# Table of Contents

Section 1: USGIF, the Job Task Analysis, and Essential Body of Knowledge ................................................... 3
Section 2: About the Universal GEOINT Certification Program .................................................................................. 8
Section 3: Certification Requirements .................................................................................................................... 11
Section 4: Nondiscrimination Policy ....................................................................................................................... 15
Section 5: How to Register and Pay for Certifications ........................................................................................... 16
Section 6: Preparing for the Examination ................................................................................................................. 20
Section 7: Taking an Examination ............................................................................................................................. 28
Section 8: After an Examination ............................................................................................................................... 30
Section 9: Appeals of Certification Decisions ............................................................................................................ 32
Section 10: Disciplinary Process .............................................................................................................................. 34
Section 11: Code of Ethics ......................................................................................................................................... 35
Section 12: Certification Maintenance ..................................................................................................................... 37
Section 13: Certification Waivers ............................................................................................................................. 43
Section 14: Use of Program Credentials .................................................................................................................. 45
References .................................................................................................................................................................... 46
Section 1: USGIF, the Job Task Analysis, and Essential Body of Knowledge

About USGIF

The United States Geospatial Intelligence Foundation’s (USGIF) purpose is to promote the geospatial intelligence tradecraft and to develop a stronger community of interest between government, industry, academia, professional organizations, and individuals who share a mission focused around the development and application of geospatial intelligence to address human security objectives. Toward this end, the Foundation shall seek to accomplish the following broad objectives:

• To sponsor, conduct, and support public discussion groups, panels, lectures, and forum, to which will be invited members of the public, scientists, governmental leaders, and others for an interchange of views and the instruction of the public on the topics under review.
• To publish and distribute educational publications relevant to civic associations, governmental bodies, libraries, schools, universities, and other interested groups (educational activities shall be designed and presented in a manner that will enable the listener or reader to draw his or her own conclusions). In doing so, the Foundation shall not espouse policies of positions the accomplishment of which may only be achieved by the passage or defeat of legislation.
• To conduct, sponsor, or promote educational programs including, but not limited to, programs for teachers, administrators, and students.
• To award scholarships to students at accredited institutions of higher education to pursue geospatial intelligence disciplines, to include such areas as geographic information systems, remote sensing, intelligence analysis, and other related topical areas.

USGIF is dedicated to bringing together the many disciplines involved in the geospatial intelligence sector to exchange ideas, share best practices and promote the education and importance of an international geospatial intelligence agenda.

About the Universal GEOINT Essential Body of Knowledge

The development of any new certification begins with the creation of an essential body of knowledge (EBK) for that profession. USGIF produced the GEOINT EBK by conducting a cross-industry job task analysis (JTA) to identify the knowledge, skills, and abilities critical to the GEOINT workforce. This document provides background information and context, as well as outlines standards for the broad practice of GEOINT. The GEOINT EBK is at the heart of USGIF’s efforts to formalize the professionalization of the global GEOINT workforce. The USGIF’s Universal GEOINT Credentialing Program is built on the two tenets of transparency and transportability.
The EBK content ultimately resides with the practitioners and academics that apply and advance the GEOINT tradecraft. It includes knowledge of proven practices that are widely applied, as well as less established innovative and advanced practices. Geospatial intelligence is a dynamic tradecraft. As the profession continues to evolve, so will the EBK, which will continue to reflect appropriate and meaningful changes to the GEOINT tradecraft. New approaches to performing tasks will continually be incorporated into the EBK as they become more prevalent. USGIF proceeded with the following process to develop the EBK.

USGIF contracted with Global Skills Exchange (GSX), a professional services firm with an extensive background developing and implementing credentialing and certification programs, to assist with the creation of the EBK. The EBK serves as the foundational pillar for USGIF’s Universal GEOINT Credentialing Program and Universal GEOINT Certification and, as such, is the basis for the development of subsequent training and professional development initiatives.

The EBK represents the product of series of analytical steps conducted that are described in detail below: (1) thought leader interviews; (2) legacy document review; (3) development of draft EBK with input from subject matter experts (SMEs); (4) validation of draft EBK with input of SMEs; (5) finalizing the EBK. Each step incorporated USGIF’s vision for its GEOINT Credentialing Program (i.e., transparency, transportability, appropriate for all industries) through leveraging SME input from across various industry sectors and incorporating iterative content development and review.

