



APPLICATION FORM SECO-INSTITUTE CERTIFIED OFFICER TITLE



INFORMATION SECURITY



IT SECURITY



DATA PROTECTION



ETHICAL HACKING



SECURE SOFTWARE



BUSINESS CONTINUITY



CRISIS MANAGEMENT

1. Description of our assessment process

At SECO we recognise the value of practical experience. That is why we have positioned our SECO Certified Officer title as the most senior of our titles. Those who are awarded this title have a proven track record in their field of expertise. SECO Certified Officers are the professionals that have shown that they are able to gain results in a practical setting.

We would be glad to welcome you to our SECO community as one of our Certified Officers. However, before you can become a much esteemed member of our community, we need to verify you actually meet the requirements for this title.

1.1. Requirements to become a SECO Certified Officer

Being a SECO Certified Officer means you have gained extensive working experience on a senior level. Organisations and others value SECO Certified Officers, because they know these are the professionals that can produce actual results.

We assess the working experience of applicants using the following criteria:

- **[Relevance]** Do you have working experience in the field of expertise associated with the title that you are applying for?
- **[Term]** Does that working experience amount to at least 5 years
- **[Level]** During that time, did you bear responsibility on a strategic level for (part of) the governance and decision-making process in your organisation(s) when it comes to the field of expertise associated with the title that you are applying for? Or, in the case of external staff (e.g. consultants), were you an advisor with more than non-committal influence on the governance and decision-making process?
- **[Accomplishment]** What did you personally bring to the governance and decision-making process that improved the ability to perform of the organisation(s) you worked for?

It never hurts to list your certifications and the projects you have been a part of in a résumé (or curriculum vitae, CV). But please, be aware that most standard résumés will not provide us with the information we need to ascertain the answers to the questions above. In particular the last two questions. What we need is a way to verify you were one of the persons making decisions and governing the activities of your organisation on a strategic level. Or, if you were external to the organisation, that you had a more than non-committal influence on that governance and those decisions. In addition to that, mentioning a process or project and your role in general in a résumé does not give us enough information to figure out what **you** contributed to that process or project. Make sure we are made aware of **your personal achievements** that are relevant to someone operating on the level expected of a SECO Certified Officer.

To include some objectivity into the assessment process, which allows us to justify the titles we award, we also ask you to refer us to at least 3 persons that can confirm your

answers to the questions above. These references must be working for at least 2 different organisations.

We will contact these persons and ask them to review the information you have given us. Therefore, it is important you make sure that you have let them know we will use their contact information for this purpose, and that you consent to us sharing your information with them.

1.2. How your application is processed

We will assess the information you have provided us with to evaluate whether you meet the necessary terms to receive the Certified Officer title you have applied for. When you do, we will acknowledge you as a professional with a proven track record and register you as one of our accredited Officers. You will then also receive your SECO issued certificate and a digital badge.

In short these are the steps taken in after we receive your application for a SECO Certified Officer title:

- We evaluate the information submitted to us through the webform.
- If needed, we will ask for additional information.
- We will contact all referents and ask them to formally confirm your statements.
- After this confirmation we will evaluate your working experience to determine that it does indeed match what we expect of a SECO Certified Officer (we will look at relevance, duration, seniority, and your personal accomplishments).
- If your work experience meets our requirements you will be awarded the title you have applied for.

You can expect the result of our assessment within 4 workweeks. In most cases it will be much faster.

1.3. What happens after your application is accepted

After your working experience has been assessed, and it was found that you meet the requirements to become a SECO Certified Officer, we will send you a message of initial confirmation. To finalise the procedure, you will be contacted by our back office for the administrative aspects of joining our exclusive SECO community. This includes:

- Making sure you are registered as a member of our SECO community.
- Making sure the contribution for the first year of your membership has been paid. At the time of writing this amounts to € 150,- per annum. Memberships are valid for the duration of 1 year and are renewed automatically. Before your membership expires we will contact you to help you renew your title. If you want to cancel your membership, please contact us through info@seco-institute.org.
- Making sure you have actually signed the filled in application form, thereby confirming the information you have provided us with is truthful, that you have

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- agreed to our Code of Conduct, and that you have agreed to the Terms of Use for SECO-issued titles.
- Making sure we have verified your identity.
- Arrange for you to receive a hardcopy of your certificate.
- Letting you know how you can apply for a digital badge, and how you are to use it.
- Letting you know how you can register your Continuing Professional Education (CPE) credits. SECO Certified Officers are expected to collect a minimum of 40 CPE credits per year. There is some leniency in this, but you must collect at least 120 CPE credits over a 3-year period. Please, visit our website for more information about our Continuing Professional Education program.
- Archiving all information that is relevant to your application. This information will be kept for as long as you are registered as a SECO community member. You can request us to purge your personal information, but be aware that without it we cannot verify your standing as a SECO Certified Officer and thus will be forced to revoke your membership and Certified Officer title.

Once you have obtained your SECO Certified Officer credentials, you will be able to add your title (S-CxxO) and digital badge to your résumé, e-mail and social media, a.o. As a member of our SECO community, you will also have access to the benefits we offer our members, including exclusive knowledge resources, interesting webinars, and other professional development opportunities.

