



GEOINT Professional Certification Program

Program Handbook
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Geospatial Intelligence (GEOINT) Professional Certification Program Overview

Introduction

This GEOINT Professional Certification Program Handbook provides an overview of GEOINT Professional Certification (GPC) program objectives, requirements, procedures, and associated benefits for prospective candidates. Candidates should refer to tradecraft- and/or work role-specific candidate handbooks for details regarding the specific eligibility rules and process for the preparation, registration, and maintenance of the particular GEOINT certification level in which they are interested.

The National Geospatial-Intelligence Agency (NGA) manages the GPC program for the benefit of all GEOINT practitioners under the authority of the Defense GEOINT Manager.

Overarching Policy

GPC applies to all cleared Department of Defense (DoD) civilian, military, and contractor practitioners in GEOINT-related work roles throughout the National System for Geospatial Intelligence (NSG). GPC may also extend to non-DoD members of the NSG with GEOINT equities. Unless otherwise stated, the terms of this handbook apply to contractor personnel.

Program Objectives

The development of the GPC is part of a broader Under Secretary of Defense for Intelligence (USD(I)) initiative to further professionalize the Department of Defense Intelligence Enterprise (DIE) workforce. The purpose of the GPC program is to ensure that credentialed GEOINT practitioners have demonstrated proficiency in the competencies relevant to the tradecraft work role tasks and mission functions. This certification program facilitates the advancement of professional development and training standards, promotes better synchronization and alignment of individual capabilities within the DIE through portable credentials, and further professionalizes the workforce.

Governance

The GEOINT Certification Program Governance Council, hereafter known as the Governance Council, is an NSG body that directly supports the Defense GEOINT Manager in the development, implementation, execution, maintenance, and sustainment of the GPC. The Governance Council represents the interests of all parties that have a stake in the certification program design, management, and maintenance of the certification program.

The Governance Council serves as the decision-making body for certification policy coordination, certification program schema, and essential certification activities as documented in the National Commission for Certifying Agencies (NCCA) online accreditation application, formerly the GPC Program Design Document (PDD). The accreditation application outlines all supporting documentation required for the GPC Program to achieve and maintain independent external accreditation, codifies the GEOINT Certification program's policies, processes, and procedures; and provides stakeholders visibility into the strategic, operational, and technical elements of each certification program. The Governance Council also establishes an Appeals Board as the final decision authority for all GPC appeals (see appeals section) and provides strategic direction and counsel to the GPC Program Management Office, hereafter referred to as the Program Management Office or PMO. The Program Management Office provides administrative support to the Governance Council as well as day-to-day fiscal, technical, and operational sustainment of the NSG GPC Program.

Benefits

For individuals:

- Ensures an individual's understanding and ability to apply the facts, concepts, and principles deemed critical to working within the GEOINT enterprise
- Promotes professional development
- Increases employment opportunities across organizations
- Provides the certificant with a sense of pride and professional accomplishment and demonstrates an individual's commitment to their profession

For employers:

- Provides a reference point for determining an individual's understanding and ability to apply the facts, concepts, and principles deemed critical to the successful execution of GEOINT mission functions
- Promotes better synchronization and alignment of individual capabilities with specific organizations across the DIE
- Identifies competent professionals in a discipline

For the profession:

- Defines standards and drives accountability
- Ensures, through a formal evaluation process, that such professional development, education, and training programs provide individuals the opportunity to acquire the documented GEOINT essential body of knowledge
- Assures continuing competency of certificants

Structure

GPC assessments are developed as training-agnostic certifications, because no existing single training course or combination of courses is certain to cover the breadth of the competencies, i.e., the GEOINT essential body of knowledge, identified as necessary to perform GEOINT functional tasks. In training-dependent certifications, successful completion of training and the associated assessment result in certification.

Prior to the production and execution of final assessments, pilot assessments are developed in conjunction with NSG GEOINT technical and subject matter experts (SMEs) and are administered for each certification. The long-term goal of the certification program is to further professionalize the workforce by identifying and resolving gaps between expected competencies and training outcomes. The ultimate goal, where practicable, is to develop a training plan that incorporates both structured formal training and on-the-job training (OJT) practices that match all learning objectives and may be used as a method to enhance professional development.

The GPC program includes numerous GEOINT certifications comprised of varying proficiency levels. The table below summarizes all existing and planned GEOINT certifications. Other GEOINT work role certifications may be identified for development by the Defense GEOINT Manager (Director of NGA). Additionally, GEOINT professionals may be required to obtain other DoD and Intelligence Community managed certifications (e.g., Defense Security Service - Security Professional Education Development (SPeD), Defense Intelligence Agency – Certified Collection Management Professional – Fundamentals (CCMP-F)).

Certification Descriptions

Certification	Designator(s)	Certification Description
GEOINT Professional Certification Fundamentals (F)	GPC-F	Demonstrated knowledge of fundamental GEOINT concepts, principles, and practices.
GEOINT Professional Certification GEOINT Collection (GC)	GPC GC-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Collection facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
GEOINT Professional Certification Imagery Analysis (IA)	GPC IA-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Imagery Analysis facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
GEOINT Professional Certification Geospatial Analysis (GA)	GPC GA-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Geospatial Analysis facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.

GEOINT Professional Certification Imagery Science (IS)	GPC IS-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Imagery Science (Spectral, Light Detection & Ranging (LIDAR), Synthetic Aperture Radar (SAR), Thermal Infrared (TIR), and Photogrammetry) facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
GEOINT Professional Certification Aeronautical (AA)	GPC AA-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Aeronautical facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
GEOINT Professional Certification Human Geography (HG)	GPC HG-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Human Geography facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
GEOINT Professional Certification Applied Science (AS)	GPC AS-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Applied Science (Bathymetry, Geodetic Earth Science, Geodetic Orbit Science, and Geodetic Surveying) facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
GEOINT Professional Certification Cartography (CA)	GPC CA-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Cartographic facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions
GEOINT Professional Certification Maritime (MA)	GPC MA-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Maritime facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.
GEOINT Professional Certification Geospatial Data Management (GDM)	GPC GDM-II	Demonstrated ability, along a scale of proficiency, within the topical area of GEOINT Geospatial Data Management facts, concepts, and principles deemed critical by experts to the successful execution of GEOINT mission functions.

Eligibility

Candidates should refer to their certification specific (tradecraft/work role) candidate handbook for eligibility requirements such as experience, GEOINT-related education, and designation of GEOINT functions.

Handbooks are available on the GPC website located on the NGANet/JWICS network at <http://gpc.nga.ic.gov/resources.php> or on NGA's Sensitive But Unclassified (SBU) network at <https://geointel.nga.mil/gpc/> (USG Common Access Card/Certificate required).