1. **Thought Leader Interviews**

A series of interviews were conducted with selected GEOINT thought leaders for two purposes: (1) learning about “work” and “worker” requirements in the geospatial intelligence field; and (2) identifying relevant legacy documents that specify “work” and “worker” requirements in geospatial intelligence. USGIF stakeholders nominated thought leaders to interview based on experience in the discipline. Thought leaders included senior analysts, managers and directors from private sector geospatial organizations, academics involved in developing and implementing geospatial curriculum at their postsecondary institutions, and representatives from the public sector. During the interviews, thought leaders were asked to discuss their experience performing geospatial intelligence work and describe the knowledge and skills needed to successfully perform that work. In addition, thought leaders were asked to identify any documents that describe work and/or worker requirements for professionals working in geospatial intelligence.

2. **Legacy Document Review**

With a general understanding of the “work” and “worker” requirements, an in-depth legacy document review was conducted of the documents suggested by thought leaders. This step focused on the following documents:
• Geospatial Technology Competency Model, U.S. Department of Labor
• Geospatial-Intelligence Professional Certification Blueprint, National Geospatial-Intelligence Agency
• Future U.S. Workforce for Geospatial Intelligence, National Research Council
• Geographic Information Science and Technology Body of Knowledge, University Consortium for Geographic Information Science

These documents were reviewed to identify the knowledge, skills, abilities, and competencies that similar initiatives found relevant for similar target populations. These documents provided a starting point to develop draft competencies, knowledge, and skills that are relevant for the target population of USGIF’s Universal GEOINT Credentialing Program.

3. Development of Draft EBK

After interviewing thought leaders and reviewing legacy documents, the GEOINT EBK was drafted. The EBK development process was iterative and provided multiple opportunities for SMEs with various backgrounds and industry experiences to participate. In coordination and cooperation with numerous stakeholders, in-person focus groups were conducted with SMEs in:

• Herndon, VA. (at USGIF headquarters)
• Reston, VA. (at a USGIF-sponsored event)
• Dayton, OH. (event sponsored by a USGIF partner)
• San Diego, CA. (at a GIS industry conference)
• Jackson, MS. (event sponsored by a USGIF partner)

In addition, a number of interviews were conducted with selected SMEs who were unable to attend in-person focus groups. SMEs participated from the defense and intelligence sectors (including government and private industry), academia, the oil and gas industry, international organizations, emergency response, state and local government, and others.

During these development focus groups, SMEs were asked to: (1) review knowledge and skill statements generated in legacy documents; (2) review knowledge and skill statements generated by other SMEs; (3) generate additional knowledge and skill statements; (4) sort knowledge and skill statements into clusters of competencies; and (5) rate the proficiency needed by geospatial intelligence professionals with respect to the knowledge and skill statements. This activity provided SMEs with the opportunity to generate both qualitative and quantitative data for subsequent analysis. A draft GEOINT EBK was developed based on the data generated during these focus groups.
4. Validation of the EBK

Upon completion of the development phase, the project transitioned to the validation phase in which a different set of SMEs participated in focus groups. A number of interviews, in-person focus groups, and webinars were conducted for the purposes of soliciting feedback on the draft EBK. In addition, questionnaires were distributed to those SMEs who were unable to participate in any of the other validation activities.

SMEs from various industry sectors participated during the EBK validation phase. USGIF reached out to SMEs from various industry sectors to generate the validation data, including input from academia, the defense and intelligence sector, various segments of business and industry, other Federal agencies, and SMEs from the geospatial intelligence industry outside of the United States. None of the SMEs who participated in the development phase participated in the validation phase.

As in the development phase, validation focus group participants were asked to provide qualitative comments as well as make ratings that generated quantitative data used to validate the knowledge and skills in the EBK. The data provided by the SMEs during the validation phase was used to generate the final EBK.