2. Application form

2.1. Personal information of applicant

Please provide us with the information we need to process your application below.

Name	
Titles	<input type="text"/>
Given name *	<input type="text"/>
Infix	<input type="text"/>
Family name *	<input type="text"/>
Information required for official correspondence	
Company name	<input type="text"/>
Department	<input type="text"/>
Street address *	<input type="text"/>
Postal code *	<input type="text"/>
Locality *	<input type="text"/>
State	<input type="text"/>
Country *	<input type="text"/>
Other contact information	
Business phone number, incl. country code	<input type="text"/>
Personal phone number, incl. country code	<input type="text"/>
Business e-mail address *	<input type="text"/>
Personal e-mail address	<input type="text"/>

Fields marked with an asterisk (*) are obligatory.

We are aware that not all cultures treat names in the same manner. And also that gender information can be sensitive to some. To keep things simple we have chosen to follow the defacto standard that is commonly used in international settings by addressing people with their given name followed by their family name in our communications. We have also chosen not to ask for, nor use gender information in our communications. In some cases this might lead to less than optimal forms of addressing in our communication with our students, alumni, and others. We ask for your understanding if this is the case in your situation.

2.2. Certification information

Please, check the title you want to apply for.

Title information
<input type="radio"/> Certified Business Continuity Officer (S-CBCO)
<input type="radio"/> Certified Crisis Management Officer (S-CCMO)
<input type="radio"/> Certified Data Protection Officer (S-CDPO)
<input type="radio"/> Certified Ethical Hacking Leader (S-CEHL)
<input type="radio"/> Certified Information Security Officer (S-CISO)
<input type="radio"/> Certified IT Security Officer (S-CITSO)
<input type="radio"/> Certified Secure Programming Leader (S-CSPL)

2.3. Statement of work experience

Please attach documents from which we can determine that you have the work experience expected from a SECO Certified Officer in your field of expertise. It is most common to use a résumé for this, but please be aware that a résumé alone might not be sufficient (see section 1.1).

Names of attached documents

2.4. References

Please provide us with contact information of at least 3 persons we can ask to confirm your working experience.

Name of referent 1	
Titles	<input type="text"/>
Given name *	<input type="text"/>
Infix	<input type="text"/>
Family name *	<input type="text"/>
Business information of referent 1	
Company name *	<input type="text"/>
Department	<input type="text"/>
Job title *	<input type="text"/>
Business e-mail address (no personal e-mail addresses please) *	<input type="text"/>
Country	<input type="text"/>
Relation to referent 1	
What was the working relationship between you and this referent? *	<input type="text"/>

Name of referent 2	
Titles	<input type="text"/>
Given name *	<input type="text"/>
Infix	<input type="text"/>
Family name *	<input type="text"/>
Business information of referent 2	
Company name *	<input type="text"/>
Department	<input type="text"/>
Job title *	<input type="text"/>
Business e-mail address (no personal e-mail addresses please) *	<input type="text"/>
Country	<input type="text"/>
Relation to referent 2	
What was the working relationship between you and this referent? *	<input type="text"/>
Name of referent 3	
Titles	<input type="text"/>
Given name *	<input type="text"/>
Infix	<input type="text"/>
Family name *	<input type="text"/>
Business information of referent 3	
Company name *	<input type="text"/>
Department	<input type="text"/>
Job title *	<input type="text"/>
Business e-mail address (no personal e-mail addresses please) *	<input type="text"/>
Country	<input type="text"/>
Relation to referent 3	
What was the working relationship between you and this referent? *	<input type="text"/>

Fields marked with an asterisk (*) are obligatory.

Make sure that your references are working for at least 2 different organisations.

3. Acknowledgements

By sending this filled in form to the Security & Continuity Institute also known as “SECO-Institute” I apply to become a SECO Certified Officer.

I declare:

- To have read and uphold the Code of Conduct of SECO-Institute
- To have read and agree with the Terms and Conditions of Use for SECO-Institute issued titles
- That the information I have provided in this document is true and complete to the best of my knowledge. I understand that if any information I have provided during the application process is found to be untrue that this will impact the outcome of the process and that SECO-Institute has the right to forfeit any fees deposited in such cases.
- To acknowledge that it is the sole discretion of SECO-Institute to determine whether a SECO Certified Officer title is awarded or not. Just as it is their right to revoke any issued certificate or membership of the SECO community.
- To agree to hold SECO-Institute, its officers, directors, examiners, employees and agents, harmless from any complaint, claim, or damage arising out of any actions or omission by any of them in connection with the SECO Certified Officer application process, the failure to issue me any certificate or the denial of any request of re-issuance of such certificate.
- That any referents named in this document have consented to the use of their personal information by SECO-Institute for the purposes of SECO’s Certified Officer application process.
- That I do consent to SECO-Institute sharing the personal information I have provided for the purposes of their SECO Certified Officer application process with the referents I have named in this document.

This form was filled in and signed by:

Name:

Date:

Signature:


INFORMATION SECURITY


IT SECURITY


DATA PROTECTION


ETHICAL HACKING


SECURE SOFTWARE


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CRISIS MANAGEMENT

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