

Security University Testing Candidate Handbook

Weapon of a Security Warrior.



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OVERVIEW

About Security University Testing

Security University Testing (SUT) was founded in 2004, incorporated in 2009 and is the Leader in Tactical Hands-On Performance Based Information Security, Cybersecurity, and Information Assurance Qualification/Certifications assuring a Qualified and Validated security skills competency in today's cybersecurity workforce.

Cyberspace has transformed the daily lives of people for the better. The rush to adopt cyberspace, however, has exposed its fragility and vulnerabilities: corporations, agencies, national infrastructure and individuals have been victims of cyber-attacks. With that said, there is a need to create a strategic plan for cybersecurity education to get ahead of risk, bolster education and training in cybersecurity, establish a process and methodology of cybersecurity education for the current and upcoming workforce at Cyber Commands and in Industry. To achieve a strategic cybersecurity education plan, Security University developed 4 Certificate (Master/Graduate) programs (Q/ISP, Q/IAP, Q/SSE Q/WP) to teach cyberwarriors cybersecurity skills based on the job tasks. SU has crafted an innovative and efficient cybersecurity education system that results in an unrivaled cybersecurity workforce and citizenry capable of advancing America's economic prosperity and national security in the 21st century.

SUT Q/ISP Professional Certificate is a mechanism by which professionals can demonstrate and *VALIDATE* their *MASTERY* of essential core security skills, knowledge, principles and qualifications relevant to a particular professional field. Qualification/Certification programs differ from a certified program in that qualifications generally include requirements for *validated competency and skill* in the field AND passing a proficiency examination to ensure that an individual meets the standards established by the Qualifying body. By contrast, participant certificates are awarded at the completion of a SU course of study; the award of the certificate requires the recipient to meet examination performance standards, but does not incorporate the performance based practical's and experience requirements.

What are the Advantages of obtaining SUT Professional Qualification/Certification?

Qualification/Certification provides employers and consumers with an assurance that the qualified individual has attained a competent and validated level of understanding or ability against a particular skill set or body of knowledge, and has maintained a level of hands-on expertise over a specific period of time. The requirement for renewal of Qualification/ Certification ensures that certified, qualified and validated individuals continually maintain and expand their knowledge and hands-on skills in the profession while keeping abreast of advancements and updates in their field. Certification is required for employment in some professions, whereas in other fields, certification and qualification provides a competitive advantage to individuals who hold a particular performance based credential.

Every organization relies on cybersecurity professionals who are highly skilled in various security practices to function successfully in today's cyber environment. These organizations revealed that using qualified and validated Qualification/ Certifications is an effective way to identify, hire, and promote motivated and skilled cybersecurity individuals in the organization. In 2005 The United States Department of Defense (US DoD) Directive 8570.1M, mandated that all DoD Information Assurance (cybersecurity) personnel must obtain and maintain a security Qualification/ Certification pertinent to their job requirements by 2010. Today's NICE Framework is advancing the promise of a secure world from a trained cybersecurity workforce. Security

University has been proving the need for a qualified, verified and *measured performance based cybersecurity exam program since 1999, a decade ahead of NIST, DHS and DoD now NICE Framework initiatives.*

SUT has certified over 23,000 security professionals working towards their Q/ISP Certificate. Individuals who have achieved SU Qualification/ Certifications include those from some of the finest organizations around the world, such as the US Army Signal School, DHS, FBI, NSA, CIA, Microsoft, IBM, SAIC, CSC, General Dynamics, ManTech, SoCom, UPS, FEDEX, Brocade Networks, Oshkosh, Wyle, NAVY, AF, CYBERCOMMANDS, FEMA, etc.



PURPOSE OF QUALIFIED /INFORMATION SECURITY PROFESSIONAL CREDENTIAL

Q/ISP Qualification/ Certification program purpose is to take Information Professionals and build them into CyberSecurity Professionals with Qualified and Validated Hands-On performance based skill set.

Cybersecurity Professionals, Network Engineers, Vulnerability and Threat Analysis Professionals, Computer Network Incident Handling and Incident Responder Professionals, Computer Security Incident Response Team (CSIRT) members, Network Security Architects, Network Cyber Defenders and technical staff including system and network administrators with cyber security experience are eligible to become Q/ISP's.

The Q/ISP Qualification/ Certification is recommended for computer security professionals with one (1) or more years of experience using network security or equivalent security-related experience.

The Q/ISP Qualification/ Certification program supports those individuals who are computer information security and information assurance professionals, Threat Assessment teams, Computer Security Incident Response Team (CSIRT) members, Network Security Architects and network Defense Technical Staff, and other information assurance practitioners who are involved in cybersecurity functions.

More specifically, it supports individuals who:

- ✓ Are knowledgeable and skilled in the latest qualified hands-on practices in the cyber security field;
- ✓ Have the hands-on cyber security skills to help an organization reach their security goals and mission;
- ✓ Have completed an industry-leading hands-on performance based qualification track that validates their security skills;
- ✓ Are committed to a *Qualified* Code of Conduct that raises them above all "certified but non-validated" practitioners in the field; and
- ✓ Ensure that their organizations stay current on recent threat risk, threat reduction and security innovations in the computer security field.

SU-Testing was founded in 2004 to certify, qualify and validate the real-world hands-on tactical security skills of IT security professionals. SUT offers IS, IA and cyber Qualification/ Certifications for job-specific responsibilities that reflect the current tactical requirements of information security under the DoD 8570 IA Workforce Directive and the NSA's CNSS 4011, 4012, 4013A, 4015, 4016E,I and A and NICE standards. SUT Q/ISP is unique as the first Qualification/ Certification to qualify, measure and *validate* hands-on specific tactical security skills and knowledge areas, instead of general purpose information security knowledge.

SUT Qualification/ Certification Classification

SUT Q/ISP Qualified/ Information Security Professional (Q/ISP) Qualification/Certification has four subject areas related Certifications :

- ✓ Qualified/ Ethical Hacking (Q/EH)
- ✓ Qualified/ Security Analysis & Penetration Testing (Q/SA) - Qualified Penetration Testing License (Q/PTL)
- ✓ Qualified/ Forensic Expert (Q/FE)
- ✓ Qualified/ Network Defense (Q/ND)

There is no particular order in which SUT Q/ISP Qualification/ Certifications should be earned, however we recommend that candidates start with a review of the Q/ISP Qualification/ Certification objectives and topic areas that are outlined for each of the four Q/ISP Qualification/ Certification exams. Once an individual earns a Q/ISP Qualification/ Certification, s/he can build upon this knowledge of tactical security skills by focusing on the three remaining SUT Certificates to ultimately earn Security University's CyberSecurity Master Degree (2014)

Students who earn their Q/ISP Qualification/ Certification are Highly Qualified Experts (HQE) who have earned SU's CyberSecurity Master Certificate (provided they have a Bachelor's Degree from an Accredited University program).

What is a SUT Qualification/ Certification

Earning a SUT Q/ISP Qualification/ Certification requires passing one proctored Qualification/ Certification exam or all the related Q/ISP Qualification/ Certifications that merge and intermingle into the Q/ISP Qualification/ Certification. SUT Q/ISP Q/EH, Q/SA- Q/PTL, Q/FE, Q/ND Qualification/ Certifications assure that an individual has learned the tactical real-world security skills covered by specific Qualification/ Certification objectives. For example, if an individual wants to hire someone who knows how to properly secure a firewall, a Q/ND Qualification/ Certification holder would be a good candidate for the job. For further information please see <http://www.securityuniversity.net/SUT/certifications.php>

What is a Q/ISP

A Q/ISP is an individual that has either passed the Q/ISP exam or the four proctored Qualification/ Certification exams (Q/EH, Q/FE, Q/SA, Q/ND), AND completed 3 (three) hands-on Q/ISP practicals (Q/PTL, Q/FE, Q/ND). Nowhere else in the world measures the qualified and validated cybersecurity skills that assure an individual has learned the hands-on tactical real-world Q/ISP cybersecurity objectives.

ELIGIBILITY:

To demonstrate Q/ISP eligibility, candidates must submit an application documenting compliance with the following formal education, work experience, professional conduct, and Q/PTL, Q/FE & Q/ND practical report certificates requirements:

Professional Experience Guidelines

Experience in the specified Qualification/ Certifications qualifies as security experience but does not qualify as validated hands-on professional experience which can only be achieved from providing the required Qualification/ Certification Practical report and supporting VM. Non-professional work, even in the applicable Qualification/ Certifications does not satisfy the Q/ISP validation requirement.

Documentation and Eligibility Requirements

Applicants become eligible to take the SUT Q/ISP Qualification/ Certification examination upon successfully documenting the following requirements:

- ✓ Registered for the Q/ISP Qualification/ Certification as a Security University Testing candidate or have passed the following related Q/ISP exams with a 70% or better (Q/EH, Q/SA Q/PTL, Q/FE, QND) AND complete the Q/PTL, Q/FE, Q/ND hands-on tactical Security Practical reports.
- ✓ Completed Registration Application
- ✓ Completed Verification of Experience Form
- ✓ Documentation of current cybersecurity skills experience and endorsement letter
- ✓ Pay exam fees



Q/ISP EXAM OBJECTIVES

Candidates should ensure that they prepare for questions in the exam content areas listed below.

1. Security Testing Tools (25%)
2. Security Analysis Processes and Penetration Testing Methodology (25%)
3. Forensics Investigation (25%)
4. Network Defense and Defend (25%)

Specific Exam Content Areas:

Q/EH Exam Content Areas

The Q/EH examination tests the candidate with regard to the competency and skills required to successfully perform the role of a Qualified/Ethical Hacker - Ultimate knowledge of Security Testing Tools. The subject matter covered on the Qualification/ Certification exams falls into five major weighted content area groupings, as follows.

1. Protect Infrastructure (20%)
2. Event Detection (17%)
3. Triage and Analysis (28%)
4. Response (20%)
5. Sustainability (15%)

Q/SA-PTL Exam Content Areas:

The Q/SA examination tests the candidate with regard to the competency and skills required to successfully perform the role of a Qualified/Security Analysis and Q/PTL Penetration Tester.

The subject matter covered on the Qualification/ Certification exam falls into five major weighted content area groupings, as follows.

