



ASIS Certificate Program Application

PART 2: Development, Implementation, and Evaluation



Application for ASIS Certificate Program

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Certificate Program Committee Mission Statement

The tasks for the committee are to develop a competency model for the industry, integrating ASIS Education, Standards and Guidelines, and Certifications, and within the context of the model, to develop certificate programs, which cover the core competencies.

Security professionals would identify the ASIS brand with leading the industry by setting security-education standards.

To move the mission forward the members of the committee developed a mission statement with several goals.

Refine and further develop ASIS educational tools, courses, competencies, and standards to support a well-trained and prepared security practitioner by way of gap analysis and educational program development that will lead to entry level, mid-career, and advanced workforce opportunities.

- Align current and future Council Educational opportunities with competency outcomes
- Assure consistent quality of delivery of ASIS International Education programs
- Assess and align current and future course offerings to insure they meet market needs
- Establish psychometric criteria for ASIS educational programs
- Identify the educational pathways to enter and progress in the security industry.
- Integrate ASIS Standards into educational offerings

Committee Members

Joe Gulinello, Certificate Program Committee Chair, immediate past Senior Council Vice President

Howard Belfor, CPP, Council Vice President

Steve Chupa, CPP, past president of ASIS International

Bonnie Michelman, CPP, past president of ASIS International

Cy Oatridge, CPP, member ASIS Foundation Board of Trustees

Phil Purpura, CPP, chair of Academic and Training Programs Council

Jeffrey A. Slotnick, CPP, PSP, immediate past chair of Physical Security Council

Nancy Slotnick, MBA HRM, SPHR, GPHR, member of ASIS Standards Technical Committee

Linda F. Florence, PhD, CPP, APC Certificate Project Director

Owen J. Monaghan, CPP, Professional Certification Board Chairman

Marc H. Siegel, Commissioner ASIS International Global Standards Initiative

Sue Carioti, Director, Standards & Guidelines, ASIS International

W. John Lechner, Director, Education Programs, ASIS International

Becky Mangan, CMP, Educational Programs Manager, ASIS International

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Considerations before You Begin

The ASIS International Certificate Program will use the analysis, design, develop, implement, evaluate or *ADDIE* model to build and review certificate programs. The model is an international standard for building quality education programs.

ASIS has included resources for your use as Appendices to this application. The first is a brief description the ADDIE model and the steps required to build a Certificate Program. The second appendices are two parts of Bloom's Taxonomy of Educational Objectives. These resources may help you in building your curriculum. The ASIS Certificate Program Committee uses the Taxonomy in evaluating applications.

PART 2: Development, Implementation, and Evaluation cover the last three sections of the ADDIE model of curriculum development. The section immediately below contains comments that may assist with understanding of the application items starting on page 6.

PART 2: Development, Implementation, and Evaluation

Required only upon acceptance of your PART 1: Application.

Step 1: Development

- Provide qualifications of the individuals creating the course. Emphasize security practice and experience that corresponds to the topic.
 - Include a CV, recent publications or presentations, references, and/or relevant experience.
- Describe how you developed the curriculum.
 - Describe the rationale for this course content, including the reason this content is necessary for the security industry.
 - Provide evidence that the course content is credible. Please cite resources/references.
- Describe the primary delivery method, and any additional delivery methods that would be appropriate for the course.
 - List all appropriate course delivery methods, such as *instructor-led training, virtual instructor-led training, computer-based training, on-the-job instruction, etc.* See Appendices for further explanation of delivery methods.
- State how the intended student outcomes will be achieved. Provide evidence that the course design and delivery method meet the outcomes and scopes of the certificate.

Step 2: Implementation

- Provide a scheme for delivering course content.
 - You are encouraged to use your own model. ASIS has provided a template for the course scheme in the Appendices, should you wish to use it.
 - List any prerequisites a student must have prior to taking the course. Include requirements for level of education, completion of other courses, work experience, reading materials, and special knowledge, skills or abilities.
 - Explain how you will verify a student has met the prerequisites. If proof is difficult to maintain, will students be asked to submit a signed affidavit acknowledging qualifications?

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- Explain how the instructor(s) will deliver the course.
 - Explain how instruction method effects knowledge transfer.
 - Describe any use of tours, exercises, case studies, group problem-solving, etc.
 - Explain how the method of instruction aligns with the intended outcomes.
- List Course Materials
 - List textbooks, or other publications.
 - Describe special materials such as case studies, providing a brief description of each.

Step 3: Student Assessment

- Describe how an assessment tool will determine that students have completed all requisites.
 - Describe the method of assessing students to ensure they have achieved learning outcomes.
 - Essay exam
 - Multiple choice
 - Oral exam
 - On-the-job observation
 - Other methods may be appropriate
 - Explain the method for assuring validity and reliability of the assessment tool.
 - Describe the assessment develop process
 - Explain the scoring method.

Step 4: Certificate, Course, and Instructor Evaluation Process

- Describe the appraisal process for the certificate to continually meet the needs of the profession.
- Describe how you will evaluate the course's effectiveness in meeting intended goals.
 - Explain the method used to evaluate the process to ensure that the process effectively meets the intended outcomes.
 - This step should reflect the Analysis and Design descriptions submitted in Part 1 of this Application.
 - Describe the implementation by setting reasonable goals based on the program's purpose.
- Describe how instructors receive evaluation.
 - Self-evaluation process
 - Student Assessment
 - Explain how the evaluation will be used to implement change.

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APPLICATION FORM

Certificate Title	
Date	Please list supporting, endorsing, and/or sponsoring organization(s)
Applicant Information	
Full Name	
Title	
Company	
Address	
City, State, Zip	
Email	
Phone	
Cell	
Certificate Title	

Please limit each response to fewer than 150 words. If clarification is required, the review committee will request additional text.

Step 1: Development

Describe the qualifications of the individuals designing, developing, and delivering the course or curriculum.

Include security designations and relevant experience that shows subject matter expertise to the topic.

Copy and paste your text here.

Document the process used to design, develop, and deliver the course.

You may wish to attach documentation that details the course.

Copy and paste your text here.

Describe the primary delivery method, and any additional delivery methods that would be appropriate for the course.

Explain how the chosen method(s) align with education and training industry-accepted practices.

Copy and paste your text here.

Provide evidence that the course design meets the scope of the certificate.

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Explain how the course aligns to the certificate's scope and intended outcomes link to primary stakeholders.

Copy and paste your text here.

Step 2: Implementation

Discuss the curriculum/course design.

Provide the course scheme.

Copy and paste your text here.

Describe the Methods of Instruction.

Explain how the method aligns with intended outcomes.

Copy and paste your text here.

List Course Materials

Explain the relationship of materials to intended outcomes.

Copy and paste your text here.

Step 3: Student Assessment

Describe the Method of Assessment.

Consider validity of the certificate and the criteria used to make a determination.

Copy and paste your text here.

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Step 4: Certificate, Course, and Instructor Evaluation Process

Explain the mechanism to regularly monitor and identify the need for changes to the program's purpose, scope, or learning outcomes.

Include any ongoing studies or committees that will be responsible for determining changes.

Copy and paste your text here.

Explain the process for evaluating the course implementation and the use of assessment scores in the evaluation.

Explain how the method aligns with intended outcomes.

Copy and paste your text here.

Explain the method for evaluating instructors.

How will instructors receive feedback, and how will feedback be used to improve the course delivery?

Copy and paste your text here.

Explain the process for learners to challenge course/assessment.

How will complaints be addressed, and what is the process for correcting issues that arise?

Copy and paste your text here.