



# **National Crime Prevention Specialist**

## **Certification Guidelines Renewal Application**

**May 2015**

National Crime Prevention Association  
1201 Connecticut Avenue, NW  
Suite 200  
Washington, DC 20036  
Tel: 202-466-6272  
Fax: 202-296-1356  
[www.ncpc.org](http://www.ncpc.org)



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1201 Connecticut Avenue, NW  
Suite 200  
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Dear Applicant:

Thank you for your continued dedication to the field of crime prevention. Your renewal of your National Crime Prevention Specialist certification is direct reflection of your commitment to educating, instructing, applying, and informing others, including law enforcement professionals and citizens, about the importance of crime prevention.

The National Crime Prevention Association (NCPA) recognizes that the National Crime Prevention Specialists strive to uphold the highest standards in crime prevention education, policy, theory, and practice. The National Crime Prevention Specialist (NCPS) certification continues to help professionalize the field of crime prevention.

Please review the application materials enclosed with this letter regarding the renewal of your National Crime Prevention Specialist certification. A non-refundable renewal application processing fee of \$50.00 is required for your recertification. Your renewed certification is valid for 3 years.

This application must be notarized, and should only contain copies of your original documents. A Certification Guideline, complete with a point schedule and submission directions, is included in this packet.

Once your renewal application has been received by the NCPA Certification Committee, you will be notified by email.

Sincerely,

A handwritten signature in black ink, appearing to read "Kern A. Swoboda", written in a cursive style.

Kern A. Swoboda  
President

A handwritten signature in blue ink, appearing to read "Ann M. Harkins", written in a cursive style.

Ann M. Harkins  
Executive Director

## Directions for submitting the renewal application for National Crime Prevention Specialist

1. Review all forms in the application packet. You should have
  - a. Cover letter (page 2)
  - b. Direction sheet (page 3)
  - c. Application (page 4)
  - d. Point-based guidelines (pages 5 - 9)
2. Fill out all the information needed on the application form. Be sure to select the level of certification for which you are recertifying.
3. Gather all your documents. Use the Point-based Certification Guidelines to help determine the point values of your documentation.
  - All certification documents submitted must be copies. **Please do not send originals.**
  - Experience points should be supported with employment records or letters of recommendation, including dates of service, from immediate supervisors.
  - Leadership points should be supported with service records or letters of recommendation, including dates of service, from the current head of the respective organization.
  - To obtain points for college credits, please include a certified transcript and course description of the qualifying course.
4. Once you have completed the application and gathered all the supporting paperwork, sign the bottom of the application certifying the accuracy of the submitted package and have it notarized.
5. Please send your application, resume, and all documentation to

National Crime Prevention Association  
1201 Connecticut Avenue, NW  
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Washington, DC 20036

Attn: Certification Committee

All material becomes the property of NCPA and will not be returned, **please don't send originals**. Please allow 90 days to receive notification of the Committee's decision.

**National Crime Prevention Association  
Renewal Application for National Crime Prevention Specialist (NCPS)**

**Applicant Name** \_\_\_\_\_

**Agency/Organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Is your NCPA membership current?** Yes \_\_\_\_\_ No \_\_\_\_\_ (If no, you must be a current member of the National Crime Prevention Association for recertification. Please submit \$35.00 to renew your membership.)

**Desired Level of Certification:** The certification process provides for two levels of certification. Level I recognizes the initiative of the beginning crime prevention practitioner and Level II recognizes the accomplishments of veteran prevention practitioners. If you wish to upgrade from a Level I to a Level II certification, you must submit an additional 500 points and must have completed a 40-hour Basic or Introductory Crime Prevention Course and an approved instructor development course.

\_\_\_\_\_ Level I Basic Certification Renewal  
• Additional 300 points required for renewal

\_\_\_\_\_ Level II Advanced Certification Renewal  
• Additional 300 points required for renewal

\_\_\_\_\_ Level II Advanced Certification (upgrade from Level 1)  
• Additional 500 points are required for certification.  
• Applicants must have completed a 40-hour Basic or Introductory Crime Prevention training course and an approved instructor development training course.