Prior to participating in a GPC assessment, candidates are required to attest that they have met or have an approved waiver for all of that assessment's eligibility requirements; Services have the option of allowing the supervisors of candidates to attest that the candidate has met eligibility requirements before participating in

a GPC assessment. The GPC PMO routinely audits the records of candidates participating in GPC assessments to confirm compliance with this requirement. Violations are addressed in accordance with the Disciplinary Process and Procedures delineated below.

A passing score for any GPC assessment remains active for one year and may not be used to meet conferral requirements more than 12 months beyond the date of that assessment. This requirement will be waived in the event of programmatic delays or if other circumstances beyond the control of the candidate arise that prevent the award of a certification within the allotted time.

Waiver Process

Under certain circumstances, a candidate may seek and qualify for a waiver for a GPC certification. Waivers will be considered for:

1. Matters of eligibility (i.e., GEOINT professionals outside of the specified work roles)
The requirements to hold a lower-level certification (e.g., GPC Fundamentals) in order to earn a higher level certification (e.g., Imagery Analysis PL-II or Aeronautical Analysis PL-II) cannot be waived.
2. The Certification Maintenance and Renewal process (i.e., earning sufficient PDUs)
3. Other program elements where additional information may be relevant such as:
 - a. Extenuating circumstances affecting timelines
 - b. Past experience not covered in this handbook
 - c. Change of assignment that alters eligibility

Waiver requests should be submitted per the process stated in Appendix D.

Certification Process

The four stages of the certification process are (1) application, (2) assessment, (3) conferral, and (4) maintenance. An individual GEOINT professional becomes eligible for certification after meeting the requirement criteria and gaining approval from their component or agency. The individual is considered to be an applicant after registering for a specific GPC assessment and is designated a certificant only after passing the assessment, meeting all other requirements, and receiving the credential from USD(I). A list of certified individuals is accessible to certificants via the GPC website on JWICS at <http://gpc.geo.nga.ic.gov/resources>. Organizations without access to the GPC website may contact the GPC Program Management Office (gpcprogramoffice@nga.mil) for verification of a credential status.

Using GPC Credentials

Certificants who are awarded GEOINT Professional Certification credentials are authorized to use the certification designations and certification marks on signature lines, business cards, and resumes to promote their expertise and differentiate themselves from their peers. A GPC-certified professional may use the designations and marks for each GPC credential they have earned during the period of time that the certificant's credentials are maintained.

Certification designations should be printed in all capital letters following the certified professional's name. Separate the name and designations with commas. If used, certification marks should appear at the bottom of a signature block or in the lower-left or lower-right corner of a resume or curriculum vitae. Certification marks may be downloaded from the GPC websites <http://gpc.geo.nga.ic.gov> or <https://geointel.nga.mil/gpc/>. The certificant's name must appear on any materials where the GPC designation or mark is used. The GPC designation or mark should not be more prominent than the certificant's name.

The use of GPC designations and marks should be consistent with the purpose and scope of the GPC Program and should never be presented in a misleading or fraudulent manner. The GPC PMO will recommend the revocation of all GPC credentials held by an individual for the unauthorized or inappropriate use of any GPC designation or mark.

GPC designations and marks currently authorized for use:



Conferral

Per Institute for Credentialing Excellence (ICE) guidance, credentials may only be awarded after a candidate's knowledge and/or skill is evaluated and determined to be acceptable. In order to be recommended to the conferral authorities for adjudication and approval, participants must meet the certification assessment qualifying score and, unless waived, successfully complete all of the assessment eligibility requirements. In order to standardize verification methods, decrease bias, and reduce the risk of inaccuracies in candidate documentation, the GPC PMO will judge candidate's compliance with each certification eligibility requirement by direct verification of US government databases of record, when available, or by verification by the candidate's Service headquarters. The names of candidates who successfully meet the assessment eligibility requirements and passing criteria will be submitted the conferral authorities for adjudication and approval. The GEOINT Professional Certification program does not grant reciprocal certifications.

Maintenance

The purpose of recertification is to enhance the continued competence of certificants. GPC maintenance requirements were established to ensure that certificants who demonstrated competence at the time of their initial certification continue their professional development to maintain specified levels of knowledge, skills, and abilities sufficient to perform their occupational roles throughout their professional careers.

In order to maintain active certifications, all certificants (GPC certified individuals) must recertify within their three-year certification maintenance period by earning 100 or more Professional Development Units (PDUs, as described in Tables 1 and 2 below) and remaining in "good standing" as defined by his/her employing

component or agency. The completion of 100 PDUs during the three-year certification maintenance period maintains an active certification for all current certifications held by the GPC certified individual. Based on the historic/expected rate of change in the GEOINT community, a three year recertification period allows certificants sufficient time to complete professional development activities that enable them to keep pace with changes in the GEOINT technologies, tools, and processes related to their work role. The GPC PMO will, via the GPC Governance Council and the D/NGA, recommend that the USD(I) revoke the credential(s) of any GPC certificant who fails to complete PDU requirements or maintain “good standing” during his/her certification maintenance period. Loss of the credential(s) will result in the loss of all rights and responsibilities associated with holding a GEOINT professional certification.

Certificants are required to maintain a log that accurately reflects their PDU maintenance activities. For each developmental action, the log should be annotated to record the start and end dates that the PDU activity, the category of professional development, the title/description of the activity, and the number of PDUs earned for that specific developmental action. An example PDU log is provided at Table 1 below.

An individual’s three-year certification maintenance period commences upon the award or renewal of his/her GPC Fundamentals (GPC-F) certification. Certificants accrue PDUs throughout this three-year period by successfully completing creditable activities within the four approved professional development categories: Academic Study, Training/Education Activities, Professional Activities, and Professional Experience. The Community Catalog of creditable activities is located in the PDU Point Matrix at Table 2 below. All PDUs earned by an individual apply to all certifications held by that individual for the duration of their specific three-year maintenance period.

In order to ensure the accuracy of the recertification process, the GPC PMO will conduct periodic audits of certificant records to verify certificant compliance with GPC recertification requirements. Certificants, therefore, must maintain records of their maintenance activities (i.e., PDU log and supporting documentation) until receiving notification from the GPC PMO of their successful recertification. Individual maintenance of records will help ensure that certificants receive appropriate certification maintenance credit upon transfer, separation, or retirement from his/her component or agency. If an accounting shortfall is identified during a GPC audit, and in the opinion of the PMO the individual has made a good faith effort to fulfill the requirements of the three-year maintenance period, then the certified individual will be granted a 90-day waiver to resolve the issue. Waivers do not constitute a reset of the certificant's renewal clock, but rather summarily shorten the following maintenance period by 90-days. (See Appendix G for additional information on the audit process.)