1. Protect Infrastructure (22%)
2. Event Incident Detection (28%)
3. Triage and Analysis (18%)
4. Response (30%)
5. Sustainability (12%)

Q/FE Exam Content Areas:

The Q/FE examination tests the candidate with regard to the competency and skills required to successfully perform the role of a Qualified/Forensic Expert. Step by Step Forensic Investigations both Live and Static.

The subject matter covered on the Qualification/ Certification exam falls into five major weighted content area groupings, as follows.

1. Protect Infrastructure (7%)
2. Event Incident Detection (17%)
3. Triage and Analysis (28%)
4. Response (40%)
5. Sustainability (8%)

Q/ND Exam Content Areas:

The Q/ND examination tests the candidate with regard to the competency and skills required to successfully perform the role of a Qualified/ Network Defense and Defend the enterprise architecture from the known and unknown cyberthreats. The subject matter covered on the Q/ND Qualification/ Certification exam falls into five major weighted content area groupings, as follows.

1. Protect Infrastructure (27%)
2. Event Incident Detection (17%)
3. Triage and Analysis (13%)
4. Response (25%)
5. Sustainability (18%)

A Qualification/ Certification is proof an individual meets a minimum standard.

The mission of SUT Q/ISP Qualification/ Certification is to provide *high assurance* to employers their staff and prospective hires have "qualified and validated" cybersecurity skills to do the job of a cybersecurity professional.

To accomplish this, SUT Q/ISP Qualification/ Certification tests the tactical hands-on security skills of Security Testing Ethical Hacking, Security Analysis & Penetration Testing, Forensics and Cyber Network Defenses of a CyberSecurity Professional.

The primary goal and mission of the Q/ISP Qualification Certification program is to qualify, certify and validate the skills of IS/IA cybersecurity professionals and software developers.

Q/ISP Qualification/ Certification provides assurances that a certified individual meets a minimum level of cyber security hands-on skills necessary to do their job. The standards for the Q/ISP Qualification/ Certification program were developed using the highest benchmarks in the industry.

BENEFITS OF PROFESSIONAL QUALIFICATION/ CERTIFICATION:

What are the Benefits of Obtaining Professional Qualification/ Certification? Certification provides employers and consumers with an assurance that the qualified individual has attained a highly defined level of understanding or ability against a particular hands-on skill set or body of knowledge, and will maintain that level of expertise over a specific period of time. The certification renewal requirement ensures that certified, qualified and validated individual continually maintain and expand their knowledge and skills in the profession while keeping informed of advancements and updates in their field. Certification is required for employment in some professions, whereas in other fields, qualified certifications provides a competitive advantage to individuals who hold a particular credential.

A SUT "Qualified" certification is validation that an individual has met the Q/ISP tactical security standard exam benchmark and also provides validation to employers that their people and prospective hires are "Qualified" in that specific security skill.

We judge our success through our ability to provide the highest-quality hands-on Information Security Certificate/ Qualifications, as perceived by our customers, while achieving a steady growth in revenue and profit, and providing our personnel with the opportunity for individual development and achievement.

Security University Testing is a wholly independent company from Security University that offers singularly unique computer cybersecurity, IS and IA training and Qualification/ Certification classes with escalating workshops and tactical security performance based hands-on labs that validate the professional's security hands-on skills.

Q/ISP cybersecurity skills include:

- ✓ Identify risks and events of networks and computers
- ✓ Assist in correcting problems identified by risk assessment activities
- ✓ Identify and gather critical information
- ✓ Perform vulnerability analysis
- ✓ Determine the risk, threat level, or business impact of a confirmed incident
- ✓ Perform fusion analysis analyze data from disparate sources to identify concerted attacks and shared vulnerabilities)
- ✓ Perform proactive vulnerability scanning on constituent systems and networks
- ✓ Assist in correcting problems identified by vulnerability scanning and penetration activities
Conduct operational exercises/incident response exercises (to assess the security posture of the organization)
- ✓ Incorporate lessons learned from operational exercises into the constituents' network defenses.
- ✓ Implement changes to the enterprise infrastructure (to stop or mitigate an ongoing event, identify an incident, to mitigate the potential exploitation of a vulnerability, generally as a result of postmortem reviews or other process improvement mechanisms)
- ✓ Enforce best practices for protecting their systems and networks Events.

- ✓ Understand how to monitor networks and information systems for security
- ✓ Analyze the data or indicators from the networks and systems being monitored
- ✓ Coordinate with others to validate network alerts
- ✓ Construct signatures based on the known threats that can be implemented on monitoring tools (and in response to new or observed threats)
- ✓ Review and update network and systems configurations or rules sets (in response to changes in the threat environment)
- ✓ Monitor external data sources (e.g., vendor sites, security websites) to maintain currency of threat condition and determine which security issues may have an impact on the organization
- ✓ Enter event/incident reports received from the incident management knowledge base
Provide proper training and awareness to identify anomalies and report them (for investigation and resolution)
- ✓ Collect incident data and intrusion artifacts (e.g., malware, logs) (to enable mitigation of incidents)
- ✓ Perform initial, and deep forensically sound collection of images (for forensic analysis, investigation)
- ✓ Maintain a chain of custody of collected evidence following SUT best practices
- ✓ Identify missing data or additional sources of information and artifacts Triage and Analysis
- ✓ Analyze whether or not an event is actually an incident
- ✓ Categorize events based on standard category definitions
- ✓ Perform event correlation analysis and draft reports and comparisons to determine if there is parallel between two or more events
- ✓ Perform event correlation using information gathered from a variety of sources within the network environment or enclave to gain situational awareness and determine the effectiveness of an observed attack
- ✓ Prioritize events (includes determining scope, urgency, and potential impact)
- ✓ Assign events for further analysis, response, or disposition/closure . Enter information gathered in the preliminary analysis, triage process, and event disposition into the incident knowledge base
- ✓ Determine cause and symptoms of the incident
- ✓ Document incident analysis in a report or in the incident knowledge base
- ✓ Analyze intrusion artifacts and malware (e.g., malware, source code, Trojan horse programs, etc.) to understand their purpose and/or to identify the specific vulnerability
- ✓ Use malware analysis findings to enable mitigation or prevention of potential incidents
- ✓ Perform forensics on constituent systems and networks
- ✓ Report digital evidence analysis findings and results to appropriate resources (e.g., stakeholders).
- ✓ Coordinate, interface, and work under the direction of appropriate entities (e.g., legal, investigations) regarding investigations or other legal requirements, including investigations that involve external governmental entities (e.g., international, national, state, local)

- ✓ Advise on the suitability of Standard Operating Environment's (SOE) standard for forensic analysis
- ✓ Conduct retrospective analysis/ incident response strategy and plan
- ✓ Perform real-time threat impact incident response tasks (e.g., direct system remediation)
- ✓ Maintain a deployable incident handling toolkit e.g., specialized software / hardware) (to support incident response team missions)
- ✓ Back up the system
- ✓ Determine the risk of continuing operations
- ✓ Identify relevant stakeholders that need to be contacted or that may have a vested interest or vital role in communications about an organizational incident
- ✓ Identify the appropriate communications protocols and channels for each type of stakeholder
- ✓ Report network events to appropriate management in accordance with organizational guidelines
- ✓ Coordinate, integrate, and lead team responses with other internal groups (e.g., IT, management, compliance, legal, human resources, etc.), according to applicable policies and procedures
- ✓ Report incidents to law enforcement as required
- ✓ Serve as technical experts and liaisons to law enforcement personnel, provide testimony, etc.
- ✓ Report and coordinate incidents with the intelligence community as appropriate.
- ✓ Track and document incidents from initial detection through final resolution
- ✓ Provide constituents with security education, training, and awareness
- ✓ Develop trusted relationships with external experts (HTCIA, CERT, vendors, other entities, etc.)
- ✓ Monitor and review various forms of media (to ensure personnel stay up on emerging technologies)
- ✓ Perform risk assessments on information management systems
- ✓ Run vulnerability scanning tools on IA systems and networks
- ✓ Maintain network monitoring tools, such as intrusion detection systems, intrusion prevention systems, network mapping software, and monitoring / logging systems
- ✓ Quantify and monitor the types, volumes, and costs of incidents
- ✓ Perform quality assurance (to ensure quality of work and delivery for provided products and services)
- ✓ Collect, analyze, and report incident management measures / metrics (to assess the efficiency and effectiveness of incident management activities)
- ✓ Examine the effectiveness of penetration testing and incident response tests, training, and exercises
- ✓ Identify network management improvement actions / recommendations based on assessments of the effectiveness of security management procedures

Benefits to Individuals

For system and network administrators and cybersecurity professionals, the Q/ISP program provides confidence that an individual knows what tasks need to be done to protect systems and networks, and that he/she has validated the hands-on cybersecurity skills needed to carry out those jobs and tasks.

Q/ISP Qualification/ Certification ensures that certified professionals are qualified and can keep their skills and knowledge current through periodic continuing education and recertification.



Q/ISP Certificate

Qualified/Information Security Professional



Security University is ACCET Accredited.







What do you do after CISSP®?

4 Classes, 1 Workshop, 3 Practicals
1 Qualified and Validated CyberWarrior
Q/ISP Certification Program

- Q/EH® Qualified/Ethical Hacker Certification
- Q/SA® Qualified/Security Analyst Penetration Tester Certification & Q/PTL® License Qualified/Penetration Tester License
- Q/FE® Qualified/Forensics Expert License Certification
- Q/ND® Qualified/Network Defender Certification

Veteran. Warrior. CYBERWARRIOR



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STATEMENT OF FAIRNESS AND NON-DISCRIMINATION

Adherence to Principles

In administering the Qualification/ Certification program SUT shall not discriminate or deny opportunity to anyone on the grounds of gender, age, religion, national or ethnic origin, marital status, veteran status, sexual orientation, or disability.

Security University Testing adheres to principles of fairness and due process and endorses the principles of equal opportunity.

General Policy Regarding Applicants and Application Evaluations.

All applications are evaluated without regard to the applicant's age, gender, race, ancestry, national origin, religion, creed, marital status, sexual orientation, or disability, in accordance with SUT Statement of Assurance.

Security University Statement of Assurance applies to all SUT Qualification/ Certification programs, including Q/ISP, Q/IAP, Q/SSE and Q/WAD and states that SUT will not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation, or gender identity.