5. Finalizing the EBK

USGIF leveraged qualitative and quantitative data provided by SMEs from various geospatial intelligence sectors to finalize the GEOINT EBK. In particular, GSX established an analytical decision rule that accounted for the degree of agreement across industry sectors to ensure the knowledge and skills represented in the final product reflect agreement across different groups of SMEs. Thus, the final EBK reflects the knowledge and skills that are important for geospatial intelligence professionals across industries.

After completing the EBK, USGIF and GSX executed the Criterion Referenced Test Development process for three exams that are aligned with the EBK to serve as the examinations for each certification: GIS & Analysis Tools; Remote Sensing & Imagery Analysis; and Geospatial Data Management.

A broad group of SMEs from across GEOINT (i.e., government, industry, academia) participated in the development, review, and validation of each examination question. The following table includes the final domains and the representation on the certification exams. Please note, weights included in the table below do not necessarily add to 100 due to rounding.
GIS & Analysis Tools Certification Exam measures the knowledge necessary to ensure the various elements and approaches of GIS and Analysis are properly understood to successfully capture, store, manage, and visualize data that is linked directly to a location.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Approximate Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamental GIS Principles</td>
<td>19%</td>
</tr>
<tr>
<td>Data Evaluation Principles</td>
<td>18%</td>
</tr>
<tr>
<td>Spatial Analysis &amp; Statistics</td>
<td>14%</td>
</tr>
<tr>
<td>Geospatial Data Fusion</td>
<td>19%</td>
</tr>
<tr>
<td>Open Source Geospatial Data</td>
<td>11%</td>
</tr>
<tr>
<td>Geography Concepts &amp; Principles</td>
<td>19%</td>
</tr>
</tbody>
</table>

Remote Sensing & Imagery Analysis Certification Exam measures the knowledge necessary to generate products and or presentations of any natural or man-made feature or related object or activity through satellites, airborne platforms, unmanned aerial vehicles, terrestrially based sensors, or other similar means. This includes the knowledge necessary to synthesize technical, geographic, and other information derived through the interpretation or analysis of imagery and collateral materials as well as the processes, uses, interpretations, and manipulations of imagery for dissemination.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Approximate Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remote Sensing Fundamentals</td>
<td>14%</td>
</tr>
<tr>
<td>Imagery Preprocessing</td>
<td>21%</td>
</tr>
<tr>
<td>Imagery Enhancement</td>
<td>16%</td>
</tr>
<tr>
<td>Imagery Transformation</td>
<td>13%</td>
</tr>
<tr>
<td>Imagery Classification</td>
<td>16%</td>
</tr>
<tr>
<td>Imagery Analysis</td>
<td>19%</td>
</tr>
</tbody>
</table>

Geospatial Data Management Certification Exam measures the knowledge required to acquire, manage, retrieve, and disseminate data to facilitate integration, analysis, and synthesis of geospatial information.

<table>
<thead>
<tr>
<th>Domain</th>
<th>Approximate Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Types &amp; Considerations</td>
<td>28%</td>
</tr>
<tr>
<td>Database Design</td>
<td>19%</td>
</tr>
<tr>
<td>Database Management</td>
<td>24%</td>
</tr>
<tr>
<td>Data Security</td>
<td>16%</td>
</tr>
<tr>
<td>Programming &amp; Development</td>
<td>15%</td>
</tr>
</tbody>
</table>

Examinations are based on these weights, and all examination items are linked to the EBK. The Universal GEOINT EBK will be reviewed and updated periodically to ensure that it captures current practices in the profession. When content expressed in the EBK evolves, so too will content in the relevant examination.
Section 2: About the Universal GEOINT Certification Program

The mission of USGIF is to promote the GEOINT tradecraft and to develop a stronger community of interest between government, industry, academia, professional organizations, and individuals who share a mission focused around the development and application of GEOINT to address national security objectives. In accordance with that mission, USGIF developed the Universal GEOINT Certification Program.

No longer strictly an intelligence discipline, today GEOINT is seen as a robust integration of data, information, technology, tools, processes, methodologies, and analytical and technical skillsets focused on identifying an analytic problem and evaluating and drawing conclusions about the prescribed solutions. GEOINT professionals are skilled at utilizing and manipulating these integrated elements of geospatial science, technology, and analysis.

