International Function Point Users Group (IFPUG)

Certified SNAP Specialist (CSS)Certification Extension Program

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**1 CSS Certification Extension Overview**

 **2 Activity-Credit Rules**Continued Certified SNAP Specialist (CSS) certification can be achieved through reexamination every three years. The CSS Certification Extension program provides an alternative to the reexamination. Before their current certification expires, individuals may extend their current level of CSS certification for up to three years in one year increments by completing cumulative activities in a minimum of one and a maximum of three Activity Categories (as defined later).

Or
Individuals may extend their current level of CSS certification for up to three years in one year increments by completing multiple occurrences within a given Activity Category with a minimum of one and a maximum of three occurrences.

The only limitation in the number of extensions an individual may obtain is the release of a major change in the Assessment Practices Manual (as defined later).

The CSS Certification Extension program is under the jurisdiction of the IFPUG Certification Committee, with oversight provided by the IFPUG Board of Directors (BOD). It is the Committee’s responsibility to consider suggestions from the members and to ensure that the CSS Certification Extension program remains current in adapting to the ever-changing metrics environment.

The IFPUG Board of Directors reserves the right to discontinue the CSS Certification Extension program at any time, without advance notice. CSS Certification Extension program applications postmarked prior to the discontinuance will be evaluated under the current program rules; applications postmarked after the discontinuance will not be evaluated.

**2.1 Extension Availability**In order to obtain a CSS Certification Extension an individual must hold a CSS designation in the most current Major Change (see 2.4.2) of the IFPUG Assessment Practices Manual (APM). In addition, BOTH the Activity-Credit Criteria described in Section 2.2 must be met AND a valid extension option from the Options for CSS Certification Extension described in Section 2.4 must be available.

An individual who is applying for a CSS Certification Extension must ensure that his/her application and supporting documentation arrives at the IFPUG Office or is postmarked 30 calendar days prior to his/her CSS expiration date. Applications received or postmarked less than 30 days prior to his/her CSS expiration date will be charged a $100 late fee.

Because of the 30-day lead-time required to validate and audit each application, it is possible that an individual will not have completed 100% of his/her planned Activities prior to the submission deadline. The individual must identify on his/her application the remaining planned Activity(ies) and provide supporting documentation upon completion of the Activity(ies).

Conference presentations attended during the same week that an individual sits for the CSS Exam may be applied to his/her next extension period, assuming a successful exam.

All materials submitted as part of the CSS Certification Extension application process will be retained by the IFPUG Office unless otherwise noted.

**2.2 Activity-Credit Criteria**In order to qualify for a CSS Certification Extension, individuals must meet the Activity-Credit criteria described below.

2.2.1. Individuals may accumulate Certification Extension Activities (CEA) from any of the Activities listed in the Activity-Credit Table.

2.2.2. Individuals must accumulate a minimum of 1 activity and must not exceed 3 activities in the defined eligibility period.

Or
Individuals must accumulate a minimum of 1 occurrence in a given activity and must not exceed 3 occurrences in a given activity in the defined eligibility period.

2.2.3. Individuals are not required to accumulate CEA from any particular Activity.

2.2.4. All CSS Certification Extension application and supporting documentation submitted must be in English.

2.2.5. The eligibility period for accumulating CEA credit is three years prior to the expiration of an
individual’s CSS Certification.

a. An individual has three years from the date that they become certified by passing the CSS Exam to accumulate sufficient CEA credit to have their CSS Certification extended for a minimum of one year and a maximum of three years.

b. Activities completed more than three years before the time the current CSS Certification or CSS Certification Extension expires will not be considered for CEA credit.

c. Any specific instances of an activity previous awarded CEC will not be considered for CEC.

2.2.6. The subsequent eligibility period for accumulation CEA is based on the length of time the CSS Certification Extension has been granted.

a. During the subsequent eligibility period, an individual can accumulate sufficient CEA credit to have their CSS certification extended by one, two or three years based on the number of CEA.

b. Activities completed prior the subsequent eligibility period will not be considered for CEA Credit.
EXAMPLE – If a CSS received a two year Certification Extension by way of the Certification Extension Program, that CSS would have the two years prior to latest CSS expiration date to accumulate sufficient CEA Credit to have their CSS certification extended for a further length of time (1, 2, or 3 years). Any CEA activities completed prior to that two year period would be ineligible for CEA Credit consideration.