SUT does not discriminate in violation of federal, state, or local laws or executive orders. SUT does not discriminate and SUT is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, or any other federal, state, or local laws or executive orders. For more information, see <http://www.securityuniversity.net/SUT/policies.php>

REGISTRATION

Overview

The registration steps for SUT Q/ISP Qualification/ Certification Challenge exam is as follows:

- 1) Submit a request to Challenge the Q/ISP exam or related Q/ISP exam (Q/EH, Q/SA, Q/FE, Q/ND) registration and fee at least 15 days prior to the desired testing date. (this means the student is confident they can pass the Q/ISP exam with a score of 85% or better)
- 2) Within 2 business days of receipt of Q/ISP Challenge Exam registration, SUT will send the individual an authorization to test e-mail confirming eligibility status and providing a link to the Testrac website where he/she can pre-register for the Q/ISP exam.
- 3) Register at the Testrac website and send email to SUT to schedule the exam.
- 4) Take the Q/ISP Challenge exam at a confirmed SUT Testrac Testing Center location.
- 5) Students leave the exam with a test score report indicating whether s/he passed the Q/ISP Challenge Exam. Passing the Q/ISP Qualification/ Certification exam means you have passed the theory portion of the Q/ISP Qualification/ Certification. This does not mean you have earned your Q/ISP Qualification/ Certification, but simply that you have passed a certifying exam that is part of the Q/ISP Process or the Q/ISP exam that is part of the Q/ISP Qualification/ Certification.

In order to earn your Q/ISP Qualification/ Certification Credential you must now send in 3 practicals - Q/PTL, Q/FE, and Q/ND before you will be considered for the Q/ISP Qualification/ Certification Designation.



APPLICATION AND FEES

Fee Schedule (Exam Application, Rescheduling, No-Show, Retesting, Renewal, replacement duplicate Certificates)

The exam fee registration and payment is online at [Register Me, Q/ISP Registration Fee \\$400.00](#)

The application form must be filled out online, a check can mailed prior to the exam.

Qualification/ Certification Fees

Effective January 26 2011, the Q/ISP Exam Fee is \$400, payable two weeks in advance of the exam date.

Q/ISP Qualification/ Certification exams are administered at approved SU Testing/Testrac locations throughout the world. For a current list of the test center locations, test administration times and availability, see <http://www.securityuniversity.net/SUT/testcenter.php>

Once you challenge the Q/ISP exam and earn a score of 85 or better, without completing the Q/PTL, Q/FE, Q/ND practical's, you have 180 days to complete all practical's.

\$250 exam + \$150 Q/PTL, Q/FE, Q/ND Practical reviews

All Q/ISP related exam fees Q/EH, Q/SA, Q/FE, Q/ND are \$125 individually.

Other fees:

Retest fee: \$50 - there is no wait period between the fail & retest date - we suggest you study in between.

No-show/late fee: Contact SUT (Flowers are accepted)

Renewal fee: \$50 A every renewal fee pays for someone to review your exam, so pay it! Renewal online at <http://www.securityuniversity.net/scheddate.php>

Examination Withdrawal: *With Partial Refund of Fee.* You want to withdraw? Tell us where to send the check, money will be returned less 10% (Administration Costs).

ON THE DAY OF THE EXAM

1. Show up early - Candidates should report to the exam center 30 minutes before the exam. And **bring your exam email receipt**.
2. Bring 2 (two) valid forms of ID, one of which MUST be a government-issued photo ID with signature (e.g. driver's license, passport). The first and last names on the photo ID must match EXACTLY as submitted on the application.
3. If you goofed and used the wrong name on your application, you must contact SUT 24 hours prior to the exam date, to change your exam NAME, not your exam date.
4. When taking a Q/ISP exam or Q/EH, Q/SA, Q/FE, Q/ND exam, you are required to do a digital signature and digital photo (including remote exams) taken online when checking in.

Test Admission Procedures

Candidates test information is recorded in English. For certain countries a candidate does not have their English name printed on his/her passport, the candidate must translate his/her name into English to match up to the required ID policies noted above.

Testing center staff will verify that the names on the two IDs presented by the candidate, match the exam application/eligibility documents.

Note

(1) Candidates will not be admitted to take the exam if any of the above requirements are not met.

(2) Anyone who arrives after the assigned testing appointment time will be considered a "no-show," and will be required to re-apply and pay a reinstatement fee in order to take the exam.

Test Center Rules

The exam proctor will keep the official time and ensure that the proper amount of time is provided for the exam. There is a countdown timer in the upper left of the screen that will display the amount of time left.

The candidate will be reminded when logging in to the testing center computer screen prior to taking the exam that he/she has agreed to the Code of Ethics and Professional Conduct.

<http://www.securityuniversity.net/SUT/ethics.php>

NOTE: Applicants and stakeholders should download the most up-to-date edition of the SUT Candidate Handbook that may include important policy and procedure updates by going to the SU website at

<http://www.securityuniversity.net/SUT/eligibility.php>

During the exam, candidates will have access to a sheet of paper provided by the testing center. Candidates will also have the capability to mark questions and return to them for review.

Candidates are not allowed to bring anything into the testing room.

Nothing is PERMITTED in the exam room or exam center.

Questions concerning the content of the exam will not be answered during the exam.

The Proctor may dismiss a candidate from the exam for any of the following reasons:

- ✓ If the candidate's admission to the exam is unauthorized
- ✓ If a candidate creates a disturbance or gives or receives help
- ✓ If a candidate attempts to take the exam for someone else
- ✓ If a candidate has in his/her possession any item during the exam

Restroom breaks are permitted but are included as a part of the 120 minutes for the exam. In other words, the timer does not stop, and all breaks are recorded by the proctor.

Dismissal

Any individual who is observed cheating in any manner while taking the exam will be subject to disciplinary and/or legal action. Sanctions could result in removal of any credential already held with SUT or denial to apply for any further SUT credential.

Inclement Weather

If any candidate is unable to arrive at a designated exam site because of inclement weather, terrorist acts, a natural disaster, or other unforeseen emergencies beyond control of the candidate as determined by SUT, the candidate will be allowed to take the next regularly scheduled examination without being charged a re-examination fee.

Examination Irregularities

Any problems, suspected instances of cheating, alleged inappropriate examination administration, environmental testing conditions severe enough to cause disruption of the process, or other irregularities related to test administration should be addressed to the onsite proctor or to staff. All such matters will be reported, investigated, and subject to further action based on procedures adopted by SUT.

Handling of Tests

SUT will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case when something causes the test not to be completed, candidates will be required to undergo retesting, without being charged a re-examination fee. Candidates will be responsible for their own travel-associated expenses for testing.

Candidates in violation of SUT testing policies are subject to forfeiture of exam fee, disciplinary and/or legal action with documented incident report to SU management.

Applicants become eligible to take the SUT Q/ISP Qualification/ Certification examination upon successfully documenting the following requirements:

- ✓ Registered for the Q/ISP Qualification/ Certification as a SU-Testing candidate or have passed the following exams with a 70% or better - Q/EH, Q/SA Q/PTL, Q/FE, QND AND complete the Q/PTL, Q/FE, Q/ND hands-on tactical Security Practical reports. (85% or better if you challenge the exam)
- ✓ Completed Registration Application
- ✓ Completed Verification of Experience Form
- ✓ Documentation of current cybersecurity skills experience and endorsement letter

- ✓ Pay exam fees

All the registration and application materials are available at the back of this Handbook in the section titled **Forms** and online at the website <http://www.securityuniversity.net/SUT/eligibility.php>

Italy 2009 Q/EH Qualified/ Ethical Hacker Class.



SPECIAL CIRCUMSTANCES AND FEES

Incomplete Applications

Incomplete applications will be returned to the applicant, along with all fees (less a \$10 processing fee) and documentation submitted.

Cancellation / Fee Refund

The eligibility application review fee is non-refundable. The examination fee is refundable (minus \$10 processing fee) if candidate notifies SUT of cancellation and refund request in writing three business days prior to the examination date. A candidate who does not request a refund and does not sit for the exam forfeits all exam fees.

Extreme Circumstances / No Fee Penalty

If a candidate has missed the examination due to emergency or hardship such as serious illness of either the candidate or an immediate family member; death in the immediate family; disabling traffic accident; court appearance or jury duty; or military duty, he or she will be permitted to reschedule the examinations at no additional charge.

CODE OF ETHICS AND PROFESSIONAL CONDUCT

All professionals who are certified by SUT recognize that such Qualification/ Certification is a privilege that must be both earned and maintained. In support of this principle, all SUT Certified professionals are required to commit to fully support the Code of Ethics and Professional Conduct (COEPC). Certified or registered professionals who intentionally or knowingly violate any provision of the COEPC will be subject to action by a peer review panel, which may result in the revocation of Qualification/ Certification.

SUT Code of Ethics and Professional Conduct is @ <http://www.securityuniversity.net/SUT/ethics.php>

In order to maintain their Qualification/ Certification, all qualified and registered professionals will be required to successfully comply with all rules and requirements for conduct in an ethical manner, as outlined in the Code of Professional Conduct below:

- ✓ I will conduct my business and/or professional activities with honesty and integrity.
- ✓ I will represent my Qualification/ Certifications and qualifications honestly and provide only those services for which I am qualified to perform.
- ✓ I will strive to maintain and improve my professional knowledge and competence through regular self-assessments and continuing education /hands-on training.
- ✓ I will act in a manner free of bias and discrimination against clients or customers.
- ✓ I will maintain the privacy of individuals and confidentiality of information obtained in the course of my duties unless disclosure is required by legal authority.
- ✓ I will follow all Qualification/ Certification policies, procedures, guidelines and requirements of SUT.

Code of Ethics

All qualified cybersecurity professionals who earn the Q/ISP Qualification/Certification recognize that such qualification is a privilege that must be earned, validated and maintained. In support of this principle, all SUT members are required to commit to fully support this Code of Ethics and Professional Conduct (the "Code"). SUT qualified credential holders who intentionally or knowingly violate any provision of the Code will be subject to action by a peer review panel, which may result in the revocation of qualification. A Certificate candidate is obligated to follow the ethics complaint procedure upon observing any action by a SUT qualification holder that breaches the Code. Failure to do so may be considered a breach of the Code.

