

# SES Certification Booklet

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## SES Certification Program

As part of its mission to enhance the knowledge of standards and standardization, SES - The Society for Standards Professionals has established a certification program to recognize persons who have demonstrated a high degree of professional competence in various areas of standards and standardization.

SES offers two levels of certification with a duration of five years with an opportunity to re-certify at the end:

- AStd is an initial professional certification that demonstrates a fundamental knowledge of standards development and application. A person who achieves initial certification will be recognized as an Associate Standards professional and entitled to use the AStd designation and logo in personnel records and on resumes, letterheads, business cards, and other items as appropriate.
- CStd is an advanced professional certification that demonstrates a thorough, more sophisticated knowledge of the principles, techniques, and effects of standards and standardization and recognizes a person's experience, expertise, and contributions in the overarching realm of standards. A person who achieves an advanced certification will be recognized as a Career Standards professional and entitled to use the CStd designation and logo in personnel records and on resumes, letterheads, business cards, and other items as appropriate.

Certification provides the following benefits:

- Evidence to employers that the individual has attained competence in the standards profession;
- A credential for use in seeking a position or advancement;
- Assurance to customers of professional competence in standards development;
- A criterion for employers to use for selection and advancement in standardization;
- Incentive for professional self-development;
- A means to increase and enhance acceptance of the standards profession;
- Public acknowledgement among peers at the annual SES conference

# Associate Standards Professional Certification (AStd)

## AStd Qualifications

To qualify for the AStd Certification, you must satisfy the following requirements within one year of the SES Certification Committee Chairman’s approval of the AStd Personal Data Form:

- Have participated in standards development or standardization activities as part of your employment or as a volunteer; or equivalent education (one year of education equals two years of experience); and
- Pledge to adhere to the SES Code of Ethics; and
- Achieve a minimum score of 75 points on the AStd Personal Data Form; and
- Perform one of the following:
  - Pass an open-book test based on *A Guide to Standards*;
  - OR complete four *Standards Aware*<sup>™</sup> courses.

## Application Fees

A nonrefundable fee is required with the filing of the application. This non-refundable application fee is valid for one calendar year from the date of acceptance and within one year you must complete the process.

SES members	Nonmembers
\$150.00 USD	\$225.00 USD

## How to Apply for AStd

Submit the SES Certification Application Form and the AStd Personal Data Form with applicable fee to:  
SES Executive Director,  
1950 Lafayette Road, Suite 200,  
Portsmouth, New Hampshire 03801

Or email package to: [admin@ses-standards.org](mailto:admin@ses-standards.org)

Within thirty days of receipt of the application, the SES Certification Program Administrator will evaluate and score your AStd Personal Data Form and the SES Executive Director will notify you of the decision.

If your application is not approved, the AStd Personal Data Form may be resubmitted within one calendar year of the original application date, with no additional fee. After one calendar year, a new application must be submitted with the applicable fee.

Once your application has been approved, within one year of the SES Certification Committee Chairman’s approval of your AStd Personal Data Form you must either:

- a. Pass an open-book test based on information from the book, *A Guide To Standards*

Note: Within 15 business days of receipt of the completed test, the SES Executive Director will score the test and notify you of your results. You must answer 80% of the test questions correctly in order to pass. If you do not pass, you may retest after six months.

OR

- b. Successfully complete any four courses in the *Standards Aware*<sup>™</sup> online series.

Note: The same Standards Aware™ courses cannot be used for both the AStd Personal Data Form requirement and the open-book test requirement. Successful completion of four different Standards Aware™ courses is required to satisfy the open-book requirement.

Note: These courses require additional fees to register.

## **Certification Application and AStd Personal Data Form**

The forms can be accessed on the SES Website on the Certification page.

The Personal data form is intended to identify the extent of the applicant's standards training, professional experience, and relevant education. The SES Certification Administrator will hold the information in confidence.

Please follow instructions carefully.

- Be neat and concise.
- When using supplemental pages, identify each page clearly with the number of the form item which corresponds.
- Include necessary details. Whenever a date is not exact, qualify with "about" or "approximately." To assist the SES Certification Administrator, and to avoid misunderstandings, spell out all terms.
- Upon completing the forms, bind the original and any supporting material together. Retain a copy for your records along with any supporting documentation. It is not necessary to submit this documentation with the forms; however, the SES Certification Administrator may request the supporting documents for clarification.

## **AStd Recertification & Fee**

To maintain an AStd certification, reevaluation is required every five years based on the date when the certification was originally awarded. All recertification requirements must be completed prior to the end of the current five year certification period.

The individual seeking recertification must:

- Have participated in standards development or standardization activities as part of your employment or as a volunteer; or equivalent education (one year of education equals two years of experience); and
- Pledge to adhere to the SES Code of Ethics; and
- Achieve a minimum score of 75 points on the AStd Personal Data Form

To recertify, complete the certification application and the personal data form. Submit the forms along with the non-refundable fee.

# Career Standards Professional Certification (CStd)

## CStd Qualifications

To qualify for the CStd Certification, you must:

- Be employed or volunteer in standards or standardization activities; and
- Pledge to adhere to the SES Code of Ethics; and
- Achieve a minimum score of 200 points on the CStd Personal Data Form; and
- Pass an open-book test, within one year of the SES Certification Committee’s approval of the CStd Personal Data Form; and
- Within two years of application submission, perform one of the following:
  - Prepare a paper for publication in the Society’s journal, or, with the SES Certification Administrator’s approval, publish in another technical publication.
  - OR give a technical presentation as a panelist or keynote speaker at an SES Annual Conference.