**2.3 Validation and Audit**Each Activity listed in the Activity-Credit Table has Basic Validation and Audit criteria associated with it. All Basic Validation tasks for a given Activity will be performed every time an applicant applies for credit in that Activity. In addition, Audit tasks for any Activity may be performed at random or at the discretion of the Certification Committee for any application. See section 3.2 for Basic Validation and Audit criteria for each Activity.

Multiple individuals may be involved in reviewing an applicant’s CEA documentation. No individual may in any way be involved in reviewing his/her own CEA documentation.

**2.4 Options for CSS Certification Extension**2.4.1 Take the Current CSS Exam
An individual may take the current CSS Exam to continue his/her CSS Certification (become “recertified”). This option eliminates the requirement for any additional education, experience or training classes for that individual. The CSS expiration date is based solely on the date the individual passed the current CSS Exam.

2.4.2 Major Change to the Assessment Practices Manual (APM)
If there is a Major Change to the APM, an individual will be required to take the current CSS Exam reflecting the Major Change to become certified (“re-certified”) under the new Major Change version of the APM.

A Major Change is generally defined as a “substantial change” to the APM that warrants a version change to the next X.0 (e.g.; 2.0 to 3.0) version designation. The version number is updated as recommended by the Non-Functional Sizing Standards Practices Committee (NFSSC) with IFPUG BOD approval.

A caveat to the CSS Certification Extensions is that an individual will only be allowed to obtain one CSS Certification Extension if a Major Change occurs during their current CSS Certification. The extension of this scenario would extend their current level of certification and would not provide the individual with certification at the new Major Change level.

2.4.3 Minor change to APM OR No change to APM
An individual must accumulate CEC from the Activity-Credit List. The CEC must be accumulated before the current CSS Certification expires. The accumulation of CEC would “extend” an individual’s CSS Certification for a period of up to three years.

**3 Activity-Credit Table
3.1 Activity-Credit Table**The following table identifies the Activities that may be used for Certification Extension Activity credit.

|  |  |
| --- | --- |
| Attend an IFPUG sponsored SNAP Counting Webinar that is CEA eligibleORAttend an IFPUG Affiliate sponsored SNAP Counting Webinar that is CEA eligible | 1 Year Extension perdocumented occurrence |
| Present one IFPUG sponsored SNAP Counting Webinar that is CEA eligibleORPresent one IFPUG Affiliate SNAP Counting Webinar that is CEA eligible | 1 Year Extension perdocumented occurrence |
| Perform 10 CEA eligible SNAP counts  | 1 Year Extension perdocumented occurrence |
| Author/co-author two CEA eligible SNAP counting white papers or articles | 1 Year Extension perdocumented occurrence |
| Participate on the IFPUG Non-Functional Sizing StandardsCommittee or Certification Committee | 1 Year Extension ForEach Year Of Service |
| Take one CEA Eligible SNAP Counting Class at any type of IFPUG Workshop | 1 Year Extension per documented occurrence |

**3.2 Activity-Credit Table Descriptions**The following subsections define the Activities that may be used to accumulate CEA credit and the Basic Validation and Audit criteria that will be used to evaluate and confirm CEA.

All materials submitted as part of the CSS Certification Extension application process will be retained by the IFPUG Office unless otherwise noted.

3.2.1 Attend a pre-approved SNAP Counting Webinar that is CEA eligible
**3.2.1.1 Definition – Attend a IFPUG SNAP Counting Webinar that is CEA eligible.**Attend an IFPUG sponsored SNAP Counting Webinar or IFPUG Affiliate sponsored SNAP Counting Webinar that is CEA eligible The IFPUG Certification Committee must pre-approved SNAP Counting Webinar for it to be CEA eligible.

An Affiliate is officially recognized by IFPUG as an organization with software metrics interests and meets certain IFPUG defined requirements (for more information please see
https://ifpug.org/membership/member-types).

A list of IFPUG sponsored SNAP Counting Webinars and IFPUG Affiliate sponsored SNAP Counting Webinars that are eligible for CEA will be posted on the IFPUG Website before each Webinar and is subject to change without notice.

**3.2.1.2 Application For Credit –Attend a SNAP Counting Webinar that is CEA eligible**• Credit for each SNAP Counting Webinar is based on an IFPUG Certification Committee pre-approved SNAP Counting Webinar presentation.

Process
The CSS Certification Extension applicant must send his/her CEA documentation to IFPUG at the time of application verifying the IFPUG sponsored SNAP Counting Webinar or IFPUG Affiliate sponsored SNAP Counting Webinar attendance.