I, the undersigned applicant, certify that the information and documentation provided within this application package to be true and accurate to the best of my knowledge. I understand that any false statements or documentation determined to be fraudulent or forged, may be sufficient cause for rejection or withdrawal of this application.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

On the \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ before me personally came \_\_\_\_\_ to me known, who, being by me duly sworn, deposed and say that he/she is employed by the \_\_\_\_\_ and that he/she was authorized by and did execute the above affidavit at the direction of said entity and that he/she signed her/his name thereto.

\_\_\_\_\_  
Notary Public

Office Use Only
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## **National Crime Prevention Association National Crime Prevention Specialist Certification Guidelines**

To renew certification, the National Crime Prevention Specialist will need to provide proof of an additional 300 earned certification points since the commencing date of the last certification. Any documentation dated prior to that date will not be considered, even if it was not previously submitted.

Certifications, defined in the NCPS Certification Guidelines section M.6.1, previously submitted and subsequently renewed will not be awarded points towards NCPS re-certification. New certifications, as defined in NCPS Certification Guidelines section M.6.1, earned after the commencing date of the last certification, will be considered.

There is a 90-day grace period for renewal of certification. If certification lapses, a new National Crime Prevention Specialist (NCPS) application is required. The applicant applying for re-certification must be a current member of the NCPA.

The application fee for renewal is \$50.00.

### **A. Eligibility**

Any individual who had previously been certified as a National Crime Prevention Specialist within the previous 3 years before the date of this application, who is a member in good standing of the National Crime Prevention Association.

### **B. Benefits of National Crime Prevention Specialist Certification**

- National Crime Prevention Specialist certificate
- National Crime Prevention Specialist certification card
- National Crime Prevention Specialist certification lapel pin
- Certification ribbon/medal for law enforcement personnel
- National Crime Prevention Specialist recognition letter sent to chief/sheriff or organization executive
- Name and organization of approved NCPS designations posted on NCPC/NCPA website.

### **C. Application Provisions – Please do not send originals.**

1. Each applicant is responsible for providing appropriate documentation that will authenticate his or her application.
2. Written endorsement of the application (a letter of recommendation) by an appropriate supervisory authority or by an NCPA member is required.
3. The applicant **must** be a member of the NCPA or submit a membership application with the National Crime Prevention Specialist application. Once an application is accepted, that person is a member of the NCPA and would then fall under the auspice of the NCPA By-laws. (\$35 membership fee applies.)
4. The applicant must pay a fee of \$50.00 for the National Crime Prevention Specialist (NCPS) certification application.

5. The applicant may only claim points for a crime prevention training or experience only time.
6. All documentation will be accepted at the discretion of the NCPA Certification Committee.
7. Renewal applications DO NOT require a detailed resume for the applicant.

#### **D. Waiver of Requirements**

The NCPA Certification Committee retains the right to waive portions of the prescribed certification requirements when relevant crime prevention certifications awarded by recognized criminal justice or security organizations or by other state criminal justice agencies are provided.

#### **E. Period of Certification**

The period of certification for the National Crime Prevention Specialist (NCPS) is three (3) years.

#### **F. Documentation**

The individual applicant is responsible for providing documentation that supports his or her application and demonstrates that he or she has met the certification qualification requirements. The applicant must provide training course certificates issued by approved or recognized training providers, training records from a recognized agency or organization, and other appropriate verifying documentation.

#### **G. Certification Suspension**

The National Crime Prevention Specialist certification will only be awarded to National Crime Prevention Association Members in Good Standing as defined in NCPA By-laws Article II, Section 5: Members in Good Standing.

