinar attended (up to 5 Recertification points)	Proof of attendance mentioning the name of the webinar, sponsoring organisation and dates of attendance
Attendance in continuing education seminars and conferences	1 Recertification point/seminar and conference attended (up to 5 Recertification points)	Proof of attendance mentioning the name of the seminar or conference, sponsoring organisation and dates of attendance
College or University courses (distance learning courses receive the same credit as live courses)	Points vary on the number of classes under taken and relevant of the programme for nuclear security.	Copy of your certificate of completion indicating the course title, date, and a copy of the course description indication topics covered.

Category 2 – Contributions to the Profession

Description

This category covers contributions to the security profession through publications (including as a peer reviewer), presentations as well as lecturing, teaching and organising training courses.

Activities	Recertification Points Earned	Documentation
Publications	Single author of a published security-related book: 10 Recertification Points (5 if author of a chapter) Single author of a published security-related paper or article of at least 1,500 word in a peer reviewed journal: 3 Recertification Points (2 if multiple author) Single author of a published security-related paper or article of less than 1,500 word in a journal or proceeding: 2 Recertification Points (1 if multiple author)	A copy of the first page of the book, article or paper including the title journal name (if relevant or publisher), date of publication, your name as author and other authors (if applicable)
Presentation at a professional security-related conference	2 Recertification points for chairing a session 2 Recertification points for a presentation (single presenter) 1 Recertification point for a presentation at a poster session	Presentation documentation indicating your participation and role (eg. assignment documentation from the general chair)
Lectures at workshops and training courses	3 Recertification points/lecture (up to 9 Recertification points)	A letter from the academic institution or course sponsor verifying that you were appointed to teach the course and a copy of the course description
Organising training courses or developing training materials	4 Recertification points/day of attendance (up to 8 Recertification points)	A letter from the institution or course sponsor verifying that you developed the course and a copy if the course description
Teaching university courses	3 Recertification points/day of attendance (up to 9 Recertification points)	A letter from the academic institution or course sponsor verifying that you were appointed to teach the course and a copy of the course description

Category 3 – Application of Security in Professional Practice

Description

The professional security function must be at least 50% of the position duties to be considered acceptable by WINS. The position must also be at a professional level and have a breadth of professional security duties (examples of skills are analysis, synthesis, design, planning, administration and communication).

Activities	Recertification Points Earned	Documentation
Professional security practice (if you are engaged in acceptable professional security practice for at least 900 hours in a year)	2 Recertification Points/year	A letter from your employer including the dates of employment and main responsibilities.
Individual membership in security organisations (the organisation's primary functions must be in the area of nuclear security or it must have a division or section in this area)	1 Recertification point/year	A copy of your membership certificate(s) or cards, including dates of membership
Organisational self assessment or peer review (the Alumni conducts or is part of a team conducting):5 Recertification points/ selfassessment of peer review conducted	5 Recertification points/ selfassessment of peer review conducted	A letter from the institution or course sponsor verifying that you have been engaged in an organisational self assessment or peer review and indication the topics covered.
Voluntary services to professional societies, security organisations and/ or security divisions of other organisations, such as service on committees, commissions or councils, voluntary support to WINS (Ambassador programme, referral), etc.	2 Recertification points/year for services on committees, commissions or councils 1 Recertification point/other activity conducted	A letter or documentation from the organisation verifying the dates of your committee membership, service or other, as well as the type of service

COUNTING RECERTIFICATION POINTS

All Recertification Points should be accurately recorded as they are earned. You can claim activities only once. For example, if you teach the same course several times in a cycle, you can claim it for Recertification Points only one time in that cycle.

Points earned during a cycle may be claimed for that cycle only. Points cannot be carried over to another cycle.

REPORTING

You must report using the Recertification Worksheet once your cycle ends; other forms are not accepted. The reminder is sent near the end of your Recertification cycle with instructions on how to report. Do not send supporting documents with your Recertification Worksheet. Supporting documents are needed only if WINS selects you for an audit and requests verification of activities and points claimed.

RECERTIFICATION POINTS' VERIFICATION

WINS may periodically validate information provided to ensure the integrity of the recertification process. One or several Alumni can be randomly selected and WINS will notify the individual(s) that a verification is being conducted and ask for supporting documentation if necessary. It is therefore important that you regularly update your Recertification Worksheet with your professional development activities. However, as a dedicated professional who has sought out certification, WINS assumes your honesty and integrity when self-assigning your recertification points.

NOTIFICATION OF RESULTS

WINS evaluates Recertification Worksheets submitted to determine if the Recertification requirements are met.

Recertification met:	WINS sends you notice if you earned the required points. You may then retain the certification through the next Recertification cycle.
Recertification not met:	If you submit a Recertification Worksheet by the reporting deadline and WINS finds that you did not acquire the required points, WINS notifies you by mail that your certification is invalid.
Failure to report:	If you fail to report by the reporting deadline, WINS notifies you by mail that your certification is invalid.

In order to reinstate an invalidated certification, you can re-submit your WINS Recertification worksheet as well as supporting documentation, in order to be assessed. Alternatively, you can register and pay to re-take the examination for your certification.

OPTION 3: RECERTIFICATION EXAM

You can meet the Recertification requirements by examination. One way to earn all required points is to retake and pass the examination for your certification.

Go to http://www.pearsonvue.com/WINS to register and pay for the examination. The examination can be taken for Recertification credit only during the last year of the Recertification cycle.

The recertification exam costs 100 Euros per Module. You can purchase a recertification voucher (exam re-sit voucher) via the WINS Storefront here: https://wins.org/store/

APPEALS PROCEDURE

You may appeal decisions related to earning and maintaining WINS Academy certifications. Requests for appeal must be submitted to the WINS Academy Manager in writing. More information about the Appeals policy can be found in the WINS Academy Reference Guide.

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