The legacy and genesis of GEOINT is in the U.S. Federal government. GEOINT, as defined by the United States Code, Title 10, section 467 (10 U.S.C. § 467), is “the exploitation and analysis of imagery and geospatial information to describe, assess, and visually depict physical features and geographically referenced activities on the earth. Geospatial intelligence consists of imagery, imagery intelligence, and geospatial information.” Building upon and expanding this definition to include industry and academia, USGIF created the Universal GEOINT Certification Program with the purpose to provide applicants the opportunity to become certified GEOINT professionals to document their expertise and grow in their globally recognized profession.

The goal of the Universal GEOINT Certification Program is to provide a foundation on which GEOINT professionals can certify the knowledge, skills, and abilities necessary for successfully meeting the duties and responsibilities within the multi-faceted GEOINT tradecraft. Moreover, the Universal GEOINT Certification Program provides certificants a means to grow in their profession as the tools, technologies, and systems in GEOINT change. The Universal GEOINT Certification Program advances the use of GEOINT by setting agreed upon standards for the profession, providing a means for organizations to identify and develop qualified GEOINT professionals, contributing to the career success and continued competence for GEOINT professionals, and improving the credibility and visibility of the GEOINT profession across government, industry, and academia.

All details about the Universal GEOINT Certification Program are available at usgif.org/certification.

USGIF is the first professional society to develop a professional certification program for three spheres of GEOINT practitioners: government, industry, and academia.

Key components of the certification program include:
1. Formal credentialing requirements across three certifications (i.e., GIS & Analysis Tools; Remote Sensing & Imagery Analysis; Geospatial Data Management);

2. Program content based on the GEOINT Essential Body of Knowledge (EBK) defined by GEOINT Subject Matter Experts (SMEs) who represent the broad and diverse backgrounds of GEOINT practitioners;

3. Agreed-upon eligibility criteria that consist of demonstrated GEOINT knowledge, skills, and abilities within the GEOINT profession that confirm adequate mastery of GEOINT capabilities;

4. Certification program content that is GEOINT specific and software and vendor neutral;

5. Successful completion of a certification process recognizing professional abilities, enabling GEOINT professionals (and their employers) to have confidence that they bring a core set of GEOINT knowledge, skills, and abilities to their specific GEOINT arena;

6. Certification renewal processes that ensure that certificants not only have the knowledge, skills, and abilities needed to obtain the certification, but also grow in their competence as the technologies, policies, processes, and procedures that are critical for executing GEOINT capabilities evolves;

7. The Certification Governance Board that represents the needs, wants, and constraints of various stakeholders in the GEOINT community, including government, industry, academia, certificants, and the public. The Certification Governance Board is responsible for approving all content, policies, and procedures within the Universal GEOINT Certification Program.

The Certified GEOINT Professional – GIS & Analysis Tools (CGP-G) certification examination measures acceptable performance across domains including:

- GIS Principles
- Data Evaluation Principles
- Spatial Analysis & Statistics
- Geospatial Data Fusion
- Open-Source Geospatial Data, and
- Geography Concepts & Principles.
The Certified GEOINT Professional – Remote Sensing & Imagery Analysis (CGP-R) certification examination measures acceptable performance across domains including:

- Remote Sensing Fundamentals
- Imagery Preprocessing
- Imagery Enhancement
- Imagery Transformation
- Imagery Classification
- Imagery Analysis

The Certified GEOINT Professional – Geospatial Data Management (CGP-D) certification examination measures acceptable performance across domains including:

- Data Types & Considerations
- Database Design
- Database Management
- Data Security
- Programming & Development

Because GEOINT is a multi-faceted profession, the USGIF Universal GEOINT Certification Program assesses the breadth of knowledge and skills specified in the GEOINT EBK as determined by a broad group of GEOINT SMEs and approved by the Certification Governance Board. Therefore, those who obtain certifications within the program can consider themselves to be true GEOINT professionals.

Please note that the Universal GEOINT Certification Program includes a fourth certification – Universal GEOINT Professional (UGP) – designed for individuals who have passed each of the three certifications described above and have at least five years of GEOINT work experience. UGP must submit a product indicating their contributions to the GEOINT profession and interview with a panel of GEOINT SMEs. For more details on the UGP (including the UGP Candidate Handbook), please see usgif.org/certification.
Section 3: Certification Requirements

The following certification requirements represent program policies that have been reviewed, vetted, and approved by the Universal GEOINT Certification Governance Board. Certification candidates must meet all certification requirements prior to being conferred the certification and using program credentials.