CEA Documentation
The applicant’s CEA documentation must detail the following: IFPUG sponsored SNAP Counting Webinar or IFPUG Affiliate sponsored SNAP Counting Webinar title and dates of attendance.

Basic Validation
The applicant’s CEA documentation will be cross-checked to verify IFPUG sponsored SNAP Counting Webinar or IFPUG Affiliate sponsored SNAP Counting Webinar had CEA eligibility.

Audit
The applicant’s CEA documentation may be cross-checked against the IFPUG sponsored SNAP Counting Webinar or IFPUG Affiliate sponsored SNAP Counting Webinar schedule, and registrations.

3.2.2 Present and author a CEA eligible SNAP Counting presentation at an IFPUG sponsored Webinar OR present a CEA eligible SNAP Counting presentation at an IFPUG sponsored Affiliate Webinar

**3.2.2.1 Definition – Present and author a CEA eligible presentation**Only IFPUG Certification Committee pre-approved SNAP Counting presentations given at an IFPUG sponsored Webinar or IFPUG Affiliate sponsored Webinar may be eligible for CEA credit.

An Affiliate is officially recognized by IFPUG as an organization with software metrics interests and meets certain IFPUG defined requirements (for more information please see
https://ifpug.org/membership/member-types).

Any CEA eligible SNAP Counting presentation found to contradict the IFPUG APM will lose its CEA eligibility and will be removed from credit eligibility without advance notice.

In order for a SNAP Counting presentation to be designated as a CEA eligible SNAP Counting presentation, it must be intended to present SNAP Counting concepts. All CEA eligible SNAP Counting presentations must focus exclusively on concepts of SNAP counting as defined in the most current IFPUG APM. Presentations must be made by a CSS or NFSSC member to be eligible for CEA credit; presentations made by a non-CSS are not eligible for credit. If there are multiple presenters for a presentation, at least one presenter must be a CSS or NFSSC member and only that person would obtain CEA credit for the presentation.

**3.2.2.2 Application For Credit – Present and author a CEA eligible presentation**• SNAP Counting Webinar presentations must be submitted to the IFPUG Certification Committee 21 calendar days before the IFPUG sponsored Webinar or IFPUG Affiliate sponsored Webinar to allow for committee review and approval. All non English presentations must be accompanied with an English translation.

Only one CSS is given credit for the presenting and authoring a CEA eligible presentation.

• An individual may only receive CEA credit once for presenting a specific IFPUG sponsored SNAP Counting Webinar presentation or IFPUG Affiliate sponsored SNAP Counting Webinar presentation. This applies to SNAP Counting presentations that receive minor updates between conferences. If a SNAP Counting presentation is updated to reflect a APM Major Change then an individual may apply for CEA credit for giving the updated presentation also.

Process
The applicant will be required to submit a copy of the materials to CC for the SNAP Counting Webinar presentation prior to the IFPUG sponsored SNAP Counting Webinar or IFPUG Affiliate sponsored SNAP Counting Webinar.

The CSS Certification Extension applicant must send his/her CEA documentation to IFPUG at the time of application verifying that they presented the SNAP Counting Webinar presentation.

CEA Documentation
The applicant’s CEA documentation must detail the following: presenter name(s), date of presentation, SNAP Counting Webinar presentation name.

Basic Validation
The applicant’s CEA documentation will be cross-checked to verify CEA eligible SNAP Counting Webinar designation.

The applicant will be required to submit a copy of the materials for the SNAP Counting Webinar presentation 21 days prior to the Webinar.

Audit

The applicant’s CEA documentation may be cross-checked against the IFPUG sponsored Webinar attendance records or IFPUG Affiliate sponsored Webinar attendance records.

3.2.3 Perform 10 CEA eligible SNAP counts

**3.2.3.1 Definition – Perform 10 CEA eligible SNAP counts**In order for a SNAP count to be eligible for CEA credit, it must be performed according to the IFPUG APM corresponding to the extension request. Any SNAP count found to contradict the IFPUG APM will be designated as ineligible for credit.

To receive credit for this activity, the counting approach used to perform the SNAP count report must include:

• The purpose and type of count;

• The counting scope and boundary of the application;

• The date of the count;

• A list of all SCUs, including their type and complexity and number of SNAP points assigned;

• The result of the count;

• Any assumptions made and issues resolved.

