



**Leadership, Education and  
Advancement Program (LEAP)**

**CERTIFIED SMART CARD INDUSTRY PROFESSIONAL (CSCIP)**



**PROGRAM GUIDE**

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## OVERVIEW

Recognition of proficiency through professional certification programs is a growing trend in many industries, reflecting increased interest by customers and employers in certification as a reliable standard of professional competence and expertise.

Certification is a voluntary process by which a non-governmental entity, such as a professional association, grants a time-limited recognition and use of a professional designation to an individual after verifying that he or she has met predetermined and standardized criteria.

Given the increasing complexities of the smart card industry, a standardized certification program is essential to identify and recognize key industry professionals with advanced levels of knowledge and experience. A smart card professional certification ensures that the standards, quality and security approaches involving smart card applications are being met with a commitment to competence and professional performance.

## THE LEADERSHIP, EDUCATION AND ADVANCEMENT PROGRAM (LEAP)

As the leading professional association of the global smart card industry, the Smart Card Alliance has created the Leadership, Education and Advancement Program (LEAP) to:

- Advance education and professional development for individuals working in the smart card industry.
- Manage and confer, based on a standardized body-of-knowledge examination, the Certified Smart Card Industry Professional (CSCIP) designation.

## PROGRAM OVERVIEW

LEAP is designed for individuals interested in continuously improving their knowledge and professional proficiency in the smart card industry. The program is administered and reviewed annually by the Professional Development Committee, comprised of Leadership Council-level members and Board members of the Smart Card Alliance Board of Directors.

Membership in the program provides access to and participation in:

- A comprehensive online library of educational materials on a password protected LEAP-only member website
- LEAP member seminars, workshops, and conferences archives

- Access to LEAP COMMUNITY - a professional social networking website
- Complimentary access to the Smart Card Alliance's online training courses
- Access to the Certified Smart Card Industry Professional (CSCIP) designation

Attaining the CSCIP designation is an option for LEAP members, but it is not a requirement for LEAP program participation.

## LEAP MEMBERSHIP

As a separate educational arm of the Smart Card Alliance, there is a Smart Card Alliance membership dedicated to the LEAP program. LEAP membership applications are available on the Smart Card Alliance website [www.smartcardalliance.org](http://www.smartcardalliance.org).

LEAP membership is open to all individual professionals working in the global smart card industry within the United States or elsewhere, regardless of whether the individual or their organization is a current member of the Smart Card Alliance.

The LEAP membership fee for Smart Card Alliance members in good standing is \$200 annually. This is a discounted fee which recognizes Smart Card Alliance members.

As an additional recognition of Smart Card Alliance members, during each calendar year, a one-time complimentary LEAP membership will be offered to members in good standing for the first year of LEAP membership. Leadership Council members in good standing will be offered three first year complimentary LEAP memberships each year. After the first year, LEAP members receiving complimentary first year memberships will be charged the \$200 LEAP membership fee as long as their employers maintain their Smart Card Alliance membership.

The LEAP membership fee for those organizations and individuals who are not current Smart Card Alliance members is \$300 annually.

Individual, non-members interested in LEAP membership alone or with additional desire for CSCIP certification have the option of joining the Smart Card Alliance as an individual (Associate Level) member or at one of several organizational member levels (Leadership Council, General, University, Government) to gain additional benefits offered to all organization members by the Smart Card Alliance (refer to SCA membership benefits). New Smart Card Alliance individual and organizational member applicants must complete the membership process and be accepted into the Smart Card Alliance in order to qualify for the discounted fee for the LEAP program.

LEAP membership fees are billed upfront for a full year in the first year. On January 1<sup>st</sup> all current first year members will be billed for the second year on a calendar year basis with proration during the second year for any months remaining that calendar year that were included in the upfront payment. After the second year, all LEAP memberships will

be billed in full for the following calendar year beginning on January 1<sup>st</sup> of that year.

LEAP membership is personal and transfers with the individual if they leave an organization, however the LEAP membership renewal rate will be determined by the individual's status as a Smart Card Alliance member at the renewal date.

The Smart Card Alliance reserves the right to reject any LEAP membership applications from applicants deemed to be unqualified or having questionable motives for joining the program.

### **CERTIFIED SMART CARD INDUSTRY PROFESSIONAL (CSCIP) DESIGNATION**

LEAP members may or may not choose to seek professional CSCIP certification. Those LEAP members who wish to achieve certification as experts in smart card technology may do so at any time.