Certification Requirements

To obtain the GIS & Analysis Tools (CGP-G), Remote Sensing & Imagery Analysis (CGP-R), or Geospatial Data Management (CGP-D) certifications, candidates must meet minimum eligibility requirements, agree to abide by the USGIF Universal GEOINT Certification Program Code of Ethics, and meet the minimum standard on the relevant examination. These requirements are detailed below:

Eligibility/Prerequisites

Eligibility and prerequisite requirements for the GIS & Analysis Tools, Remote Sensing & Imagery Analysis, or Geospatial Data Management certifications include the following:

- Candidates must be at least 18 years of age.
- Candidates must be a high school graduate or equivalent (e.g., GED).
- Candidates must meet a minimum of either Education/Training OR Work Experience:
  - Education/Training: Candidates must have completed 6 postsecondary education credits related to GEOINT/geospatial, OR candidates must have completed 80 hours of training related to GEOINT/geospatial.
  - OR
  - Work Experience: Candidates must have 2 years (24 months) experience performing GEOINT/geospatial work.

Candidates who do not meet the Education/Training or Work Experience requirements in isolation may also fulfill the requirements through a combination of Education/Training and Work Experience.
Examples of combinations of **Education/Training and Work Experience** consistent with these requirements include:

- 4.5 credits GEOINT/geospatial postsecondary education/60 hours of GEOINT training AND 6 months of GEOINT work experience
- 3 credits GEOINT/geospatial postsecondary education/40 hours of GEOINT training AND 12 months of GEOINT work experience
- 1.5 credits GEOINT/geospatial postsecondary education/20 hours of GEOINT training AND 18 months of GEOINT work experience
- Other combinations of education/training AND experience.

The tables below provide examples of acceptable documentation for each requirement.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Examples of Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>You must be at least 18 years of age</td>
<td>• Copy of state-issued drivers’ license or identification card</td>
</tr>
<tr>
<td></td>
<td>• Copy of Passport</td>
</tr>
<tr>
<td>You must be a high school graduate or equivalent</td>
<td>• Copy of High School Diploma or equivalent (e.g., GED)</td>
</tr>
<tr>
<td></td>
<td>• Copy of Postsecondary Transcripts (official or unofficial)</td>
</tr>
<tr>
<td></td>
<td>• Copy of Postsecondary Diploma</td>
</tr>
<tr>
<td>You must have a minimum of Education, Training, Work Experience, or some</td>
<td></td>
</tr>
<tr>
<td>combination thereof:</td>
<td></td>
</tr>
<tr>
<td><strong>Education/Training</strong>: Applicants must have completed:</td>
<td>Education</td>
</tr>
<tr>
<td>• 6 postsecondary education credits related to GEOINT/geospatial, or</td>
<td>• Copy of Postsecondary Transcripts (official or unofficial)</td>
</tr>
<tr>
<td>• 80 hours of training related to GEOINT/geospatial</td>
<td>• Copy of Certificates of completion</td>
</tr>
<tr>
<td></td>
<td>Training</td>
</tr>
<tr>
<td></td>
<td>• Training attendance rosters</td>
</tr>
<tr>
<td></td>
<td>• Official professional development record</td>
</tr>
<tr>
<td>Requirement</td>
<td>Examples of Documentation</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Work Experience**: Applicants must have completed: | • Supervisor letter of attestation that the candidate has the given amount of experience  
• Current resume with one or more current references with contact information for each position held of job performed |
| • 24 months of experience performing GEOINT/geospatial work. |                                                                                                                                                                                                                           |
| OR some combination of Education, Training and Work Experience: | **Education**  
• Copy of Postsecondary Transcripts (official or unofficial)  
• Copy of Certificates of completion  
**Training**  
• Training attendance rosters  
• Official professional development record  
**Work Experience**  
• Supervisor letter of attestation that the candidate has the given amount of experience  
• Current resume with one or more current references with contact information for each position held of job performed |
| • 4.5 credits GEOINT academic credits/60 hours of GEOINT training AND 6 months of GEOINT work experience |                                                                                                                                                                                                                           |
| • 3 credits GEOINT academic credits/40 hours of GEOINT training AND 12 months of GEOINT work experience |                                                                                                                                                                                                                           |
| • 1.5 credits GEOINT academic credits/20 hours of GEOINT training AND 18 months of GEOINT work experience |                                                                                                                                                                                                                           |