Before SUT grants qualification / certification under any of its Q/ISP Qualification/ Certification programs, candidates must agree to the terms and conditions of the Q/ISP Qualification/ Certification Agreement before taking each exam. The candidate agreement is located on Q/ISP exam registration application and on each exam taken at the SUT Testrac (SUT registration) website.

There are 3 mandatory guidelines in the Code. By necessity, high-level guidance is not a substitute for the ethical judgment of the Qualified Cybersecurity Professional.

Guidance is provided for the Code and is intended to help IS, IA and Cybersecurity Professionals identify and resolve any ethical dilemmas they confront during the normal course of their Q/ISP Qualified/Information Security Profession (Cybersecurity) career.

Code of Ethics Preamble

To each other requires that we adhere, and be seen to adhere, to the highest ethical standards of behavior. Strict adherence to this Code is a condition of Qualification.

Code of Ethics Guideline

- ✓ Protect society, the commonwealth, and the infrastructure.
- ✓ Act honorably, justly, honestly, legally and responsibly.
- ✓ Provide diligent and competent service to principals.
- ✓ Advance and protect the profession.
- ✓ Compliance with the preamble and guidelines is mandatory. If conflicts arise they should be resolved and are not intended to create ethical binds.

Guideline 1: Act honorably, responsibly, and legally

- ✓ Tell the truth.
- ✓ Observe all contracts and agreements, express or implied.
- ✓ Treat all members fairly.
- ✓ Take care to be truthful, objective, cautious, and within your competence. Give prudent advice; avoid raising unnecessary alarm or giving unwarranted comfort.

Guideline 2: Provide diligent and qualified services

- ✓ Preserve the value of their systems, applications, and information.
- ✓ Respect their trust and the privileges that they grant you.
- ✓ Avoid conflicts of interest or the appearance thereof.
- ✓ Work on systems for which you are fully qualified and validated.

Guideline 3: Advance and Protect the Profession

- ✓ Sponsor for professional advancement those best qualified. All other things equal, prefer those who are qualified, validated and who adhere to these guidelines.
- ✓ Maintain your competence; keep your hands-on security skills and knowledge current. Give generously of your time and knowledge in training others.

THE EXAMINATIONS

Examination Formats

The SUT Q/ISP Qualification/ Certification program consists of 1 Q/ISP exam or 4 Q/ISP (Q/EH, Q/SA, Q/FE, Q/ND) related exams between 50- 250 question depending on the specific exam and computer-based multiple-choice examination with 3 hands-on practical reports where candidates certify, qualify and validate their tactical hands-on security skills after exams.

Language

The examinations are offered in English only at this time.

Americans with Disabilities Act

Special arrangements shall be provided to candidates with a disability (as defined by Title III of the Americans with Disabilities Act) who submit with their Qualification/ Certification application, a written explanation of their needs along with appropriate medical documentation. Forms for applications for accommodations are included under the **Forms** section later in this Handbook.



PREPARING FOR THE EXAMINATIONS

Computer-based Examination Content Outline

The Q/ISP Certification (Qualified/ Information Security Professional) computer-based examination conforms to a content outline based on the CNSS (Certified National Security Standard) for IS/ IA and Cyber Security Professionals. Below is the content outline:

Knowledge	% of Exam
Incorporates an understanding of the Q/ISP Certifications domains <ul style="list-style-type: none"> ✓ Q/EH Qualified/ Ethical Hacker Certification ✓ Q/SA Qualified/ Security Analyst Pen Tester Cert. ✓ Q/FE Qualified/ Forensic Expert Certification ✓ Q/ND Qualified/ Network Defender Certification 	25% 25% 25% 25%
Validate the Hands-on Practical of these 3 certifications. <ul style="list-style-type: none"> ✓ Q/PTL Qualified/ Penetration Tester License ✓ Q/FE Qualified/ Forensic Expert ✓ Q/ND Qualified/ Network Defender 	

Practical Examination Content Outline

The Q/ISP Qualified/ Information Security Professional Qualification/ Certification is awarded to qualified individuals who pass the Q/ISP exam (or Q/EH, Q/SA, Q/FE, Q/ND exams) and the hands-on Q/PTL, Q/FE Q/ND practical validate reports for Q/SA, Q/FE, Q/ND practical's listed. Candidates' tactical security skills are assessed from all 3 hands-on practical reports. Q/ISP Qualification/ Certification is awarded to ONLY those qualified individuals who pass a rigorous online exam on the Q/ISP Body of Knowledge, Qualify and "Validate" all tactical security skills listed to a prescribed qualified level of information security experience, and comply with a Code of Ethics and Professional Conduct.

<http://www.securityuniversity.net/SUT/ethics.php>

Authoritative References List

The Authoritative References List provides a concise yet detailed guide to IS/ IA Cyber professionals. It serves as a valuable tool to those preparing for SUT Qualification/ Certifications.

This list is intended for use as a study aid only. The SUT does not intend the list to imply endorsement of these specific references, nor are the test questions necessarily taken from these sources.

TCP/IP for Dummies

Linux for Dummies

Ethical Hacking for Dummies

RE Code with IDA Pro

Cyber Forensics

24 Deadly Sins of Software Security

Exploiting Software

Real Digital Forensics

CEH 8 Study Guide

Network Security Assessment – Chris McNab



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AFTER THE EXAMINATION

Notification of Results

Candidates who complete the online Qualification/ Certification exam are notified immediately before exiting the exam website if they have passed the Q/ISP Qualification/ Certification exam. Once the Qualification/ Certification candidate successfully passes the related Q/ISP Qualification/ Certification exams they have up 14 - 45 business days to complete the associated practical reports.



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Read and complete all or the questions. You will have 2 hours to complete this exam. If you want to review a question prior to exiting the exam please check the review box. BEFORE you FINISH your exam, contact the proctor to submit/ finish your exam with you.

After you click on "Finished reviewing, present score" a score report will be displayed, specifying the number of questions you answered correctly and a percent score. You may not re-enter the exam at this point. Please download your exam notification pdf and email yourself.

Randomization	
Random answers	No
Random questions	No
Scoring	
Scorable exam	Yes
Scoring Rule	Basic scoring
Required Score	70%
Recommended Score	70%
Rounding Rule	Round scores down
Exam score reporting	
Raw test scores	No
Raw objective scores	No
Formatted test scores	Yes
Formatted objective scores	Yes
Present objective scores	Yes
Feedback	
Present Feedback	Yes
Positive Feedback	Congratulations, You Passed the QSA Qualified Security Analyst exam!
Negative Feedback	We are sorry; you did not pass the QSA Qualified Security Analyst exam. Please reschedule your exam as soon as possible.

Results – Passing

Candidates who successfully complete the Q/ISP or Q/EH, Q/SA, Q/FE, Q/ND related examinations and whose credentials and application entitle them to Qualification/ Certification will be provided a letter and are granted a SUT Q/ISP Qualified/ Information Security Professional Qualification/ Certification, a sample of which is displayed below.

The Qualification/ Certification remains the property of SUT, LLC, which may withdraw, cancel, revoke or otherwise annul the Qualification/ Certification for cause.

Results – Failing

Candidates who did not successfully complete the examination will be notified by letter and given a diagnostic report on the reason for their failing, a sample of which is displayed below.

Q/ISP Qualification/ Certification

August 23, 2009Q/EH

Score Report

Candidate Name: Andrew McGee

Score Required to Pass: 70

Your Score: 68

Results: FAIL

Retesting: Candidate Fails

In the event that a candidate fails his/her first attempt to pass the Qualification/ Certification test, SUT does not require a waiting period.

Candidates unsuccessful on the Qualification/ Certification exam are permitted to retest for an administration fee of \$50. An individual who wants to retest can send an email to SUT requesting a “Retest Qualification/ Certification attempt.” Once purchased, retakes are fully refundable (less \$10 admin fee) but non-transferable.

Retesting: Candidate Passes

When a candidate passes any SUT Q/ISP Qualification/ Certification test, the candidate is prohibited from retaking the same Qualification/ Certification test.

Appeals Policy

Candidates may appeal the results of eligibility determination or the examinations within 30 days of the date of the results. The appeals process and an application for submitting an appeal can be found at <http://www.securityuniversity.net/SUT/appeals.php>

GRIEVANCE, COMPLAINTS, ETHICS REPORTING PROCEDURE

Grievances, complaints and ethics violations are a serious matter. SUT has an established process for answering candidate questions and addressing issues and complaints. If a student has contacted SUT previously and have not received a satisfactory response to the exam issue, he/she may submit a grievance email form to escalate the matter.

To report a Code of Ethics violation, please see the Code of Ethics and Professional Conduct violation form available from <http://www.securityuniversity.net/SUT/report.php>

For all other matters, please submit an email to report@su-testing.com.

After submitting a SUT Ethics Report Form

- ✓ The individual will receive a confirmation email, which he/she shall retain a copy of the email for the record.
- ✓ SUT will contact the person within two (2) working days confirming that the ethics report has been received and is under review or to request further information.
- ✓ SUT will notify the individual by email within fourteen (14) working days of receipt of the grievance with his/her findings.
- ✓ If the individual and SUT cannot reach a resolution, s/he may file an appeal by electronic mail within five (5) working days of receiving the findings requesting that the issue be sent to a secondary reviewer.
- ✓ SUT will initiate a secondary review and will be notified of the outcome within five (5) working days.
- ✓ The request for the appeal must be made by email within five (5) working days of receiving the findings of the secondary review.
- ✓ Failure to file an appeal will indicate consent and waiver of all objections to the findings.

CERTIFICANTS

Following is a synopsis of information needed by individuals who become qualified/ certified.

1. QUALIFICATION/ CERTIFICATION

(a) Qualification/ Certification Requirements.