Applying for the CSCIP designation process requires that LEAP members meet specific professional criteria prior to acceptance into the certification program and ultimately taking the CSCIP smart card body-of-knowledge exam:

- Minimum two years experience in a smart card-related field, with the need to describe their role and involvement
- Two business references
- If an individual does not meet all of the above requirements, the individual may submit a letter documenting why he/she is qualified for the certification program for review by the Smart Card Alliance.
- Applications will be approved or denied within 14 days of submission and must be received 45 days prior to an exam date.

The fee structure for certification application, certification educational materials and CSCIP exam registration is as follows:

CSCIP Application fee:	\$ 50
CSCIP Smart Card Technology and Applications Training Course Modules ( <b>all</b> 9 modules) Electronic version only:	\$100*
CSCIP Smart Card Technology and Applications Training Course Modules ( <b>all</b> 9 modules) Electronic version PLUS Printed & Bound Binder (\$100 + \$75 binder + \$10 shipping)	\$185*
CSCIP Certification Exam registration fee:	\$150*
Exam re-take fee:	\$ 75
(* you must purchase the training course in order to register for the certification exam)	

A CSCIP certification section can be accessed on the Smart Card Alliance website and provides exam schedules and online application and exam registration forms. The Smart Card Alliance accepts checks and credit card payment with VISA, MasterCard, American Express and Discover.

- *If payment is made by company check, the CSCIP applicant's name must be referenced on the check*
- *For applicants outside of the United States, international wire transfer for fees paid in U.S. dollars will be accepted – contact Leap Administrator for assistance)*

The exam registration form may be downloaded, filled in completely, and faxed or mailed with payment.

### **Certification Benefits**

Those who pass the CSCIP exam and achieve certification may use the CSCIP designation after their names on their business cards, biographies and stationery. Additionally, they receive:

- A CSCIP plaque
- A CSCIP logo lapel pin
- Access to CSCIP-only programs
- CSCIP/LEAP Membership Smart Card (access card to LEAP member site)

To maintain the CSCIP designation and to qualify for re-certification, certified individuals must maintain their LEAP membership in good standing.

## **THE CSCIP EXAM**

The CSCIP certification body of knowledge incorporates a thorough examination of the terminology, relevant standards and business aspects of smart card technology and related applications, systems interfaces, personalization and management systems that are used in the payment, transit, mobile, identity, access control and digital security markets:

### **Smart Card Fundamentals**

- Basic smart card components, structure, functions
- IC types (memory, protected memory, microcontroller, RF)
- Card design and card body
- Formats (card, USB token, SIM, embedded, other)

- Communications interface (contact, contactless, dual interface)
- Memory size and types
- Operating systems (native, Java, Multos, other)
- Smart card system design features
  - Manufacturing process
  - Readers (POS, PC, access control)
  - Relevant smart card standards (ISO, ANSI)
  - Smart cards and biometrics
  - Specifications
  - Glossary of terms

## **Security**

- Certifications (FIPS, Common Criteria)
- IC level (anti-tampering, masking)
- Card edge interface
- Encryption algorithms
- Security at system level
  - Physical
  - Logical

## **Smart Card Application and Data Management**

- Single application cards
- Multi-application cards
- Chip initialization
- Key management (symmetric, asymmetric)
- Issuance
- Card life cycle management
- Relevant standards

## **Smart Card Usage Models: Identity and Security**

- Smart card drives and benefits
- Identity cards and tokens
- ePassports
- Physical/logical access
- Smart cards and biometrics
- Smart cards and digital certificates
- Sample smart card identity and security models
- Relevant standards
- Identity and security application examples
- Privacy

## **Smart Card Usage Models: Payments and Financial Transactions**

- Smart card drives and benefits
- Bank cards (credit, debit, pre-paid, ATM)
- EMV, chip and PIN, proprietary (contact-based)
- Contactless (EMV, non-EMV)
- ePurse, stored value cards (open and closed loop)
- Transportation and parking
- Online banking/retail e-commerce
- Loyalty
- Sample smart card payment models
- Relevant standards

## **Smart Card Usage Models: Mobile, SIM and Near Field Communications (NFC)**

- Smart card drivers and benefits
- SIMs
- USIMs
- NFC
- Smart media
- Pay TV
- Sample smart card mobile and subscriber models

## **Exam Training and Educational Modules**

A series of educational modules forming the CSCIP body of knowledge has been developed by leading smart card industry professionals and is updated regularly.