A project count that includes multiple application boundaries must be counted based on those
boundaries. For example, if a project affects two applications, the count detail must address the affect to each application independently in accordance to the rules in the APM.

For a project, a count may be performed at any point in the life cycle. However, only one count for a particular project may be submitted for credit. For example, a project may perform an estimated count when high-level information is given for a proposal, a count may be performed when requirements are determined, counts may be performed as necessary during the execution of the project to size changes to the project and/or the effect of those changes to the total project size, and a final count performed for the project size with a corresponding count of the application size after the project is completed. Only one of these counts may be submitted for credit. It is up to the discretion of the applicant which count to submit, with the exception that the updated application count cannot be submitted for credit in cases where a project count was applied to update a previous application count.

SNAP Counts must be based on application of the rules from the APM. Therefore, counts based on blanket assumptions for complexity would not be eligible for credit. Estimates of non-functional size based on extrapolation, sampling, backfiring or pure estimation techniques would also not be eligible for credit.

**3.2.3.2 Application For Credit – Perform 10 CEA eligible SNAP counts**• The credit is based on a minimum number of 10 SNAP count reports submitted.

If multiple CSS participate on a SNAP count, only one will receive the CEA.

Process
The CSS Certification Extension applicant must send his/her CEA documentation to IFPUG at the time of application verifying completion of the SNAP counts.

CEA Documentation
The applicant’s CEA documentation must detail the following for each SNAP count submitted for consideration: counter’s name, list all CSS count participants, counter’s manager/client name and contact information, application or project name, scope of count, purpose of count, total SNAP points. CEA documentation should be in the form of an original SNAP Count Reports.
Basic Validation
Verify submission of the SNAP Count Reports.

Audit
The applicant’s manager/client may be contacted to verify the information on the SNAP Count Reports.

3.2.4 Author two CEA eligible SNAP counting white papers or articles

**3.2.4.1 Definition – Author two CEA eligible SNAP counting white papers or articles**In order for a white paper and/or article to be eligible for CEA credit, it must be intended to present SNAP counting concepts. All CEA eligible SNAP counting white papers and articles must focus exclusively on SNAP counting issue as defined in the IFPUG APM corresponding to the extension request. Any SNAP counting white paper or article found to contradict the IFPUG APM will be designated as ineligible for credit.

SNAP counting white papers or articles must be authored by a CSS to be eligible for CEA credit. If there are multiple authors for a SNAP counting white paper or article, at least one author must be a CSS and only that person would obtain CEA credit for the SNAP counting white paper or article.

A SNAP counting white paper is an objective, in-depth, educational report made available within a corporation or organization. The purpose of this report is to expound on a particular SNAP counting issue.

A SNAP article is a composition expounding on a particular SNAP counting issue. The composition is included as an independent contribution to a professional or technical publication such as a magazine or conference proceedings.

**3.2.4.2 Application For Credit – Author two CEA eligible SNAP counting white papers or articles**• Only one individual may receive credit for a white paper or article.
• SNAP counting white papers and/or articles must be a minimum of 1500 words.
• An individual may only receive credit once for the two SNAP counting white papers or articles regardless of the number of times it is published or posted. This applies to SNAP counting white papers and articles that receive minor updates. If a SNAP counting white paper or article is updated to reflect a APM Major Change then an individual may apply for CEA credit for also writing the updated SNAP counting white paper or article.

• IFPUG may request permission to post white papers or articles on the IFPUG website or publish them in other IFPUG publications.

Process
The CSS Certification Extension applicant must send his/her CEA documentation to IFPUG at the time of application verifying the authoring/co-authoring of each SNAP counting white paper or article.

CEA Documentation
The applicant’s CEA documentation must detail the following: author(s) name(s), applicant’s
manager/client name and contact information, completion date of white paper or article, name of the white paper or article, copy of the white paper or article, and publication or posting information. CEA documentation may be in the form of an original memo or letter, or a copy of the memo or letter.

Basic Validation
The applicant will be required to submit a copy of the SNAP counting white paper or article. White papers and articles must focus exclusively on SNAP counting issue as defined in the IFPUG APM. The white papers and articles will be verified that they do not contradict the IFPUG APM.

Verify that it meets the standard for the minimum number of words.

Audit
If the SNAP counting white paper or article was only published within the applicant’s company then the applicant’s manager may be contacted to verify the SNAP counting white paper or article information. If the SNAP counting white paper or article was published external to the applicant’s company then the external publication may be verified.