Table 1**GEOINT Professional Certification****Professional Development Unit Log Example**

Certificant Name (Last, First MI)		GPC-F Certificate #	Email address (Unclassified)	
Fisher, Kenneth V.		001164	kenneth.v.fisher@nga.mil	
Start Date	End Date	Professional Development Category - Academic Study - Training/Education Activity - Professional Activity - Professional Experience	Activity Title and Description	Number of PDUs earned
7/1/2015	6/30/2018	Professional Experience	Successful Performance in a GEOINT-related position (1 per month)	36
7/1/2015	6/30/2018	Training/Education Activity	Mandatory organizational training (5 CBTs per year x 3 years)	15
8/17/2015	12/18/2015	Academic Study	Completed George Mason University graduate level course on Remote Sensing (GGS 579 – 3 credits)	45
2/15/2016	2/19/2016	Professional Activity	Impactful work activity – Created “Border Analysis” widget for analysis / production subsequently approved for organizational use	1
4/25/2016	4/29/2016	Training/Education Activity	Completed 5 day course at NGC - Fundamentals of GIS (GIS2101)	10
6/29/2017	6/29/2017	Professional Activity	Attended CGTC conference hosted at NGA (8 hours)	1
9/1/2017	9/1/2017	Professional Experience	Awarded IA-II (GEOINT-related Professional Certificate)	30
1/22/2018	1/24/2018	Professional Activity	Production – Principle contributor to Geospatial Intelligence Analysis Product added to NGA's Imagery Intelligence Intelink server	1
			Total	139

Table 2**GEOINT Professional Certification****Professional Development Unit (PDU) Point Matrix**

Creditable Activities	PDU s
Academic Study (successful completion)	
Continuing Education	
GEOINT-related undergraduate course (semester based)	10 per credit hour
GEOINT-related graduate course (semester based)	15 per credit hour
Post Graduate Program	
Military Service Schools (full-time semester based)	10 per week
Military Service Schools (part-time semester based)	5 per week
Professional Development Program	1 per 8 contact hours
Noncredit Educational Activity	
Massive Open Online Course (MOOC), Open Learning Initiative, or course audit validated by a Certificate of Completion or Statement of Accomplishment	1 per credit hour
Training / Education Activity	
GEOINT-related Web Based Training (WBT) or organizational sponsored training (Blackboard, AGILE, CLEON, etc.)	1 per WBT or event not to exceed 12 per year
General National Geospatial-Intelligence College (NGC) or Agency/Component college/school course	1 per day or 0.5 per half day
GEOINT-related entry level course	2 per day
GEOINT-related intermediate/advanced course	3 per day
Professional Activity	
Mentorship (recognized by Component or Agency)	1 per hour not to exceed 20 per year
GEOINT-related presentation at a symposium, conference, workshop, event (briefing, lecture, outreach) or seminar	1 per hour of development and/or presentation not to exceed 25 per year
GEOINT-related attendance at a symposium, conference, workshop, event (briefing, lecture, outreach) or seminar	1 per day or 0.5 per half day

Table 2 continued

Creditable Activities	PDUs
Professional Activity (continued from previous page)	
GEOINT-related publication	45 for Authoring a Monograph/Scholarly Book 50 for Authoring a Dissertation/Thesis 25 for Authoring a Book Chapter 25 for Authoring an Article 25 for Authoring a Book Review 10 for Editing a Newsletter 5 for Authoring a Newsletter Article
GEOINT-related software development (apps, widget, etc.)	25 per development not to exceed 50 per year
GEOINT-related course development	1 per 8 hours of development not to exceed 40 per year
Participation in PMO sponsored/directed certification activity	1 per hour not to exceed 10 per year
GEOINT production and other impactful work activities that enhance GEOINT databases, tools, and processes	1 per product or activity not to exceed 25 per year
GEOINT-related structured On-the-Job Training (OJT) or Job Qualification Requirement (JQR)	1 per hour awarded on completion of OJT/JQR
Attestant for GEOINT Professional Qualification Standards (PQS)	5 per assessment witnessed / completed not to exceed 25 per year
Professional Experience	
GEOINT-related deployment	2 per week
GEOINT-related professional certification (PL-II or higher)	30 per completion
Other Intelligence Certification Program	20 per completion
Joint Duty, 24/7, or external assignment (outside KC, Agency, or Component)	1 per week
Experiential travel (mission-related)	5 per week not to exceed 10 per year
GEOINT-related Working Group directed by/reporting to a higher command or agency; Professional Advisory Boards; career services	1 per each contact hour not to exceed 20 per year
GEOINT-related adjunct instructor (accredited institution)	2 per hour of instruction not to exceed 25 per year
Successful performance in a GEOINT-related position	1 per month
GEOINT-related Joint/Cross Training	5 per day not to exceed 10 per year

Revocation

Revocation of a GPC credential will occur as the result of (1) the certificant's failure to earn the specified Professional Development Units (PDUs) within the maintenance period (see Certification Maintenance and Renewal), (2) unethical or unprofessional behavior (see Disciplinary Process and Procedures), and/or (3) the loss of an employee's "good standing" status (as defined by the certificant's Agency or Component).

Contracted organizations will be responsible to notify the GPC Program Management Office and the applicable Contracting Officer's Representative (COR) if they become aware that any of their certificants have lost their "good standing" status or exhibited behavior considered unethical or unprofessional (See Disciplinary Process and Procedures).

Other conditions and/or events may trigger the need to revoke credentials or require certificants to recertify in one or more topic area(s) of an assessment. The Program Management Office will monitor changes in policy, technology, work roles, etc. and will periodically request GPC stakeholders provide information on component/agency level changes that may affect the GPC body of knowledge/impact test content. The PMO will facilitate periodically reviews of all assessment questions and will make adjustments to the test specifications /assessments as required to ensure that they remain current and function as intended.

Individuals whose GPC credentials have been revoked may recertify by restarting the four stages of the certification process as described in the "Certification Process" section listed above.

Assessment Development

The initial step in the development of a fair and objective assessment is to determine the fundamental knowledge required of a GEOINT professional. A job/task analysis is conducted to ensure that the knowledge and skills identified are representative of those required by professionals from across the entire DIE including tasks and functions performed by civilian, military, and contractor personnel. The job/task analysis is designed and facilitated by technical experts from across the DIE and leads to the creation of GEOINT Skill Standards. The development of these standards generally includes multiple studies and detailed reviews that define the specific work to be performed, the required knowledge necessary to perform that work, and verification of the results by SMEs. These standards clarify what GEOINT professionals must know to successfully perform GEOINT mission functions. This information is then used to conceptualize the certification assessment that assesses an individual's level of proficiency in GEOINT technical competencies.

For tests, pilot assessment questions are designed through a process that includes:

1. Development of draft questions by SMEs to assess the knowledge and/or application of the GEOINT technical competencies
2. Validation of draft assessment items by SMEs for accuracy and relevance to the objectives, and
3. Performance of psychometric analysis to ensure the validity of each question.

Operational assessments are constructed by modifying pilot assessment according to assessment results, test taker feedback, and psychometric recommendations.