In order to obtain and maintain Qualification/ Certification, an individual must:

(i) Follow the application process and pay the requisite fee for the relevant Program as described

<https://www.securityuniversity.net/reg.php> and

(ii) Meet all requirements of the Q/ISP Program including, but not limited to, pre- requisites, practical requirements, testing, continuing education, professional conduct policies, and recertification requirements, set forth on SUT's website @ <http://www.securityuniversity.net/SUT/renewals.php>

SUT reserves the right to change the Program and/or the Program's requirements at any time without cause and without notice. SUT also reserves the right to discontinue any Program for any reason at any time; and

(iii) Agree in writing to abide by the SUT's Code of Ethics Professional Conduct ("COEPC"), a copy of is set forth on the SUT website at <http://www.securityuniversity.net/SUT/ethics.php> and

(iv) Abide by the quality guidelines for the relevant Program as set forth on the SUT website at <http://www.securityuniversity.net/SUT/candidate.php> and

(vi) Execute or electronically accept the terms of this Qualification/ Certification Agreement and any new versions or updates to such Qualification/ Certification Agreement at such times as SUT may request.

(b) Issuance of the Q/ISP Qualification/ Certification.

Once an applicant has met all of the criteria for the Q/ISP Qualification/ Certification Program or related Q/ISP Programs, including the acceptance of this Agreement, SUT will issue a Certificate or Certificates to the qualified applicant evidencing that s/he has earned their Q/ISP or related specific Q/ISP Program(s).

(c) Expiration of Qualification/ Certification/Renewal Requirements.

Qualification/ Certifications for most Q/ISP Programs expire four (4) years after issuance and must be renewed in accordance with the renewal criteria for the relevant Program as set forth on the SUT website at <http://www.securityuniversity.net/SUT/certifications.php>. Notwithstanding anything in this Agreement to the contrary, SUT has the right to refrain from granting or renewing Q/ISP Qualification/ Certification if SUT believes that a person's Qualification/ Certification or use of the Marks will adversely affect SUT Q/ISP Program.

More detailed information will be provided with the pass letter.



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(double click to open)

2. SUSPENSION OF QUALIFICATION/ CERTIFICATION

(a) Causes for Suspension.

SUT may suspend one or more of the Q/ISP Qualification/ Certifications, upon written notice, and is effective as of the date specified in such notice, if: (i) SUT determines, in its sole discretion, AQ/ISP Certificant has failed to follow the policies, procedures, and methods as specified by the Program; or (ii) The certificant is delinquent in the payment of any fees due to the SUT; or (iii) is in breach of any of the terms of this COEPC Agreement and fails to cure such breach within fifteen (15) days after written notice from the SUT.

(b) Effect of Suspension.

Upon the effective date of suspension, the certificant's rights to use SUT's Qualification/ Certification under the relevant Program shall be suspended and prohibited from using the Qualification/ Certification until suspension is lifted by SUT.

(c) Remediation.

If one or more of Qualification/ Certifications is suspended: (i) Within fifteen (15) days of SUT's notice of suspension, SUT will recommend remedial actions that he/she must take for SUT to consider lifting the suspension; and (ii) promptly after receipt will begin such remedial actions specified within the designated time frame. (iii) If SUT, in its sole discretion, is satisfied with the remedial actions taken, SUT may lift the suspension of the Q/ISP Qualification/ Certification by written notice.

3. REVOCATION OF QUALIFICATION/ CERTIFICATION

The SUT Qualification/ Certification Program may revoke an individual's Qualification/ Certification under one or more of the following circumstances:

- ✓ The Qualification/ Certification was granted contrary to the rules and regulations of SUT
- ✓ The Qualification/ Certification was granted to a person who was not eligible to apply for Qualification/ Certification
- ✓ The certificant has failed to abide by all rules, regulations, and standards covering the Qualification/ Certification programs promulgated by SUT
- ✓ The certificant no longer meets the qualifications established by SUT
- ✓ The certificant has been disciplined, reprimanded, or suspended from practice

Prior to the revocation of a Qualification/ Certification, the SUT Qualification/ Certification Program Officer shall advise the certificant of the proposed action, the reasons therefore, and the certificant's right to file a written response. Such notice will be provided in writing by email (with return receipt requested). The certificant's written response must be received by SUT within thirty(30) days after the date of the notice. At the end of the thirty-day response period, the Q/ISP Qualification/ Certification Advisory Board shall meet to consider the grounds for revocation, the certificant's response (if any), and any additional information available, and will decide whether or not to revoke the Qualification/ Certification. The certificant will be

advised in writing of the decision. If SUT revokes a certificant's Qualification/ Certification, the individual must immediately surrender to SUT the original copy of the official Qualification/ Certification certificate and all copies thereof. Furthermore, the individual must immediately cease to use any logos or marks as detailed in the Qualification/ Certification agreement.

4. REVIEW AND APPEALS PROCESS

In the event a Q/ISP Qualification/ Certification is suspended or revoked, s/he may be permitted to appeal such suspension or revocation. In such event, s/he must follow the review and appeal procedures applicable to the relevant Program as set forth on <http://www.securityuniversity.net/SUT/appeals.php>

An appeal is a formal request for reconsideration of an adverse decision made by a SUT or its representatives related to an individual's achievement of a Qualification/ Certification.

Specific responsibilities include:

- ✓ Arranging for the acknowledgement of appeals
- ✓ Assuring disclosure and recusal of individuals from appeal consideration when partiality or conflict of interest is apparent or perceived
- ✓ Giving due consideration to appeals
- ✓ Arranging for notification of the results of appeals hearings
- ✓ Maintaining statistics on appeals and the results

APPROPRIATE USE OF QUALIFICATION/ CERTIFICATION

An individual who has been granted a SUT Qualification/ Certification (ie., Q/ISP Qualified/ Information Security Professional Certification) may list the Qualification/ Certification on stationary, websites, business cards, and other promotional materials as:

First name and Last name, Q/ISP Qualified/ Information Security Professional Certification
Q/EH Qualified/ Ethical Hacker Certification
Q/SA Qualified/ Security Analyst Certification and Penetration Tester Certification
Q/PTL Qualified/ Penetration Tester License
Q/FE Qualified/ Forensic Expert Certification
Q/ND Qualified/ Network Defender Certification

e.g. John Smith, Q/ISP, Q/EH, Q/SA, Q/PTL, Q/FE, Q/ND

Should the Qualification/ Certification be suspended or withdrawn for any reason, the individual must immediately cease the use of the title "Qualified/Information Security Professional, Q/ISP Certification" and acronym designation on stationary, websites business cards, and any and all promotional materials.

Ongoing Requirements

To maintain current SUT Q/ISP Qualified/ Information Security Professional Certification, the Certificant must annually:

Demonstrate 30 Continuing Professional Educational Units (CPEs) (120 per 3 years)

Annual fee of \$50 fee online, and submit evidence of 120 CPEs.

Reinstatement fee \$50 - if you make a mistake and don't do your CPE' on your Q/ISP birthday - you can pay a \$50 reinstatement fee within 1 yr of your Q/ISP Birthday.

We reach out to students annually looking for feedback on our procedures and processes.

Effective January 1 2011 SUT requires an email of activity if you did not enroll in SU classes to ensure continuous cybersecurity education.

RECERTIFICATION

The Q/ISP credential is valid for a period of four (4) years from the award date; at the end of that time, Qualification/ Certification holders must apply to be recertified by:

- ✓ Submitting a recertification application and Doc15 activity log,
- ✓ Paying the renewal [application fee](#),
- ✓ Ensuring they are up to date on their current industry standards

Recertification is a mechanism for ensuring that Q/ISP Qualified Professionals have maintained or increased their knowledge and skills during the 4 year Qualification/ Certification period and that they are up to date on current industry standards.

Continuing Professional Educational Units (CPEs) is a measurement to quantify and validate IS/IA Cybersecurity learning and development activities. One (1) CPE Unit is earned for every one (1) hour spent in a planned structured experience or activity within the limits set by SUT for each category of professional activity.

SUT requires certified professionals to obtain 30 CPEs in the interval between Qualification/ Certification award and recertification to ensure that certificants maintain their hands-on tactical skills and are aware of emerging technologies and processes associated with cyber threat landscape.

Q/ISP professionals are encouraged to select CPE Unit activities that will challenge and expand and complement their cyber security knowledge and skills. The SUT Qualification/ Certification Program does not pre-approve CPE Units before they are earned and documented.

Expiration of Qualification/ Certification/Renewal Requirements.

Qualification/ Certifications for most Q/ISP Programs expire four (4) years after issuance and must be renewed in accordance with the renewal criteria for the relevant Program as set forth on SUT's website at <http://www.securityuniversity.net/SUT/renewals.php>

Notwithstanding anything in this Agreement to the contrary, SUT has the right to refrain from granting or renewing Q/ISP Qualification/ Certification if SUT believes that a person's Qualification/ Certification or use of the Marks will adversely affect SUT Q/ISP Program.

QUALIFICATION/ CERTIFICATION PERFORMANCE EDUCATION UNIT CPE'S

Amendment to the existing SUT Q/CPE Effective 1st January 2013

SUT introduced the Qualification/ certification and recertification process in 2006. Since then students attending SU participate in the CPE Certification Performance Education (CPE's) by completing 30 hours of recorded activities per year, 120 credits every 3 years. These credits can be the same credits as Approved CompTIA, SANS, ISC2, ISACA and EC-Council credits. (SU adheres to the principles of fair ethics and does not discriminate for any reason). Those who have earned their Q/ISP do not need to provide any continuing education until after you 5 Q/ISP Birthday. But you still have to pay your annual fees.

SUT emails students after class and annually for evaluations and feedback on SUT procedures and processes. Effective January 1, 2013 SUT requires an email of activity if not enrolled in SU classes to ensure continuous cybersecurity education.

The revised listing on the SUT @ <http://www.securityuniversity.net/SUT/renewals.php>

Q/ISP professionals are responsible for ensuring that professional activities meet the renewal criteria. Activities that qualify for CPE Unit as described below.

Professional activities - You can send us what you did for CISSP or GIAC or EC-COUNCIL (max 40 CPEs per yr) and for every one (1) hour of professional activity in IS/ IA or Cyber, you can earn one (1) hour of CPE unit credit as approved by SUT.

Professional activities include the following:

- ✓ Participation in a network event or incident tasks for at least 25% of full-time work activities.
- ✓ Completion of in-house seminars, training, or educational classes.
- ✓ Attendance at approved association or society meetings.
- ✓ Continuing education (maximum of 25 CPEs per renewal cycle)

CPEs are awarded for formal academic or professional education where information security is the primary topic of instruction, according to the following scheme.