Verify that this is not a duplicate document.

3.2.5 Participate on the IFPUG Non-Functional Sizing Standards Committee or Certification Committee

**3.2.5.1 Definition – Participate on the IFPUG Non-Functional Sizing Standards Committee or Certification Committee**Only full-time regular members on the IFPUG Non-Functional Sizing Standards Committee or Certification Committee will be considered for CEA credit eligibility. Participation on a Task Force or special subcommittee associated with the IFPUG Non-Functional Sizing Standards Committee or Certification Committee is not eligible for credit under this Activity. Participation must meet the IFPUG Non-Functional Sizing Standards Committee or Certification Committee and IFPUG policies and procedures.

NOTE: Activities completed as part of the IFPUG Functional Sizing Standards Committee or
Certification Committee assignments are not eligible for any other CEA.

**3.2.5.2 Application For Credit – Participate on the IFPUG Non-Functional Sizing Standards Committee or Certification Committee**• Participate as a full time regular committee member for a minimum of 1 year during the extension period.

Process
The CSS Certification Extension applicant must send his/her CEA documentation to IFPUG at the time of application verifying IFPUG Non-Functional Sizing Standards Committee or Certification Committee membership.

CEA Documentation
The applicant’s CEA documentation must detail the following: applicant’s name, name of the IFPUG Non-Functional Sizing Standards Committee or Certification Committee, name of committee chair, and start and end dates of the IFPUG Non-Functional Sizing Standards Committee or Certification Committee membership. CEA documentation may be in the form of an original memo or letter, or a copy of the memo or letter.

Basic Validation
The applicant’s IFPUG Non-Functional Sizing Standards Committee or Certification Committee membership will be verified through the IFPUG Office.

The applicant’s committee chair/director will be contacted to ensure that participation was given as appropriate.

Audit
The applicant’s IFPUG Non-Functional Sizing Standards Committee or Certification Committee
participation and adherence to the IFPUG Non-Functional Sizing Standards Committee or Certification Committee and IFPUG policies and procedures will be verified through the committee chair/director.

3.2.6 Take one CEA eligible SNAP Counting class at any type of IFPUG sponsored Workshop

**3.2.6.1 Definition – Take one CEA Eligible SNAP Counting Class at any type of IFPUG Workshop**

Attend one CEA eligible SNAP Counting class. Attendees must be CSS to be eligible for CEA credit. Instructors must be members of the IFPUG Non-Functional Sizing Standard Committee in order for the class to be eligible for CEA credit. Attendees must attend the full class session to be eligible for CEA credit.

IFPUG BOD approved, advanced SNAP Counting class that is taught by members of the Functional Sizing Standard Committee at any type of IFPUG Workshop are eligible for CEA credit.

**3.2.6.2 Application For Credit - Take one CEA Eligible SNAP Counting Class at any type of IFPUG Workshop**

* An individual may only receive CEA credit for a class once for a given CPM Major Change and once per extension period. If a CEA eligible class is updated to reflect a CPM Major Change then an individual may again take and apply for credit for the updated class.

Process

The CFPS Certification Extension applicant must send his/her CEA documentation to IFPUG at the time of application verifying the class attendance and completion.

CEA Documentation

The applicant’s CEA documentation must detail the following: IFPUG Class name, name of instructor, date(s) of attendance. CEA documentation may be in the form of an original course certificate or a copy of the certificate.

Basic Validation

The applicant’s CEA documentation will be cross-checked to verify CEA eligibility.

The applicant’s CEA documentation will be cross-checked against his/her previous extension applications to ensure that credit is allowed only once per CEA eligible class for a given CPM Major Release.

Audit

The applicant’s CEA documentation may be cross-checked against IFPUG class rosters.

**4 Appendix A – CSS Certification Extension Form**• CSS Certification Extension Application

**5 Appendix B – Revision History**

 **Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Description | Author(s) | Date |
| 1.0 | Initial Release | Certification Extension Program Committee | 04-01-2023 |
| 1.1 | Clarification of 3.1, 3.2.1, and 3.2.2 Minor formatting and grammar corrections | Certification Extension Program Sub Committee | 11-30-2023 |
| 1.2 | Addition of Take one CEA eligible SNAP Counting class at any type of IFPUG WorkshopMinor corrections to 3.2.2.2 and 3.2.2.3 | Certification Extension Program Sub Committee | 10/01/2024 |