Preparing for the Assessment

Candidates should refer to the Candidate Handbook for the desired certification for a description of the test, the subject areas of expertise that are assessed, and a list of references that will broaden the candidates knowledge in those topic areas. Candidate Handbooks and links to DoD, Joint, and national publications associated with the competencies derived from the associated Job Task Analysis are available on the GPC website on NGANet/JWICS at <http://gpc.geo.nga.ic.gov/resources>. Candidates without access to NGANET/JWICS may review unclassified GPC reference materials on the NGA's Sensitive But Unclassified (SBU) network at <https://geointel.nga.mil/gpc/> (USG Common Access Card/Certificate required). Click on the specific GPC program tab of interest.

The GPC program is training-agnostic and does not design, build, deliver, or accredit any educational programs, training programs, or courses of study leading to certification. The GPC program does not require candidates to participate in any specific course or group of courses, does not require membership in any association, and does not require the purchase of any product or service.

The GPC Program Management Office is an independent organization that operates as a third party and is firewalled from participating in the design, development, or implementation of education, training, and similar content-focused programs. Candidates are advised that the GPC PMO does not offer courses or materials to prepare exam candidates, and does not accredit educational/training programs or courses of study leading to eligibility or certification.

Scheduling

GPC assessments are administered in test centers located near concentrations of GEOINT professionals. Assessment opportunities are announced on the GPC website and in other Agency and Component-wide communications. Applicants with access to PeopleSoft may view the dates, times, and locations of all assessments offered during the next 90-days and may self-register for any assessment for which they are eligible. Applicants who do not have access to PeopleSoft may register through their GPC Service Representative, Unit Training Manager, or organizational GPC Assessment Coordinator. Contact information for these representatives and additional scheduling information is published on the Registration page of the GPC website. Information on accommodations is also provided on the GPC website and is included in the *Reasonable Accommodations* section below.

Security and Confidentiality

To ensure the integrity of the certification process, all questions and answers developed to create any GPC assessment are for official use only and are not authorized for public release.

GPC assessments shall be conducted in appropriate facilities and in a proctored environment. Proctors are responsible for ensuring consistent testing environments for the GPC Program.

GPC assessments shall be protected through industry- and government-accepted security protocols. The assessment shall not be accessed, copied, printed, or distributed without specific written approval from the GPC Program Management Office.

Once determined by the Program Management Office, candidate feedback (e.g. Pass/Did Not Pass information) will be made available to candidates by the appropriate agency or component GPC Program Management Office.

In order to protect the privacy and confidential information of applicants, candidates, and certificants, Personally Identifiable Information (PII) and individual-level data including demographic information and test results will be maintained in the strictest confidence. Exceptions to this rule include situations where data are needed to comply with mandatory legal requirements and court orders. In such cases, PII and individual-level information will not be disclosed without first obtaining the candidate's consent. The written request must state the specific data that may be released and specifically identify any third parties authorized to receive the data. Data distributed with GPC studies and reports will be aggregated and all PII will be redacted.

Terms and Conditions

All candidates must provide a signed *GPC Terms and Conditions* form to the GPC PMO prior to participating in a GPC assessment. Candidates may use either the hard copy form available at appendix A or complete the Computer Based Training (CBT) version of the form initiated through the GPC website. The *GPC Terms and Conditions* form details the candidate's responsibilities to protect the integrity of the assessment and the potential penalties for a candidate's failure to comply with the listed provisions. Candidates refusing to accept the terms and conditions will be subject to agency or component policy governing certification.

Non-Disclosure Agreement

All personnel who assist in the development of GPC assessments, work in the GPC Program Management Office, or serve as certification board member, Subject Matter Expert, assessment administrator, or proctor must sign a *Non-Disclosure Agreement* (NDA) prior to obtaining access to test control materials. The NDA specifies the responsibilities of all such individuals to protect the integrity of GPC test materials and the potential penalties for failure to comply with these provisions. The Program Management Office will maintain record copies of signed NDAs. See Appendix B for a copy of the *Non-Disclosure Agreement*.

Conflict of Interest

Governance Council Members, Proctors, Site Administrators, Subject Matter Experts (Test developers, Judges, Angoff Panel Members), Thought Leaders, Tradecraft Representatives, and others that are involved in certification decisions or assessment development, implementation, maintenance, delivery, and refresh must sign a *GPC Conflict of Interest Agreement* and avoid actual, potential, or perceived conflicts of interest.

The administration of a test by a candidate's immediate supervisor, for example, presents a conflict of interest and is prohibited. See Appendix C for more information on the identification and management of conflicts of interest.

Assessment Materials

Candidates are provided all test materials required to support their participation in GPC assessments. Candidates are not permitted to bring electronic devices (phones, tablets, pagers, etc.) into the testing area.

Retesting

A candidate who does not obtain a passing score for a particular GPC assessment may not participate in the same assessment for 90 calendar days. This waiting period is applied after each exposure to the exam, regardless of whether the assessment was completed. Participation in other GPC assessments is authorized during the waiting period. Candidates may seek a waiver to this waiting period for proctor-documented circumstances beyond their control that preclude the completion of their scheduled assessment. See Waiver section for more information.

Determination of Passing Scores

The Angoff method will be used to set the provisional passing score for GPC assessments. The Angoff method has a well-established history of determining credible passing standards for credentialing examinations and is easily adapted for use with the GPC assessments. The method involves two basic elements: conceptualization of a minimally competent examinee, and the probability, as assigned by SMEs, that a minimally competent examinee will answer an item correctly. Minimally competent examinees are those who possess the minimum qualification and education to perform tasks associated with a job. The SMEs predictions about the minimally competent candidate's performance on each test item are averaged and the resulting passing standard (or provisional cut score) is thereby established. The provisional cut score is then validated using empirical data collected during the pilot test phase to establish an operational cut score for post pilot testing.

Scoring and Reporting of Results

The passing score for an assessment is approved by the Governance Council. The candidate must earn a score that is equal to or higher than the passing score to be eligible for conferral. Assessment results will be recorded in the agency or component personnel system of record and will be sent to the email address provided by the candidate immediately prior to the assessment. Published results indicate if a candidate passed or did not pass and do not include raw test scores.

Appeals

See Appendix E for information on the GPC appeals process and a listing of issues for which a candidate may file an appeal.

Records Management, Retention, and Disclosure

See Appendix F for information on the management, retention, and disclosure of GPC records.

Disciplinary Process and Procedures

Unethical or unprofessional behavior of a GEOINT Professional Certification candidate or credentialed individual may be cause to deny participation in the GPC program, terminate participation in an examination, to invalidate the result of an examination, or to revoke a certificant's credentials.