## Application Fees

A nonrefundable fee is required with the filing of the application. This non-refundable application fee is valid for one calendar year from the date of acceptance, you must complete all items within the year except the technical presentation at the SES conference may occur in a second year.

SES members	Nonmembers
\$150.00 USD	\$225.00 USD

## How to Apply for CStd

1. Submit the SES Certification Application Form and the CStd Personal Data Form and non-refundable fee to:

SES Executive Director,  
1950 Lafayette Road, Suite 200,  
Portsmouth, New Hampshire 03801.

Or scan all of the documents and email package to:  
[admin@ses-standards.org](mailto:admin@ses-standards.org) (contact the Executive Director to pay the fee)

Within 15 business days of receipt of the application, the SES Certification Program Administrator will evaluate and score your CStd Personal Data Form and the SES Executive Director will notify you of the decision.

If the application is not approved, the CStd Personal Data Form may be resubmitted within one year of the original application date with no additional fee.

2. Certification Test (within one year of an accepted application)

The certification test is an open-book test, questions are true/false and multiple choice.

The questions and answers are based on the following sources:

- A Guide To Standards, 2011, published by SES;

- SES 1:2013, Recommended Practice for Designation and Organization of Standards;
- SES 2:2011, Model Procedure for the Development of Standards;
- SES 3:2016, Recommendations for Joint Standards Development;
- The United States Standards Strategy (ANSI); and
- Canadian Standards Development: Program Overview and Requirements & Guidance (SCC)

Within 15 business days of receipt of the completed test, the SES Executive Director will score the test and notify you of the results. You must answer 80% of the 50 test questions on the certification test correctly in order to pass. If you do not pass the certification test, you may retest after six months.

2. Once notified that you have passed the test, submit an abstract of a paper on standards, standardization, or standards information resources, either for presentation at the SES Annual Conference, for publication in the Society's journal, or, with approval of the SES Certification Committee Chairman, for publication in another technical publication.

The paper or presentation must be written by you alone and cannot be a collaborative effort with other authors.

Papers or presentation should be authoritative in nature, demonstrating research and analysis.

Within 30 days of receipt of the abstract, the SES Executive Director will notify you of the acceptance or rejection of the abstract.

If the abstract is approved, you will be asked to submit the paper or prepare for the conference presentation.

If the abstract is rejected, you will be asked to either make specific changes to the abstract or submit an abstract on a different subject.

Technical Paper Requirements:

The paper should be developed in accordance with as many of the following criteria as possible:

- Include in-depth discussion, analysis, or application
- Stand the test of time
- Be of suitable quality for integration into a collection of like papers
- Serve as an authoritative reference to other researchers

Within 30 days of receipt of the submitted paper, the SES Executive Director shall notify you of the acceptance or rejection of your paper.

If the paper is approved, you will receive notice of certification.

If the paper is rejected, you will be notified of specific changes required for the paper to be approved.

Note: A recently published paper that meets these requirements and guidelines may, at the discretion of the SES Certification Committee, satisfy this requirement.

#### Conference Technical Presentation Requirements:

- Abstract must be accepted by the Conference Planning Committee. Keep in mind that your topic must align with the Conference Planning Committee's theme and panels to be accepted.
- Must complete within two years of certification application submission. If your abstract is not accepted in the second year then submit a written paper instead or you must reapply for certification.
- You must provide original technical content to the audience.
- Your presentation must be at least 15 minutes.
- Moderators and emcee are not eligible.
- Panelists and keynote speakers are eligible.

#### Certification Application and CStd Personal Data Form

The CStd Certification application can be accessed on the SES Website on the Certification page.

#### CStd Recertification

To maintain a CStd certification, reevaluation is required every five years based on the date when the certification was originally awarded. All recertification requirements must be completed prior to the end of the current five year certification period.

- The individual seeking recertification must:
- Is employed or volunteers in standards or standardization activities;
- Pledges to adhere to the SES Code of Ethics; and
- Achieves a minimum score of 125 points on the CStd Personal Data Form.

To recertify, complete the certification application and the personal data form. Submit the forms along with the non-refundable fee.

#### CStd Life Certification

A person holding a CStd certification upon reaching 62 years of age will receive "life" certification. No further reporting will be required, nor will additional fees be required when life certification is conferred.

## General Certification Information

### Appeals

Applicants who are denied certification may appeal this action to the SES Certification Committee within 60 days of the issue date of such action. If necessary, appeals will be elevated to the SES Executive committee. No member of the Executive Committee who is also a member of the SES Certification Committee may act on an appeal. Members of the Executive Committee may not act on their own appeals or on those of their employees or working associates. The Chairman of the SES Certification Committee may participate as a nonvoting member.

### Revocation

The SES Certification Committee reserves the right to revoke a certification with cause, such as failing to recertify every five (5) years, falsifying information on the application form or Personal Data Form, malpractice, or unethical behavior. The SES Certification Committee will not take action toward revoking certification without giving the individual involved at least 30 days' notice of the revocation and an opportunity to be heard. Any revocation of certification may be appealed according to the provisions of Section [APPEALS] herein.

### [Code of Ethics for SES Members](#)

### [Constitution and Bylaws of SES](#)