Regardless of an individual’s background, candidates will need to submit either a driver’s license/state issued identification or a passport to provide evidence of the minimum age requirement. Candidates have some discretion regarding the types and combinations of documentation they submit to meet the minimum education, training or work experience requirement.

The most common combinations of acceptable documentation are listed below.
Candidates may have difficulty locating their high school diploma. In lieu of the high school diploma, candidates are able to submit transcripts from their postsecondary education to fulfill the high school diploma or equivalent requirement (as being a high school graduate or equivalent is required for postsecondary education). The postsecondary transcripts also fulfill the Education requirement by showing evidence of their GEOINT/geospatial education. In this case, transcripts should clearly state the names of courses that are relevant to the candidate’s GEOINT/geospatial education. This combination of documentation shows how many candidates meet the high school graduate (or equivalent) requirement and the minimum education/training requirement.

Candidates who have access to their high school diploma can submit it to fulfill the high school graduate or equivalent requirement. Rather than choosing to fulfill the education/training requirement, many candidates also pursue meeting the work experience requirement by submitting a letter from their supervisor attesting that they have the minimum 24 months of experience performing GEOINT/geospatial work. This combination of documentation shows how candidates meet the high school graduate (or equivalent) requirement and the minimum work experience requirement.

Finally, many candidates will submit their high school diploma to fulfill the high school graduate or equivalent requirement, but rather than submitting evidence of education or work experience, these candidates will submit evidence that they fulfill the minimum training requirement. For example, some candidates submit certificates received at completion of training (e.g., employer HR records, personnel files, training-provider records). As long as the documentation indicates the candidate received the required number of hours, this combination of documentation demonstrates that the candidate meets the eligibility and prerequisite requirements.

Other combinations of documentation may be acceptable. Please contact the Program Management Office at credential@usgif.com to discuss acceptable forms of documentation.

Ethics

Candidates must agree to abide by the USGIF Universal GEOINT Certification Program Code of Ethics. The Code of Ethics is presented in Section 11 of the Candidate Handbook.

Examination

Candidates for the USGIF Universal GEOINT Certification Program GIS & Analysis Tools; Remote Sensing & Imagery Analysis; and Geospatial Data Management certifications must take and pass an examination based on the knowledge and skills specified in the Universal GEOINT Essential Body of Knowledge (EBK). The EBK serves as the foundation and framework for the content of each examination; all test items are directly linked with the EBK.
Section 4: Nondiscrimination Policy

USGIF does not discriminate among candidates on the basis of race, color, creed, gender, age, religion, national origin, ancestry, disability, military discharge status, sexual orientation, or marital status. USGIF strives to adhere to all applicable laws and regulations pertaining to nondiscrimination practices. USGIF will arrange for reasonable accommodation for any individual requesting it.
Section 5: How to Register and Pay for Certifications

The USGIF Universal GEOINT Certification Program uses Certifior—a trusted certification and testing platform by Assessment Systems—for all candidate registration, payment, and examination scheduling processes. There are three phases to this program. Phase 1 is where candidates are prompted to create an account, book the appropriate exam(s), submit payment, and complete the list of requirements. Phase 2 is where the requirements will be verified by USGIF. In Phase 3 candidates will proceed to requesting the location, date, and time to take the exam(s).

A detailed Certifior User Guide is available at usgif.org/certification. Candidates are strongly encouraged to review the User Guide during the registration process.

Phase 1

To apply for the USGIF Universal GEOINT Certification Program, please visit usgif.certifior.com.

Create an Account

Candidates will be prompted to generate an account (username and password) in Certifior, including personal contact information. Candidates and certificants are required to keep their contact information up to date to facilitate ease of communication between them and program administration.