- ✓ Completion of one (1) semester hour earns 15 CPEs.
- ✓ Completion of one (1) academic quarter hour earns 10 CPEs
- ✓ Completion of one (1) approved SANS, SU, ISC², ISACA, RSA, etc class 1hr = 1 CPE (sign in sheets must be submitted).
- ✓ Teaching, presentations, and development (maximum of 20 CPEs per renewal cycle).
- ✓ One (1) hr of teaching courseware that is directly related to computer security = (1) CPE;
- ✓ Teaching credit is awarded for courses taught the first time during the renewal cycle.
- ✓ One (1) hr of participation in the development of course curricula earns one (1) CPE.
- ✓ One (1) hr of speaking or presenting at a conference, seminar, or society meeting = (1) CPE Authoring activities (maximum of 40 CPEs per renewal cycle)

- ✓ SUT---approved journal or magazine earns 10 CPEs per activity.
- ✓ Authoring or co-authoring a book or textbook that pertains to information assurance or security that is published within the renewal cycle earns 20 CPEs per activity .
- ✓ Authoring or co-authoring, or acting as contributing editor to an online newsletter that pertains to computer security earns 10 CPEs per activity.

Q/ISP professionals who author or co-author publications should send to Published@SU-Testing.com



RECORD KEEPING AND DOCUMENTATION

Q/ISP professionals are responsible for maintaining their own personal Document15 Student Renewal Activity Qualification Certification Log. This list should have CPE activities with participation certificates to identify the submitted activity for professional ed.

The renewal log, supporting documentation, should be submitted @ renewal@SU-testing.com no less than thirty (30) days prior to your Q/ISP Birthday. SUT may request additional clarification of data to check the renewal log and listed activities.

Rejected Renewal Activity Log Entries

SUT will review submitted Renewal Activity Logs to assess whether or not the renewal criteria have been met. If you did not meet the low CPE threshold we will contact you via email to discuss any discrepancies or adjustments in the number of earned CPEs and/or will be asked to delete any entries that do not meet the renewal criteria. If a Renewal Activity Log is rejected, you will have sixty (60) days to provide additional supporting documentation, to obtain additional CPEs, or to correct any discrepancies in the Renewal Activity Log.

SUT Audit of the Q/ISP Qualification/ Certification Renewal Program

The SUT Qualification/ Certification Program Officer will audit a random number of submitted logs each year. This helps to ensure that the quality of activities submitted continue to meet CPE Qualification/ Certification program requirements. Q/ISP professionals who are selected for an audit will be notified by email and will be asked to supply additional information or supporting documentation as it relates to their individual Renewal Activity Log.

SUCCESSFULLY COMPLETING THE QUALIFICATION/ CERTIFICATION EXAMINATION

Confidentiality and Intellectual Ownership

(a) Confidentiality.

A certificant agrees to retain in confidence all information and about the exam. This information includes, but is not limited to, Qualification/ Certification materials and exam questions. They must agree that the contents of all Qualification/ Certification exams are confidential and that the disclosure of any such information would compromise the integrity of the Program and of Qualification/ Certifications and, therefore, any such disclosure may result in the revocation of Qualification/ Certification or Qualification/ Certifications, in addition to all other legal and equitable actions available to the SUT. Obligations of confidentiality hereunder shall survive the expiration or termination of this Agreement.

(b) Intellectual Property Ownership.

SUT retains all rights, title and interest in and to all Programs and related information, content, data, exams, materials, and all copyrights, patent rights, trademark rights and other proprietary rights therein.

(c) Use of Marks.

Subject to the terms and conditions of this Agreement, the SUT grants to individuals a non---exclusive and non---transferable license to use the Marks relating to the Program Qualification/ Certification(s) that they have earned in accordance with the guidelines set forth on <http://www.securityuniversity.net/SUT/trademark.php>. An individual may not use any such Marks until SUT has notified that person in writing that he/she has achieved Qualification/ Certification.

QUALIFICATION/ CERTIFICATION STATUS FOR THE PARTICULAR PROGRAM OR PROGRAMS

Those persons who have been granted permission to use the Qualification/ Certification mark and logo shall do so pursuant to the rules and guidelines established by SUT. Persons granted permission to use the Qualification/ Certification mark and logo must familiarize themselves with the established rules and guidelines for use and must execute approved agreements setting forth such rules and guidelines for use.

The SUT marks and logo may not be revised or altered in any way. They must be displayed in the same form as produced by SUT and cannot be reproduced unless such reproduction is identical to the mark provided by SUT.

The mark or logo may be used only on business cards, stationary, letterhead and similar documents on which the name of the individual certified is prominently displayed.

The mark or logo may not be used in any manner that could bring SUT into disrepute or in any way considered misleading or unauthorized. The mark or logo may not be used in any manner that would tend to imply a connection between any business and the Qualification/ Certification that, in fact, may not exist. This includes any use of the mark or logo that the public might construe as an endorsement, approval or sponsorship by SUT of a certificate holder's business or any product or service thereof.

LIMITATION OF LIABILITY/INDEMNIFICATION

(a) Liability

Any and all information, materials, services, intellectual property and other property and rights granted and/or provided by SUT to are granted and/or provided on an “as is” basis.

SUT makes no warranties of any kind, either express or implied, as to any matter, and all such warranties, including warranties of merchant ability and fitness for a particular purpose, are expressly disclaimed.

Without limiting the generality of the foregoing, SUT does not make any warranty of any kind relating to exclusivity, informational content, error—free operation, results to be obtained from use, freedom from patent, and copyright infringement and/or freedom from theft of trade secrets.

Certificants are prohibited from making any express or implied warranty to any third party on behalf of SUT relating to any SUT programs, materials, or products.

SUT shall not be liable to a Certificant or any third party of any reason whatsoever arising out of or relating to this agreement (including any breach of this agreement) for any damages whatsoever, including but not limited to loss of profits or for incidental, indirect, special or consequential damages, even if SUT has been advised of the possibility of such damages or has or gains knowledge of the existence of such damages.

(b) Indemnification.

Certificants agree to defend, indemnify and hold harmless SUT and its trustees, officers, employees, attorneys and agents from and against any and all liability, damage, loss or expense (including reasonable attorney’s fees and expenses) incurred by or imposed upon any of SUT and/or its trustees, officers, employees, attorneys and agents in connection with any claim, suit, action or demand arising out of or relating to any exercise of any right or license granted or provided under this Agreement or and Qualification/ Certification Program under any theory of liability (including without limitation, actions in the form of tort, warranty, or strict liability, or violation of any law, and regardless of whether such action has any factual basis).

ASSIGNMENTS:

An individual may not assign any rights, licenses or obligations received under this Agreement. Any attempted assignment in violation of this Agreement shall be null and void and without effect.

MISCELLANEOUS

(a) Waiver and Modification.

A Certificant may waive any right to challenge the validity and enforceability of this Agreement on the grounds that it was transmitted and entered into electronically. A Certificant agrees that entering into the Agreement electronically is equivalent to signing the Agreement. Failure by either of us to enforce any provision of this Agreement will not be deemed a waiver of future enforcement of that or any other provision. Any waiver, amendment or other modification of any provision of this Agreement will be effective only if in writing and signed by both you and SUT.

(b) Severability.

If a court of competent jurisdiction finds any provision of this Agreement to be unenforceable, that provision of the Agreement will be enforced to the maximum extent permissible so as to affect the intent of the provision, and the remainder of this Agreement will continue in full force and effect.

(c) Governing Law.

This Agreement shall be governed by the laws of the Commonwealth of Virginia, the County of Fairfax regard to its conflicts of laws provisions.

(d) Disputes.

To dispute any decision of the SUT regarding revocation or suspension of Qualification/ Certification, the certificant must exhaust the review and appeals procedures for the relevant Q/ISP Program. Thereafter, all claims and/or controversies of every kind and nature arising out of or relating to this Agreement shall be settled (1) at SUT's election, by binding arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules and, in such case (a) the arbitration proceedings shall be conducted before a panel of three arbitrators, with each party selecting one disinterested arbitrator from a list submitted by the AAA and the two disinterested arbitrators selecting a third arbitrator from the list, (b) each party shall bear its own costs of arbitration, (c) all arbitration hearings shall be conducted in Commonwealth of Virginia, the County of Fairfax, and (d) the provisions hereof shall be a complete defense to any suit, action or proceeding instituted in any Federal, state or local court or before any administrative tribunal with respect to any claim or controversy arising out of or relating to this Agreement provided that either party may seek injunctive relief in a court of law or equity to assert, protect or enforce its rights in any intellectual property and/or proprietary or confidential information as described in this Agreement, or (2) in the event that SUT does not elect binding arbitration as permitted in point (1) above, exclusively in the United States District Court for Commonwealth of Virginia, the County of Fairfax or, if such Court does not have jurisdiction, in any court of general jurisdiction in Delaware and each party consents to the exclusive jurisdiction of any such courts and waives any objection which such party may have to the laying of venue in any such courts.

(e) Notices.