Activities representing unethical or unprofessional behavior include, but are not limited to:

1. Falsification of information on any document required for GEOINT Professional Certification
2. Actions that compromise the integrity of a GPC assessment instrument including, but not limited to: unauthorized possession of or access to actual assessment questions; copying any portion or part of a GPC certification assessment; the receipt of assessment information before, during, or after the assessment session that gives the tester an unfair advantage over other candidates
3. Misrepresentation or false statements regarding conferral of a GPC credential when it has not been conferred or the certification has not been renewed in accordance within the GPC assessment guidelines
4. Non-compliance with the DoD agency or component's Code of Ethics, standards of conduct, rules, or professional behavior
5. Cheating on an assessment

Cheating on an assessment consists of willfully consulting a notebook, textbook, or any other source of information not specifically authorized by the proctor during the assessment; willfully aiding, receiving aid, or attempting to aid or receive aid from another candidate before, during, or after an examination; colluding with others to reconstruct the exam; obtaining or attempting to obtain copies of the examination before it is given; or any act which violates or attempts to violate the stated conditions governing the administration of an examination. Additionally, individuals with knowledge of security breaches, cheating, theft or other threats to the security of examination materials are responsible for reporting such incidents immediately to the GPC Program Management Office. Individuals reporting such incidents will be notified in writing at the onset of an investigation and may be contacted during an investigation for further information.

GEOINT Professional Certification candidates and credentialed individuals are informed that unethical or unprofessional behavior compromising the integrity of the certification program may be investigated by the candidate's chain of command in accordance with established agency and component conduct policies and may result in severe penalties, up to and including termination of employment. Investigators shall ensure appropriate treatment of sensitive information and fair decision making.

If a violation of its standards has occurred that warrants revocation of a certificant's credential, the Program Management Office will forward a revocation recommendation for review by the Governance Council and the appropriate agency or component representative. Based on the review of that recommendation, the Governance Council and the D/NGA will refer a revocation recommendation to the USD(I) for administrative action.

Reasonable Accommodations

Components and agencies delivering GEOINT Professional Certification assessments will consider providing reasonable accommodations throughout the testing process that are compliant with applicable jurisdictional laws and regulations including the Americans with Disabilities Act (ADA), Rehabilitation Act, and DoD Policy. Eligible applicants seeking an accommodation should contact their local Equal Opportunity Office. NGA personnel may request a reasonable accommodation at <http://goldweb.nga.mil/mura/ODE>.

Agencies and components will make reasonable efforts to accommodate a candidate's request, including offering an alternative means of access to take the GPC Assessment. If an agency or component Equal Opportunity Office determines that it would impose an undue burden on the DoD component to provide the required testing environment, and the candidate's sponsoring component cannot provide the necessary accommodation, the candidate will be notified with a written explanation of the denial and a statement of the reasons for the denial. Denied accommodations can be grieved to the appropriate Office of Equal Employment Opportunity.

Non-Discrimination and Fairness

The GPC Program does not discriminate on the basis of race, color, national origin, sex (including pregnancy or childbirth), religion, age (40 or over), disability (physical or mental), sexual orientation, marital status, parental status, political affiliation, genetic information, or retaliate for participating in protected activities. The GPC Program complies with all applicable jurisdictional laws and regulations related to protection against discrimination in access to GPC assessments. Additionally, GPC procedures ensure that all applicants and candidates are treated in an equitable and consistent manner throughout the entire certification process. The eligibility requirements, assessment instrument content, assessment environment, scoring method, and the maintenance and recertification processes provide for a fair, impartial, and bias-free certification program.

Appendix A

GEOINT Professional Certification Terms and Conditions

Your participation in the GEOINT Professional Certification Program is subject to the following terms.

The GEOINT Professional Certification Assessment (including, without limitation, question, answers, datasets, files, designs, or content in or related to the certification assessment) is the property of the U.S. Department of Defense and access is reserved to authorized users only.

The assessment is for internal U.S. Government use only and is not publicly releasable.

By accessing and participating in GPC testing, you accept the responsibility to protect the integrity of GPC assessments by not disclosing, disseminating, copying, publishing, or transmitting any parts of any assessment in any form to any person without the expressed permission of the GEOINT Professional Certification Program Manager.

Additionally, by participating in a GPC assessment, you acknowledge that you will be advised if you passed or did not pass but you will not be provided information related to scores or individual test questions.

You may be subject to disciplinary actions under agency or component standards of conduct, disqualified from participating in the assessment or the certification program as a whole, and your certification may be revoked if you:

1. Participate in the assessment under false identity
2. Circumvent or violate the program's procedures or security mechanisms

Accept Check this box and provide your name, signature, and date in the space below to indicate your acceptance of the GEOINT Professional Certification Terms and Conditions.

Signature

Printed Name

Date

Appendix B

GEOINT Professional Certification Non-Disclosure Agreement

I, _____, an employee of _____, in my capacity as a

Proctor Site Administrator Test developer Angoff Panel Member

Other (fill in role) _____

for the _____ (name of certification test(s) supported) understand in the course of my work for or involving the National Geospatial-Intelligence Agency (NGA) that GEOINT Professional Certification (GPC) testing materials may be disclosed to me or I may otherwise have access to them in the workplace. I further understand that testing materials regarding GEOINT Certification must be protected from unauthorized disclosure to ensure the integrity of the certification process.

Accordingly, I agree to abide by all terms and obligations contained in this Agreement until released by proper authority.

I agree that I will not disclose any GPC test materials or their contents, including but not limited to draft, partial or complete assessment tools and other test materials related to the development of test questions to anyone without the expressed permission of the GPC Program Manager.

I agree to use the test materials solely for the purpose of performing my role in support of GPC test development, administration, or program management and to immediately return to the Program Management Office all certification testing materials in my possession when my participation in the certification program ceases.

I agree that I will not disclose the personal or privileged information of any candidate or certificant to include assessment results, scores, competency level feedback, item responses, participation, or demographic data.

Additionally, I agree not to take a GPC test for personal certification purposes for a period of 1 year from my last participation in GEOINT certification development, 1 year as a Site Administrator, or 6 months from my last participation as a Proctor.

I understand that if I violate the terms and conditions of this Agreement, I may be subject to administrative, disciplinary, civil, or criminal actions and penalties.

I hereby acknowledge that I have received instruction concerning the nature and protection of such testing materials, including the procedures to be followed in safeguarding and disclosing such information to only authorized persons.

Signature

Printed Name

Date

Witnessed by:

Signature

Printed Name

Date

Appendix C

GEOINT Professional Certification Conflict of Interest Agreement

I, _____, an employee of _____, in my capacity as a

- Proctor Site Administrator Test developer Judge Angoff Panel Member
- Governance Council Member Tradecraft rep Other (fill in role) _____

understand that in the course of my work in support of the GEOINT Professional Certification (GPC) program, situations may arise where my participation may raise concerns about an actual, potential, or perceived conflict between my interests (private or professional) and the interests of the GPC program. I further understand that a conflict of interest may make it difficult to fulfill my professional responsibilities impartially and that the perception of a conflict of interest may be as serious as an actual conflict of interest.