Upon approval of an individual's certification application, and once the materials fee is paid, candidates receive access to these educational modules to prepare for the multi-part CSCIP exam administered by the Smart Card Alliance.

Additionally, webinars are hosted to help prepare candidates for the exam.

## **Exam Performance**

The exam requires demonstrated proficiency in a broad body of industry knowledge, as opposed to expertise in specialized smart card disciplines. Candidates must receive a passing grade on all parts of the exam to receive the CSCIP certification.

- Candidates will be notified of exam results within two weeks.

- Candidates who pass the exam are sent a CSCIP welcome package.
- Candidates who fail the exam are notified of the exam sections they did not pass to help identify areas of knowledge where further study is necessary and will be encouraged to re-test.

### **Exam Registration, Deadlines and Payment**

- Approved CSCIP exam applications are valid for 24 months, from issuance to registration for and taking the certification exam.
- Exam registration is required 30 days prior to the scheduled date of the exam.
- A confirmation notice is e-mailed to each registrant upon receipt of payment.

### **Exam Scheduling, Cancellation and Rescheduling**

- The number and location of CSCIP exams will be determined by the Professional Development Committee.
- CSCIP candidates may cancel their examination registration and receive a refund if written (via e-mail, fax or mail) notification is received by the Smart Card Alliance at least 21 days prior to the day of the exam.
- No later than one week prior to the exam, candidates may request to transfer their paid registration to another exam location and date, but cannot get a refund.
- No-shows on the day of examination forfeit their registration fee, except in the case of serious and documented medical or family emergency.
- The examination will be delayed or cancelled only in cases of natural disasters, severe weather or public transportation emergencies.

### **Candidates with Disabilities, Special Needs or for whom English is not Their Primary Language**

- An individual who has physical or cognitive impairment that prevents him/her from taking the exam under standard testing conditions may request, in writing, special testing arrangements.
- The exam is given in the English language and candidates for whom English is

not their primary language may be given additional time, to be determined on a case by case basis, to complete the exam.

### **Exam Day On-site Procedures and Notification of Exam Results**

- The proctored pass/fail exam consist of multiple choice and true/false questions and must be completed within a specified time.
- Candidates must present a valid photo ID.
- Wireless devices and cameras are prohibited at the exam site.

### **Re-take Time Frames, Policies and Fees**

- If a failing score is received, the candidate can register to re-test within the 24 month period from approval of CSCIP program application for a re-test registration fee of \$75.

## **CSCIP RE-CERTIFICATION**

Due to evolving smart card technologies and new product and market developments, it is necessary for CSCIP certificants to be re-certified every three years. Re-certification verifies a certificant's continued knowledge and proficiency with current smart card technologies with an emphasis on lifelong professional learning and development.

There are two paths for CSCIP re-certification:

- 1) Documentation of a required level of Continuing Education Units (CEU) issued by the Smart Card Alliance and/or other qualifying smart card entities through activities such as:
  - attending approved conferences
  - attending approved workshops/seminars or online training
  - serving as a featured speaker or panelist at approved events
  - publishing trade publication articles or white papers
  - memberships in industry associations
  - participation in Smart Card Alliance or another industry association's committees
  - mentoring CSCIP candidates

This documentation must be submitted to the Smart Card Alliance for review by the three year anniversary date of an individual's certification.

The Smart Card Alliance will review the re-certification application and documenting materials and notify the individual of re-certification or the need for additional documentation or qualifying activities.

- 2) Certificants may choose to re-take the CSCIP exam which, as a living document reflecting evolving and changing smart card technology, will have different content than the exam which the certificant took three years prior. The fee for re-taking the exam is \$75. It is Smart Card Alliance's intent that those living outside the US will be able to take the re-certification exam online.

### **CSCIP CODE OF ETHICS and REVOCATION POLICY**

Those individuals passing the exam agree in writing to adhere to a set of professional and ethical standards—outlined in the exam registration form—as a requirement of certification.

The Smart Card Alliance Board of Directors retains the right to revoke an individual's CSCIP designation with cause. Causes for revocation of the CSCIP designation, as assessed by the Smart Card Alliance Board of Directors, include:

- Failure to maintain annual LEAP membership
- Unauthorized use of CSCIP exam educational training modules
- Egregious and/or unprofessional behavior, including cheating on the exam
- Criminal conviction of a felony or other crime
- Non-payment of required fees

Revocation will be formally communicated in writing to the certificant. The certificant has the right to appeal any revocation to the Smart Card Alliance Board of Directors.