If at any time, a National Crime Prevention Association member is suspended under the NCPA By-laws Article II, Section 3: Membership Suspension, this will automatically suspend his or her National Crime Prevention Specialist Certification. If the suspended NCPA Membership is restored to "Member in Good Standing," the suspended NCPS certification will also be restored.

#### **H. Request for Reconsideration Process:**

1. A denied applicant will have 90 days from the date of Executive Director's letter of denial to submit, in writing, via mail or e-mail, his or her request for reconsideration to the deficiencies documented by the Certification Committee.
2. If the application packet was determined to be incomplete, the applicant should have been advised upon the receipt of his or her packet. If all possible methods to contact the applicant via e-mail, phone, or letter regarding the noted deficiencies were unanswered, then the applicant will have 90 days to submit the needed documents.
3. Upon the receipt of an applicant request for reconsideration, the Executive Director of NCPA will scan all the documentation, convert it to a PDF file, and forward it with the original application file to the Certification Committee for further review and consideration.

4. The reviewing Certification Committee members will review the documentation in the same manner as described in the guidelines above. A new Certification Points Worksheet will be used.
5. All the submitted certification documents will be checked for accuracy and legitimacy. The applicants review for reconsideration document will be reviewed with consideration.

### **I. Resubmission:**

1. A renewal application for National Crime Prevention Specialist can only be made twice within a one-year period.
  - a) A request for reconsideration shall not count as a second application when submitted within the 90-day time limit.
  - b) If no request for reconsideration is filed regarding the denial of the original application, then a second complete application can be filed at anytime within one year of the original date of the application. A second application cannot be submitted if a current application is under review or request for reconsideration.
  - c) If a third or subsequent applications is received by the NCPA Executive Director within one year of the original application, it will be deemed ineligible and returned to the applicant with a letter stating the reason and the next date of eligibility.
  - d) The timeline restarts on the filing of the new application in the next qualifying year

(Example: Applicant Smith files original application on April 1, 2011. If he is denied NCPS designation, he can request for reconsideration within 90 days. If he does not request for reconsideration, he can apply a second time anytime between April 1, 2011, and April 1, 2012. If he applies on March 31, 2011, that would be his second application and he would have 90 days to request for reconsideration if he needs. Any subsequent application cannot be accepted until April 2, 2012, and no application can be accepted if there is already one under review or request for reconsideration.)

### **J. Levels of Certification**

The certification process provides for two levels of certification. Level I recognizes the initiative of the beginning crime prevention practitioner and Level II recognizes the accomplishments of veteran prevention practitioners. Documented work experience may be substituted for the Level I 24-hour Basic or Introductory Crime Prevention training course requirements on a case-by-case basis as determined by the NCPA Certification Committee.

#### **Level I Certification**

- 500 points required for certification.
- Applicants **must** have completed a **24-hour Basic or Introductory Crime Prevention training course**.

## Level II Certification

- 1,000 points required for certification.
- Applicants **must** have completed a **40-hour Basic or Introductory Crime Prevention training course** and an approved **instructor development** training course.

Advancing from a Level I to a Level II Certification will require an additional application that documents the additional qualifying 500 points to obtain the new level of certification.

The application fee for advancing from Level I to Level II is \$50.00.

## M. Schedule of Points Awarded for Certification

Certification points will be awarded for crime prevention training, experience, and other associated crime prevention activities.

### 1. Training

- 1.1 Completion of a recognized 40-hour Basic Crime Prevention training course: *125 points*
- 1.2 Completion of a recognized 24-hour Basic Crime Prevention training course: *75 points*
- 1.3 Completion of an approved 40-hour instructor development course: *50 points*

This may include any law enforcement instructor certification or equivalent instructor certifications approved by the NCPA Certification Committee.

- 1.4. Completion of a recognized 40-hour advanced crime prevention course: *100 points*
- 1.5 Additional crime prevention training hours: *5 points* per 2 hours - limit *200 points*

#### 1.5.1 Examples of training that qualify for certification points:

Security-related training (CPTED, target hardening, alarms, etc.), crime analysis, personal safety, public affairs, Neighborhood Watch, public speaking, community organizing, training of trainers courses, and other training deemed qualified crime prevention training by the NCPA Certification Committee.