Candidate Registration: Booking

After creating an account in Certifior, candidates will be prompted to select a certification program based on USGIF individual membership status. Please note that USGIF individual membership is not required to participate in the USGIF Universal GEOINT Certification Program (individual members receive discounts on certification fees). USGIF individual members will be required to provide their unique customer identification number or their email address associated with the individual USGIF Connect account.

---

1 If you are interested in becoming a USGIF individual member (and obtaining certification discounts) please visit https://connect.usgif.org and click on “Become a Member.” After joining USGIF as an individual member, you will need to wait 5-7 business days before selecting a program and taking advantage of the discount. Falsely claiming USGIF individual membership may be a violation of the Universal GEOINT Certification Program Code of Ethics and may jeopardize a candidate’s ability to be conferred any certifications.

2 USGIF individual members may access the USGIF connect account at https://connect.usgif.org by logging in and clicking on “My Information.”
Certification Fees

Certification fees are payable in Certifior. Candidates must pay using a valid credit card. Bundle pricing discounts *only apply to certifications purchased in a single transaction*. Certification fees vary depending on USGIF individual membership status and the number of certification examinations purchased. Exams must be taken within one year from date of purchase.

<table>
<thead>
<tr>
<th></th>
<th>USGIF Individual Member Fees</th>
<th>Non-Member Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Exam Fee (CGP-G, CGP-R or CGP-D)</td>
<td>$395</td>
<td>$495</td>
</tr>
<tr>
<td>Bundle Pricing: Two Exams</td>
<td>$592</td>
<td>$742</td>
</tr>
<tr>
<td>Bundle Pricing: All Three Exams</td>
<td>$770</td>
<td>$965</td>
</tr>
<tr>
<td>Annual Certification Maintenance Fee In addition to individual USGIF annual membership, payable beginning 2nd year of certification</td>
<td>$95 per year</td>
<td>$95 per year</td>
</tr>
<tr>
<td>Re-Examination Fee (per CGP re-test)</td>
<td>$225</td>
<td>$325</td>
</tr>
<tr>
<td>Appeals Processing Fee Details about the Appeals Process can be found on Page 32 of the Candidate Handbook.</td>
<td>$150</td>
<td>$150</td>
</tr>
</tbody>
</table>

All exam fees include a $95 non-refundable application processing fee. Requests for refunds will be considered on a case-by-case basis. Requests for refunds should be sent in writing to credential@usgif.org.

USGIF provides group discounts to organizations that would like to buy for employees. Volume pricing is provided in the table below. Interested organizations should contact USGIF at credential@usgif.org.

**Organizational Pricing (Valid for 1 year from date of purchase)**

<table>
<thead>
<tr>
<th></th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume Pricing A – Up to 20 certification credits, includes individual memberships</td>
<td>$5,925</td>
</tr>
<tr>
<td>Volume Pricing B – Up to 50 certification credits, includes individual memberships</td>
<td>$12,838</td>
</tr>
<tr>
<td>Volume Pricing C – Up to 100 certification credits, includes individual memberships</td>
<td>$19,750</td>
</tr>
</tbody>
</table>
Requirements

After completing payment, candidates must complete a series of requirements to indicate the candidate meets program policies. Candidates must:

1. Read and accept the USGIF Universal GEOINT Certification Program Code of Ethics
2. *(USGIF Individual Members only)* Submit USGIF connect customer identification number OR email address associated with USGIF connect account (available at https://connect.usgif.org)
3. Complete the demographics form
4. Submit a PDF of state issued driver’s license or identification card, or a passport, to demonstrate minimum age
5. Submit a PDF of high school diploma or equivalent (e.g., GED), Postsecondary Transcripts (official or unofficial), or Copy of Postsecondary Diploma.
6. Submit proper documentation that meets the requirements for Education, Training, and/or Work Experience.

For more detailed information about requirements, please see Section 3 on Pages 11-14.

Phase 2

Once all requirements have been submitted, USGIF will verify the documents. Candidates will receive an email confirmation once a requirement has been approved.

Phase 3

Scheduling

After all requirements have been approved, candidates will be prompted to schedule their test. By default, Certifior provides candidates with the exam locations that are closest to the candidate’s address. Testing centers make every effort to accommodate requests made in Certifior. Once candidates have submitted a request to the Test Center, candidates should receive an email from the Test Center either confirming the request or proposing alternative dates and times.