Examples of a conflict of interest include:

- Administering a test to someone within my direct chain-of-command
- The administration of a test by a candidate's immediate supervisor
- Personal, financial, or organizational ties that may bias my opinion as a panel member or judge
- Personal obligations, loyalties, or favoritism that may influence participation in assessment development, implementation, maintenance, delivery, and/or assessment updates which negatively influence decisions regarding GPC programs
- An individually-held value, obligation, or priority that is fundamentally incompatible with the purposes, policies, or operations of the GPC program

Should I become aware of any perceived or actual conflict of interest by any individual(s), group(s), organization(s), or myself, I agree to immediately disclose the details of the circumstance to the GPC Program Management Office (PMO).

I agree that if I am involved in an actual, potential, or perceived conflict of interest, I will review the details of the circumstance with the GPC PMO and, if necessary, agree to recuse myself from any portion of those activities that are directly related to that conflict.

I understand that I may continue my involvement with the GPC Program as long as my actions do not prejudice the activity through biased commentary, votes, etc.

Accordingly, I agree to abide by all terms and obligations contained in this Agreement until no longer serving in the capacity indicated above.

Signature

Printed Name

Date

Appendix D

GEOINT Professional Certification Waiver Process

I. Policy:

A candidate or certificant may seek and qualify for a waiver to specific GEOINT Professional Certification (GPC) procedures.

Waivers will be considered for:

- a. Matters of eligibility.
 1. GEOINT professionals outside of the specified work roles.
 2. Training equivalency.
- b. Certification Maintenance and Renewal process.
 1. PMO audit – request 90-day extension to work PDU shortfalls identified during audit.
- c. Other program elements where additional information may be relevant such as:
 1. Extenuating circumstances affecting timelines (i.e., deployment, maternity/paternity leave, medical issues).
 2. Proctor documented testing issues – request waiver to 90-day wait between assessments.
 3. Change of assignment that alters eligibility.

Waiver requests must be submitted in writing to the candidates' agency or component office and the GPC Program Management Office (PMO) at gpcwaiver@nga.mil or gpcwaiver@nga.ic.gov and must include all of the following:

- a. A description of the matter being waived;
- b. Documentation or argument as to why a waiver should be granted;
- c. The candidate's or certificant's name and contact information.

II. Responsibilities

- a. Within NGA: The PMO will routinely check the GPC Waiver mailboxes on both NGANet and SBU and facilitate a thorough and timely review of all GPC waiver requests based upon justification and adequate documentation.
 1. All waiver requests will be reviewed and researched by a minimum of two personnel; a PMO member and either a tradecraft, professional advisory board or career service member.
- b. Non-NGA: The procedures for GPC waivers by NSG organizations outside of NGA will be specified by their agency or component.
 1. All waiver requests will be reviewed by assigned agency or component office and forwarded to the PMO at gpcwaiver@nga.mil or gpcwaiver@nga.ic.gov with the recommended decision.
- c. Contract personnel on a government contract should submit waivers in accordance with their respective NGA and non-NGA processes as defined by each agency or component.

- d. The recommended decision is forwarded to the Director of the PMO for approval. This decision is final and a written decision will be provided to the submitter and respective program management office within 30 calendar days of the receipt of the waiver.
- e. Waiver decisions will be documented and maintained in the GPC Waiver Log.

Appendix E

GEOINT Professional Certification Appeal Process

Program Management Office Appeals Board

I. Policy:

A first-level GEOINT Professional Certification (GPC) appeal must be submitted in writing to the candidates' agency or component Program Management Office Appeals Board (POAB) within 14 calendar days of receiving notice of an appealable decision and must include all the following:

- a. A description of the decision being appealed;
- b. Any evidence or argument as to why the decision should be overturned;
- c. The appellants name and contact information.

A first level appeal may only be filed to request:

- a. To question assessment instrument results (i.e., rescore a test¹);
- b. To question eligibility determination (i.e., review due to extenuating circumstances);
- c. To question certification status (i.e., disciplinary and recertification decisions).

An appeal regarding any matters not described above is not within the purview of the GPC Assessment, including the following:

- a. Agency or components employment policy;
- b. Agency or component eligibility criteria for identifying billets or individuals for GPC conferral;
- c. Agency or component affiliation;
- d. Pilot assessments

II. Composition:

- A. Within NGA: The POAB is comprised of a minimum of three members serving for varying term lengths (determined and agreed to at the time of appointment). The GPC Program Management Office, Source, and Analysis will each provide one member to each POAB. Additional POAB members will be added as appropriate. In each case, the GPC Program Management Office will provide the research and

¹ First level appeal requests for test rescoring will be conducted and adjudicated by the GPC Program Management Office. All other types of first level appeals require the convocation of the POAB.

documentation necessary for the POAB to conduct its review and make its determination. Each POAB member is required to be:

- a. A military or civilian government employee;
- b. Designated by their NGA Component manager, and
- c. Approved by the Governance Council Chair.

B. Non-NGA: The POAB composition and procedures for handling first-level GPC appeals by NSG organizations outside of NGA will be specified by each agency or component.

III. Responsibilities:

The POAB will meet as necessary to:

- a. Conduct thorough and timely reviews of all first-level GPC appeal requests based upon documented acceptable appeal criteria.
 - i. All appeal requests will be reviewed
 - ii. Requests that did not follow the stated policy/procedure will be returned to the appellant without POAB deliberation with the response “Appeal requests are related to matters of extenuating circumstances, renewal opportunities, or rescoring. Your request does not fall into one of these categories, thus your request for an appeal is not accepted.” Note: This response will also identify the specific item(s) needing clarification.
- b. Provide appellants written decisions within 30 calendar days of the receipt of the appeal. Note: The POAB decision is final 15 days after delivering its written decision unless a second level appeal is filed within the allotted timeframe.
- c. Document and maintain the decision in the GPC system of record (PeopleSoft) and any supporting documentation in anticipation of second-level appeals to the Governance Council Appeals Board.

Governance Council Appeals Board

I. Policy:

The Governance Council Appeals Board only considers second-level appeal requests, i.e., appeals filed by appellants who are dissatisfied with POAB appeal decisions. Governance Council Appeals Board requests must be submitted in writing via email to gpcappeals@nga.ic.gov or gpcappeals@nga.mil with the subject line “Second Appeal Request” within 14 calendar days after the first appeal (POAB) decision and must include a written statement that identifies how and why the appellant believes the POAB decision was erroneous.

II. Composition:

The Governance Council Appeals Board is comprised of a minimum of three (military or civilian) members, designated by their respective agencies or components and approved by the Governance Council Chair:

- a. NGA will provide one member (not an NGA POAB participant);
- b. Each military service will designate participating members to serve on a yearly basis; and
- c. Additional (non-NGA or Service) Governance Council participating organizations will provide one or more members as appropriate.