#### 1.5.2 Examples of training that typically will not qualify for certification points:

Criminal investigation, traffic enforcement, forensics, hostage negotiations, car seat installation, incident command, emergency management, emergency vehicle operators (EVOC), firearms, special operations (SWAT, bicycling, marine, etc.), or other training deemed not qualified as crime prevention related training by the NCPA Certification Committee.

### 2. Experience

- 2.1 Served as an instructor in crime prevention: *5 points* per 8 hours of instruction - limit *100*



*points*

2.2 Years of experience in providing crime prevention services in a full-time or part-time capacity: 1 to 3 years - *25 points*, 4 to 7 years - *50 points*, 8 to 15 years - *75 points*, over 15 years - *100 points*

3. Conference Attendance

3.1 Attendance at an annual national, regional, or statewide crime prevention or security conference: *10 points* per conference - limit *50 points*

3.2 Served as speaker on crime prevention at a national, regional, or state conference: *20 points* per presentation - limit *100 points*

4. Organization Memberships

4.1 Current membership in a national, state, regional, or local crime prevention association or coalition: *50 points each* – limit *100 points*

4.2 Membership in additional crime prevention related organizations: *25 points each* - limit *50 points*

- International Society of Crime Prevention Practitioners
- ASIS International
- National Association of School Resource Officers
- International CPTED Association
- Other organizations approved by the NCPA Certification Committee.

5. Leadership Positions

5.1 Served as the president or head of a recognized national, state, regional, or local crime prevention association or coalition: *50 points*

5.2 Served in a management position in a recognized national, state, regional, or local crime prevention association, coalition, or agency: *50 points*

5.3 Served as the chief executive of any government law enforcement, criminal justice, or security agency for three or more years: *50 points*

6. Other Certifications

6.1 Crime prevention practitioner certification awarded by the following states: *500 points*

- Florida Office of the Attorney General - Crime Prevention Practitioner Designation

- New York State Crime Prevention Coalition - Crime Prevention Specialist
- Ohio Crime Prevention Association - Certified Crime Prevention Specialist
- Texas Crime Prevention Association - Certified Crime Prevention Specialist
- Virginia Department of Criminal Justice Services - Crime Prevention Specialist
- Other certifications accepted by the NCPA Certification Committee.

The applicant can claim only one state crime prevention certification.

- 6.2 ASIS International - Certified Protection Practitioner (CPP): *200 points*
- 6.3 International Society of Crime Prevention Practitioners (ISCPP) - Crime Prevention Specialist Certification: *200 points*
- 6.4 Fox Valley Technical College - Crime Prevention Professional, Practitioner or Specialist: *200 points*
- 6.5 International CPTED Association - Certified CPTED Practitioner: *200 points*
- 6.6 NSA Certified Homeland Protection Professional (CHPP) or Certified Homeland Protection Associate (CHPA): *100 points*
- 6.7 School Resource Officer certification: *100 points*
- 6.8 DARE or GREAT officer certification: *100 points*
- 6.9 Rape Aggression Defense (RAD) certification: *100 points*
- 6.10 NRA Refuse to Be a Victim instructor certification: *50 points*
- 6.11 Certification received from other recognized international, national, or state criminal justice, security, or crime prevention programs can be submitted for review and consideration by the NCPA Certification Committee.

## 7. Publications

- 7.1 Published crime prevention/security-related articles in nationally recognized law enforcement, criminal justice, or security publications. Copies of published articles must be submitted with the application: *25 points* per published article - limit *100 points*

## 8. College Courses

- 8.1 Completion of college/university courses or online learning courses directly related to crime prevention: *25 points* per 3 credit hour course - limit *100 points*