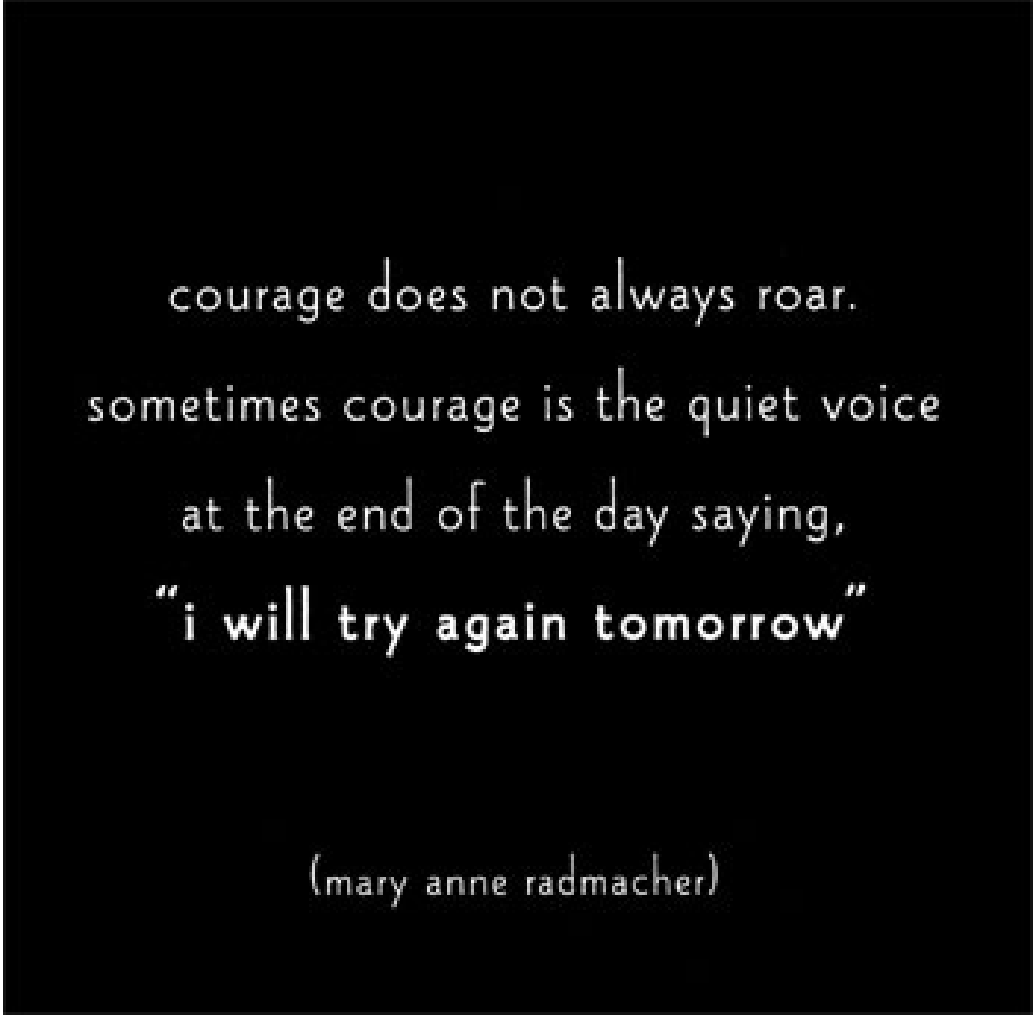
It is an individual's responsibility to maintain a current address with SUT. All notices, required to be given to a person under this Agreement, will be delivered to the last address provided to the SUT.

(f) Entire Agreement.

This Agreement is the complete agreement regarding the Qualification/ Certification(s) obtained and replaces any prior oral or written communications between SUT and the certificant.

FORMS

Forms referred to in previous sections of the handbook are listed in this Section



courage does not always roar.
sometimes courage is the quiet voice
at the end of the day saying,
"i will try again tomorrow"

(mary anne radmacher)

Security University Testing

Q/ISP Qualification/ Certification Application

Q/ISP Qualification/ Certification Application

This application is for the Q/ISP Qualification/ Certification Program.

To be eligible for the Q/ISP Qualification/ Certification Program exams, you must submit an registration online at least 10 calendar days prior to the desired exam date. Written registrations may be mailed to:

Registrar/ Security University Testing LLC
510 Spring Street Suite 130
Herndon VA 20170

Scanned applications may also be submitted via email to: Registrar@SU-testing.com with the words: *Application* in the subject line of the email. The application may also be filled out online at <https://www.securityuniversity.net/reg.php>

Contact Information

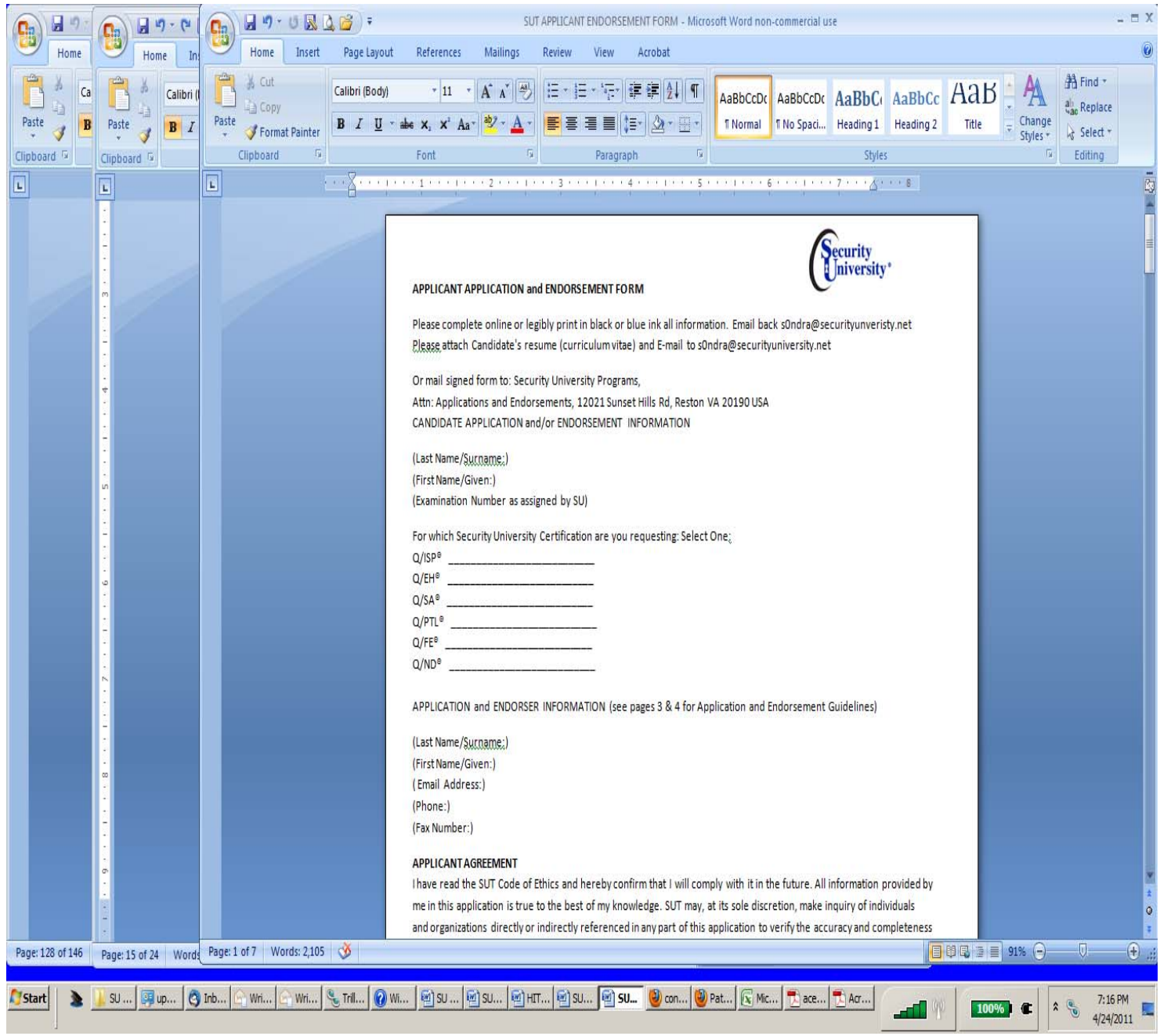
Please complete the following Q/ISP exam information at SU website.

Applicant Name: _____

Applicant Address: _____

Applicant Email address: _____

Phone number: _____



Page 2. Eligibility Requirements

General Policy Regarding Applicants and Application Evaluations All applications are evaluated without regard to the applicant's age, gender, race, ancestry, national origin, religion, creed, marital status, sexual orientation, or disability, in accordance with SUT Statement of Assurance. This Statement of Assurance applies to all SUT Qualification/ Certifications, including Q/ISP, Q/IAP, Q/SSE, Q/WAD and states that SUT may not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation, or gender identity. SUT does not discriminate in violation of federal, state, or local laws or executive orders. SUT does not discriminate and SUT is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, or any other federal, state, or local laws or executive orders. For more information, see <http://www.securityuniversity.net/SUT/eligibility.php>.

To demonstrate eligibility, candidates must submit a registration documenting compliance with the following formal education, work experience, and professional conduct requirements:

- EDUCATION REQUIREMENT
- WORK EXPERIENCE REQUIREMENT
- Agreement in writing to adhere to the SUT Code of Ethics and Professional Conduct and affirming no history of felony convictions related to the practice of IS/ IA FIELD
- Payment of the 50\$ renewal application fee.
- OTHER REQUIREMENTS, AS APPLICABLE

To demonstrate eligibility, candidates must submit an application documenting compliance with the following formal education, work experience, and professional conduct requirements:

Professional experience includes:

Work requiring special education or intellectual attainment, usually including a liberal education or a college degree but not necessary for the Q/ISP Certification.

Work requiring habitual memory of a body of knowledge shared with others doing similar work.

Management /Supervision of the work of others while working with a minimum of supervision one's self.

Work requiring the exercise of judgment, management decision making, and discretion.

Requires the exercise of ethical judgment.

Creative writing and oral communication.

Teaching, instructing, training, and mentoring of others.

Research and development.

The specification and selection of controls and mechanisms (rather than the mere operation of those controls)(e.g., identification and authentication technology), but not when the basis is that of established standards or procedures

Documentation of Eligibility: Current Qualification/ Certification

Indicate if applicant has completed related Q/ISP Qualification/ Certifications exams. Provide dates of Q/ISP exam.

[Q/EH Qualified/ Ethical Hacker Certification](#) Date issued _____

[Q/SA Qualified/ Security Analyst Pen Tester Cert.](#) Date issued _____

[Q/FE Qualified/ Forensic Expert Certification](#) Date issued _____

[Q/ND Qualified/ Network Defender Certification](#) Date issued _____

Documentation of Eligibility: Practical Reports

Include with the application the completed Q/ISP Validation Competition Reports

[Q/SA Qualified/ Security Analyst Pen Tester Certification](#) Date issued _____

[Q/FE Qualified/ Forensic Expert Certification](#) Date issued _____

[Q/ND Qualified/ Network Defender Certification](#) Date issued _____

Candidate Registration Statement

All applicants must sign the following Candidate Registration Statement and agree to all policies, procedures, and terms and conditions of Qualification/ Certification in order to be eligible for the Qualification/ Certification. The statement follows.