III. Responsibilities:

The Governance Council Appeals Board will meet as necessary to:

- a. Conduct thorough and timely reviews of all second-level GPC appeals based upon the documented acceptable appeal criteria:
 - i. All appeal requests will be reviewed.
 - ii. Determine whether the POAB decision was appropriate.
 - iii. Provide appellants written decisions within 45 calendar days of the receipt of the appeal.
 - iv. Document and maintain the final decision in the GPC system of record.

Note: Governance Council Appeals Board decisions are final and there are no further appeals to a Governance Council Appeals Board decision.

Appendix F

GEOINT Professional Certification Records Management, Retention, and Disclosure

As directed by DoDM 3305.10, the GPC PMO complies with NCCA guidance on the collection and retention of registration, demographic, and assessment data for all applicants, candidates, current certificants, and previous certificants. Additionally, the GPC PMO complies with record management policies outlined in Department of Defense (DoD) Records Management Directive 5015.2, DoD Manual 5200.01 Volume 3, Title 36 Code of Federal Regulations Chapter XII, National Archives and Records Administration Sub B Records Management, and NGA Instruction 8040.1R10 Appendix 10 – Records and Information Life-Cycle Management series 1002-04.

The recordkeeping copies of certificant information, personal information, and assessment results are retained in electronic form and cut off annually. The records are retired to a records storage facility when no longer needed for current operations, and then destroyed 40 years after cut off. Results of GPC PMO audits of candidate records to confirm compliance to certification eligibility requirements and records of examination data and reports that provide evidence of validity and reliability of the examination are also retained in electronic form and destroyed 40 years after cut off. All records are disposed of according to destruction methods appropriate for their assigned classification and declassification.

Certificants may access their certification status via the “List of Certified GEOINT Professionals” link located on the GPC home page located on NGANet/JWICS at <http://gpc.nga.ic.gov/resources.php> or on NGA’s Sensitive But Unclassified (SBU) network at <https://geointel.nga.mil/gpc/> (USG Common Access Card/Certificate required). The record includes the certificant’s name, the type of certification, award date, and certificate number.

The PMO will respond to electronic correspondence from a third party that requests confirmation of the status of a current or former certificant. When considered to be in the best interests of the USG and the certificant, the PMO will indicate the current certification(s) held by the individual. If the individual does not hold any current credentials, the PMO may release a statement to the third party confirming that, as of a given date, the individual does not appear on the GPC PMO’s list of certified individuals. Third Party requests should be sent to the GPC mailbox at gpcprogramoffice@nga.ic.gov.

Appendix G

GEOINT Professional Certification Maintenance Audit Procedures

In order to ensure the accuracy of the recertification process, the GEOINT Professional Certification (GPC) Program Management Office (PMO) will conduct periodic audits of certificant records to verify certificant compliance with GPC recertification requirements. Certificants, therefore, must maintain records of their maintenance activities (i.e., Professional Development Unit log and supporting documentation) until receiving notification from the GPC PMO of their successful recertification.

The GPC PMO will send recertification instructions to each certificant approximately six months prior to the end of the certificant's three-year certification period. The instructions will be sent to the email address on record with the GPC/PMO. The instructions will prompt the certificant to forward their record of their maintenance activities to the PMO prior to the end of their specific maintenance period. This date corresponds to each three-year anniversary of their current GPC-Fundamentals certificate.

A percentage of the certification maintenance records received by the GPC PMO will be audited to verify certificant compliance with GPC recertification requirements. The percentage of maintenance records that will be audited will be adjusted by the PMO as necessary to reduce the sampling risk to an acceptably low level. A sufficient number of records will be examined to obtain appropriate audit evidence and to be able to draw reasonable conclusions. In determining the number of records to review, auditors should consider (1) the likelihood of unintentional errors in the certificant maintenance records, (2) the probability of fraud in the certificant maintenance documentation, and (3) the ability of the PMO to accurately assess the validity and completeness of certificant maintenance records.

If an audit reveals that a certificant failed to document 100 creditable PDUs during their three-year maintenance period but in the opinion of the PMO the individual made a good faith effort to fulfill the requirement, then the certified individual will be granted a 90-day waiver to resolve the shortfall. Waivers do not constitute a reset of the certificant's renewal clock, but rather summarily shorten the following maintenance period by 90-days.

Within 90-days following the end of each certificant's three-year maintenance period, the GPC PMO will send a notification to the email address on record with the GPC/PMO to inform the certificant that they have (1) met the maintenance requirements and are recertified or (2) that the PMO was unable to confirm that the individual provided sufficient maintenance documentation for recertification.

The GPC PMO will subsequently forward the names of those certificants that failed to meet their maintenance requirements to the Governance Council recommending revocation of all the credentials held by those personnel.

Glossary

Accreditation: Status awarded to a certification program that has demonstrated compliance with the standards for the accreditation of certification programs set forth by the National Commission for Certification Agencies (NCCA).

Applicant: An individual who has registered to participate in a GPC assessment.

Candidate: An individual who has met the eligibility qualification for, but has not yet earned, a credential awarded through a certification program.

Certificant: An individual who has met GPC, agency, and component requirements to be certified and has been conferred certification.

Certification: The awarding of a credential acknowledging that an individual has demonstrated a specified level of knowledge or competence.

Continuing competence: Demonstrating specified levels of knowledge, skills, or ability at the time of initial certification and throughout an individual's professional career.

Contracting Organizations: Entities that provide professional services to the Department of Defense as a contracted vendor.

Cutoff: Breaking or ending files at regular intervals, usually a fiscal or calendar year end, to permit their disposal or transfer.

Defense GEOINT Manager: D/NGA's role as defined in DoDD 5105.60 to conduct all Geospatial-Intelligence (GEOINT) activities delegated under the authorities of the SECDEF and Undersecretary of Defense for Intelligence (USD(I)) in accordance with NGA's statutory missions under Titles 10 and 50 United States Code.

Essential Body of Knowledge (EBK): The specific functional tasks and the knowledge and skills required to perform those functional tasks. It describes the Defense GEOINT community's expectation of what individuals need to know and be able to do to be a high-performing contributor and member of the Defense GEOINT community.

Geospatial Intelligence (GEOINT): According to Title 10, GEOINT is the exploitation and analysis of imagery and geospatial information to describe, assess, and visually depict features and geographically referenced activities on the earth. GEOINT consists of imagery, imagery intelligence, and geospatial information.

National System for Geospatial Intelligence (NSG): The combination of technology, policies, capabilities, doctrine, activities, people, data, and organizations necessary to produce GEOINT in an integrated multi-intelligence, multi-security domain environment.

Pilot Assessment: The initial test for a certification domain that is conducted on a population of a statistically significant size. Results are reviewed by a testing expert, and the test is modified as necessary to create the final assessment.

Program Design Document (PDD): Codifies policies and procedures of a certification program. It provides stakeholders visibility into the strategic, operational, and technical elements of a certification program. It includes documentation requirements for accreditation and maintenance of the certification program.

Psychometrics: The field of study concerned with the theory and technique of educational and psychological measurement, which includes the measurement of knowledge, abilities, attitudes, and personality traits. The field is primarily concerned with the study of measurement instruments such as questionnaires and tests.

Recertification: Requirements and procedures established as part of the GPC program that certificants must meet to maintain competence and renew their certification. In order to maintain an active certification, a GPC certified individual must earn 100 or more Professional Development Units within his/her three-year certification maintenance period and remain in “good standing” as defined by his/her employing component or agency. Refer to the *Maintenance* section above.

Revision History

Date	Change(s)	Affected Section(s)
4/1/2014	Updated the purpose of recertification and provided clarification on maintaining and renewing certifications.	Certification Maintenance and Renewal
5/8/2014	Updated Non-Disclosure Agreement (NDA) to reflect waiting period policy change approved by GPC Program Manager on 1 May 2014.	Appendix B
5/29/2014	Updated Overarching Policy statement to reflect pending nature of decisions on contractor testing per recommendation from GPC Governance Council.	Overarching Policy
6/25/2014	Updated certification descriptions to consolidate Imagery Science and to remove Photogrammetry from the Cartography program.	Certification Descriptions
2/25/2015	Added Bathymetry, Geodetic Earth Science, and Geodetic Surveying to the Applied Science program.	Certification Descriptions
2/25/2015	Replaced “prerequisite courses” with “GEOINT-related education” to better align with NCCA standards.	Eligibility
2/25/2015	Added “the certification maintenance period will commence upon the award or renewal of each certification” to clarify that PDU requirements are directly associated with individual conferral dates vice the accreditation date of an entire program.	Certification Maintenance and Renewal
2/25/2015	Added Massive Open Online Courses, Open Learning Initiatives, course audits, 24/7 duty, briefings, and impactful work activities to Professional Development Unit (PDU) Point Matrix.	Certification Maintenance and Renewal
2/25/2015	Added language to ensure candidates are not penalized for programmatic delays or other circumstances beyond their control that prevent the award of a certification within one year of passing the assessment.	Certification Maintenance and Renewal
3/31/2015	Changed “Recertification or Retest” to “Recertification”.	Recertification

3/31/2015	Deleted "A candidate will have three opportunities to pass a GPC assessment after the program is fully established, approved, and accredited."	Retaking
3/31/2015	Changed "Renewal opportunity availability" to "Recertification decisions".	Appendix D Program Management Office Appeals Board (POAB)
3/31/2015	Updated Professional Development Unit (PDU) Matrix (Table 2) to reflect Governance Council modifications approved during 16 March 2015 meeting.	Certification Maintenance and Renewal
4/7/2015	Removed requirement for certificants to submit PDU logs every 6 months and removed the requirement for Components to forward PDU logs to the GPC PMO.	Certification Maintenance and Renewal
4/28/2015	Added Professional Development Unit Log examples (Table 1) to simplify PDU documentation.	Certification Maintenance and Renewal
7/23/2015	Changed "a common set of competencies" to "competencies relevant to the tradecraft work role tasks and mission functions".	Program Objectives
8/5/2015	Added language to introduction, eligibility and scheduling sections to accommodate participation by cleared GEOINT contractors.	Introduction, Eligibility, Scheduling
8/7/2015	Added Appendix D to provide detail on waiver process. Relabeled appendix concerning appeals as Appendix E.	Appendix D: Waivers
8/7/2015	Deleted section.	Rescheduling Assessments
8/13/2015	Adjusted text in "Scheduling" section for clarity.	Scheduling
8/18/2015	Revised Applied Science certification description from "Geodetic Orbit Science, (Bathymetry, Geodetic Earth Science, and Geodetic Surveying)" to "Applied Science, (Bathymetry, Geodetic Earth Science, Geodetic Orbit Science and Geodetic Surveying)".	Certification Descriptions
8/18/2015	Added language delineating the training-agnostic character of the GPC Program.	Preparing for the Assessment
8/18/2015	Added clarifying language regarding the participation of contractors in the GPC program.	Overarching Policy , Eligibility, and Conferral and Revocation

9/16/2015	Clarified requirement to hold a lower-level certification in order to earn a higher level certification cannot be waived.	Waiver Process
10/1/2015	Added information on registering for GPC assessments.	Scheduling
10/8/2015	Added description of procedures used to judge candidates' compliance with each certification requirement and split Conferral and Revocation into separate sections.	Conferral and Revocation
10/16/2015	Added guidance on the proper use of certification designations and certification marks.	Using GPC Credentials
10/16/2015	Clarification of the 90-day post-test waiting period.	Retesting
10/21/2015	Modified wording to increase the candidate and certificant privacy.	Security and Confidentiality
10/23/2013	Clarified policy prohibiting the disclosure of personal or privileged information of any candidate or certificant to include assessment results, scores, competency level feedback, item responses, participation, or demographic data.	Appendix B Non-Disclosure Agreement
10/30/2015	Revised wording and added Appendix C to provide guidance on actual, potential, and perceived conflicts of interest.	Conflicts of Interest
11/19/2015	Renamed section "Maintenance" and revised wording related to the 3 year maintenance period.	Certification Maintenance and Renewal
11/19/2015	Moved content into "Maintenance" and deleted section.	Recertification
11/19/2015	Moved "The Program Office will monitor ... as intended" and the footnote into the Revocation section.	Assessment Development

11/19/2015	Added "or serve as certification board member, Subject Matter Expert, assessment administrator, or proctor."	Non-Disclosure Agreement
11/19/2015	Added section to describe procedures associated with recordkeeping copies of certificant information, personal information, and assessment results	Records Management, Records, and Disclosure
11/19/2015	Added definitions for "Continuing Competence," "Recertification," and "Cutoff"	Glossary
11/19/2015	Added website address and renamed section from "Accommodations for Disabilities" to "Reasonable Accommodations"	Reasonable Accommodations
11/19/2015	Removed contractor language and added requirement that candidates must attest that they have met or have an approved waiver for all eligibility requirements for a particular assessment.	Eligibility
11/19/2015	Added Appendix G on Audit Procedures	Maintenance
12/04/2016	Added "The GEOINT Professional Certification Program does not grant reciprocal certifications."	Conferral
12/04/2016	Changed "professional educational programs and complete developmental training activities ... necessary" to "professional development activities that enable them "	Maintenance
12/4/2016	Added that the GPC program "does not require membership in any association, and does not require the purchase of any product or service."	Preparing for the Assessment
12/4/2016	Changed "module" to "version of the form"	Terms and Conditions
12/4/2016	Added "DoD Manual 5200.01 Volume 3" as a records management reference	Appendix F: Records Management, Retention, and Disclosure
12/4/2016	Moved Revision History to end of document	Revision History
3/8/2016	Removed references to Proficiency Level III and Proficiency Level IV certifications	Certification Descriptions