APPLICANT AGREEMENT

I have read the SUT Code of Ethics Professional Conduct and hereby confirm that I will comply with it in the future. All information provided by me in this registration is true to the best of my knowledge. SUT may, at its sole discretion, make inquiry of individuals and organizations directly or indirectly referenced in any part of this registration to verify the accuracy and completeness of the information I have provided. I further agree to cooperate in any such investigation by SUT regarding the information I have provided, including my criminal history. I understand that providing any information that is fraudulent or failing to completely or accurately disclose facts known to me, or my failure to cooperate in any inquiry by SUT into the information I have provided, will result in the refusal of SUT to issue the credential to me, and being forever barred from ever holding the credential.

Any action arising out of the registration, the examination, or the Qualification/ Certification must be brought to Arbitration in the Commonwealth of Virginia, the County of Fairfax, USA and shall be governed by the laws of the Commonwealth of Virginia.

I HAVE READ AND UNDERSTAND THESE STATEMENTS AND INTEND TO BE LEGALLY BOUND BY THEM.

Signature: _____ Date: _____

Security University Testing

Candidate Confidentiality Agreement

Candidate Confidentiality Agreement

To ensure the integrity of the Q/ISP Qualification/ Certifications all candidates must sign the Candidate Confidentiality Agreement that follows:

I understand, acknowledge and agree:

- That the questions and answers of the exam are the exclusive and confidential property of SUT and are protected by SUT 's intellectual property rights;
- That I will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person, without prior written approval of SUT ;
- That I will not remove from the examination room any exam materials of any kind provided to you or any other material related to the exam, including, without limitation, any notes or calculations;
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- That I will not sell, license, distribute, give away, or obtain from any other source other than SUT the exam materials, questions or answers.
- I agree that my obligations under this Agreement shall continue in effect after the examination and, if applicable, after termination of my Qualification/ Certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

Signature: _____ Date: _____

Security University Testing

Payment of Application Fee

The Q/ISP application fee is \$250 with a \$150 Practical review fee. This professional has not taken any Q/ISP exams. In order to achieve your Q/ISP Qualification/ Certification, you have to pass the Q/ISP exam, and complete the Q/PTL, Q/FE and Q/ND hands-on performance based practical's.

Indicate your payment information:

- I have enclosed a \$400 check made payable to SUT for the application and examination fees.
- I wish to pay the \$400 fee by credit card. Go online to Security University.edu Q/ISP registration.

Indicate type of credit card you wish to use for payment:

- Visa MasterCard Discover American Express

Or by calling with the following Credit Card information:

Credit Card Number: _____

Credit Card Expiration Date: _____

Zip Code of Billing Address: _____

Name (as it appears on your credit card): _____

Signature _____

The screenshot shows the 'Security University - Class Registration' web form. The browser address bar shows 'https://www.securityuniversity.net/reg.php'. The form is divided into several sections:

- Class Selection:** A dropdown menu for 'Select A Class or Class Package' and a 'Select Location & Date:' dropdown.
- Personal Information:** Fields for Salutation (Mr., Ms., Mrs., Dr.), First Name, Last Name, Job Title, Company, Address 1, Address 2, City, State (dropdown), Non-US Province/Region, Postal Code, Country, Phone, Cell Phone, Fax, and Email Address.
- Qualifications:** A section titled 'Please enter your Qualification # OR Membership # OR Certification info:' with radio buttons for 'None' and input fields for QISP, QIAP, QISE, CISP, CISM, and GIAC.
- Class List:** A table of available classes with their respective fees.

Date	Class Name	Fee
1/1-31	CISSP® Prep /The Official SU CISSP® Prep Class	\$ 2,600
	Reston VA with Exam fee \$599 exam	
3/1-30	Q/EH Qualified Ethical Hacker Exam retest fee	\$ 50
	Reston VA	
4/11-15	Certified ISO 27001 Lead Implementor Course	\$ 2,995
	Reston VA	
4/11-15	CISSP® Prep /The Official SU CISSP® Prep Class	\$ 1,995
	Reston VA Exam April 15, 2011	
5/2-6	Q/EB Qualified Ethical Hacker Class	\$ 2,995
	Reston VA	
5/2-6	Q/FE® Qualified Forensic Expert	\$ 2,995
	Reston VA	
5/2-6	Qualifed CanVA Certification and Accreditation 4011, 4015, 4016A Approved!	\$ 2,995
	Reston VA	
5/9-13	Certified ISO 27001 Lead Auditor Course	\$ 2,995
	Reston VA	

Security University Testing

Certified Q/ISP Verification of Experience Form

This form is to be completed by an individual, such as an employer, supervisor, or human resources personnel who can verify that the applicant has the work experience required for the Q/IPS Qualification/ Certification designation.

Please complete the following information.

Name of Applicant: _____

Name of Person Verifying Experience: _____

Relationship to Applicant: _____

Verifier's Email address: _____

Verifier's Phone number: _____

Q/ISP Definition

Earning your Q/ISP Qualification/ Certification designation makes a statement about your commitment to Information Security. You'll be recognized as an individual who is qualified to implement information security, who is knowledgeable, serious, and is a dedicated professional - a part of the globally recognized Q/ISP Qualified/ Information Security Professional family.

This certificate is obtained through Security University Testing for the purpose of recognizing qualified individuals who have distinguished themselves as knowledgeable and proficient information security practitioner skilled in hands-on tactical security. The Q/ISP certificate also provides THE only means of identifying and certifying qualified persons who subscribe to a rigorous requirement for maintaining their knowledge and proficiency in the information security profession with validated security skills and practical experience.

Q/ISP Qualification/ Certification is awarded to those qualified individuals who achieve a prescribed qualified level of hands-on information security experience, comply with the Q/ISP professional code of ethics, and pass 4 rigorous exams on the Q/ISP Body of Knowledge. In order to maintain currency in the field, each Q/ISP must participate in no less than 30 CPE's annually or must acquire 120 CPE continuing professional education credits every three years.

Verification Statement: (must document CPE events, provider, hours claimed)

I verify that _____ (the applicant) have taken at least 30 CPE's in the past twelve months.

Signe Signed _____ Q/ISP Certificate ID: _____

Security University Testing

Change of Address

Change of Address Form

If your address changes during the course of your application to become a Qualified Information Security Professional, submit a change of address as soon as possible to ensure our database is accurate and you receive important communications about your application or examinations. Written notifications may be mailed to:

Change of Address

Registrar /Security University Testing

510 Spring Street. Suite 130 Herndon VA, 20170

Change of address notification may also be submitted via email to: qisp@securityuniversity.net with the words: *Change of Address* in the subject line of the email, and the information below in the email.

Change of Address Notice

Name of Applicant: _____

New address: _____

Email address: (if available): _____

Telephone number(s) (if available): _____

Effective Date: _____

Signature: _____

Security University Testing

ADA Accommodation Request

Special Accommodation Request Form

Candidates with disabilities covered by the Americans with Disabilities Act (or other country equivalent) must complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs Form in order for their accommodations request to be processed

Applicant Information

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Special Testing Accommodations

Exam Date and Location (test center) for which you are requesting accommodation:

Address: _____

City: _____ State: _____

I would like to request the following testing accommodation(s):

- Extended testing time (time and a half)
- Reader
- Separate testing area
- Special seating, please describe: _____
- Wheelchair accessible testing site
- Other special accommodations (please specify):

Applicant Signature: _____

Please note that Testrac, SUT's test delivery partner, cannot comply with special accommodation requests made by candidates who take the exam outside of the United States, or where local operating conditions or local laws and customs render such requests unlawful, economically unfeasible, or impossible to perform. Incomplete or late requests for special accommodation may not be honored. Decisions that reject the candidate's request for special accommodation may be appealed in accordance with SUT's Policy on Appeals of Adverse Decisions.

Security University Testing

Documentation of Disability-Related Needs

By Qualified Provider

This form must be completed by a licensed health care provider or an educational / testing professional. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability, and the specific testing accommodations requested must be included.

Professional Documentation

I have known _____ since _____ in my capacity as a(n)

(Name of Applicant)

(Date)

(Professional Title)

(Board Qualification/ Certification)

The applicant discussed with me the nature of the test being administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Comments on Disability: _____

Signature: _____

Title: _____

Organization: _____

License # (if applicable): _____

Phone Number: _____

Date: _____

Candidate Instructions: Return this form with a copy of the *Special Testing Accommodation Request Form* to:

Registrar

Security University Testing suite 130 510 Spring Street Herndon VA 20170

Written accommodation requests may also be scanned and submitted via email to: Accommodations@SU-Testing.com with the words: *Accommodation Request* in the subject line of the email.

Security University Testing

Code of Ethics Violation Form

ETHICS COMPLAINT AFFIDAVIT FORM

State of _____ }
County of _____ }

BEFORE ME, _____ the undersigned Notary Public, *NAME*, on this _____ day of _____, 200__, personally appeared *NAME*, known to me to be a credible person and of lawful age, who being by me first duly sworn, on his oath, deposes and says:

“My name is *NAME*. Provide complete details that are the basis for the ethics complaint here.

All documents I submit in support of this affidavit are true, complete, and correct to the best of my knowledge.”

Further Affiant Sayeth Not.

NAME

Subscribed and sworn to before me, this ____ day of _____, 200__.

NOTARY PUBLIC

Security University Testing

SUT Grievance Form

Grievance Policy

An exam candidate/ student may lodge a complaint either verbally or in writing to the instructor, proctor or administrator, outlining the details of the complaint. The person receiving the complaint must:

- Remit the complaint immediately to the SUT Qualification/ Certification Program Officer manager
- Attempt to resolve the complaint

If an oral complaint is not resolved within a reasonable time period, a complaint may be submitted in writing.

Within ten days of receiving the complaint, the school will provide the student with a written response with a summary of the investigation and the deposition. If the complaint is rejected, supporting documentation for the reasoning behind it will be presented.

In no way will the student's rights or remedies be waived. Any document signed waiving these rights is void. Students may also file complaints with the Commonwealth of Virginia Department of Education.

Tosha Robinson.
Private & Out-of-State Postsecondary Education
State Council of Higher Education for Virginia
James Monroe Building
101 N. 14th Street, 9th Floor
Richmond, VA 23219

Office phone: 804-371-2938
Fax phone: 804-786-2027 or 804-225-2604
E-mail: tosha.robinson@schev.edu
Website: www.schev.edu

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