Requests for Reasonable Accommodations

Candidates requiring reasonable accommodations should email credential@usgif.org with details about requests for testing accommodations. Candidates requesting accommodations will need to submit documentation describing the disability that significantly impairs ability to complete the exam and list the specific testing accommodation requested.
This request must also include written documentation from a licensed and/or certified healthcare provider supporting the need for the accommodation requested. This request should include a statement describing the disability, diagnosis of health condition, and specific recommendation for the type of accommodation requested.

USGIF is unable to process requests for accommodation until required healthcare provider documentation has been submitted to credential@usgif.org.
Section 6: Preparing for the Examination

Examination Content

All certification examination content is derived from the Universal GEOINT Essential Body of Knowledge (EBK) and developed using the Criterion Referenced Test Development process. A broad group of subject matter experts (SMEs) from across GEOINT (i.e., government, industry, academia) participated in the development, review, and validation of each examination question. For more details, please see Section 1 in the Candidate Handbook. The certification exams do not address software-specific approaches, specialized knowledge, or management.

Each certification exam (i.e., GIS & Analysis Tools; Remote Sensing & Imagery Analysis; Geospatial Data Management) is an 80-item written test composed of multiple-choice questions of various types. Please see the section below for sample test questions.

Candidates will be given two hours to complete the examination.

Sample Test Questions

The following sample test questions were developed and validated by SMEs in the field of GEOINT. The correct answer keys are available following the questions. These sample questions will never appear in an operational USGIF certification exam and are provided only as an example of the type of questions and content found on the examinations.

The questions published below are intended to familiarize candidates with the type, format, and content of the questions that appear on the certification examinations. These questions are NOT intended to be a diagnostic or self-assessment for success on the exams, nor are they predictive of success or failure on any certification exam. Candidates should consider opportunities to prepare for the examinations independent of these sample test questions.
GIS & Analysis Tools Sample Test Questions and Answer Key:

1. An analyst uses a database management system to copy selected records from two source files into a new destination file. Which of the following operations selects only those records that appear in one, but not both, of the source files?
   A. Intersection  
   B. Difference  
   C. Union

2. True or False: Vector is a representation strategy involving sampling attributes at fixed intervals.
   A. True  
   B. False

3. _______ generally refers to the spatial arrangement among geographic objects and may be managed within a geographic information system through the application of rules such as "Adjacent to" or "May not have gaps".
   A. Topography  
   B. Topology  
   C. Proximity  
   D. Connectedness

4. Which of the following statements is true regarding geospatial data precision?
   A. It is common to find mixed resolution data within the same dataset  
   B. Precision is only important to "small scale" analyses and will not affect "large scale" analyses  
   C. A GIS dataset built to map "small scale phenomena" may be inappropriate to use in "large scale" analysis  
   D. Imprecise data is not useful at any scale

5. _____________ is a measure of the accuracy of an entire geospatial dataset.
   A. Statistical Significance  
   B. Root mean square error  
   C. P-Value

6. Which of the following is an accurate statement about a hillshade?
   A. A hillshade identifies the downslope direction of the maximum rate of change in value from each cell to its neighbors  
   B. Hillshades are used to determine the azimuth faced for each pixel  
   C. Hillshades will vary based on the hemisphere and season of the initial collect  
   D. A hillshade is a process that creates a shaded relief from a surface raster by considering the illumination source angle and shadows
7. The process of using data points with known values to estimate values at unknown points (in same region or nearby region) is called spatial _____.
   A. Prediction
   B. Interpolation
   C. Adjustment
   D. Reflection

Answer Key for GIS & Analysis Tools Example Questions:
1. B
2. B
3. B
4. C
5. B
6. D
7. B
Remote Sensing and Imagery Sample Test Questions and Answer Key:

1. Which of the following is produced by atmospheric scattering?
   A. An oversaturation of the entire visible spectrum
   B. A hazy appearance in the blue end (400-500 nm) of the visible spectrum
   C. An undersaturation in the red end (600-700 nm) of the visible spectrum
   D. A reduction in the exploitability of all satellite imagery

2. The spatial resolution of most of the bands of the Landsat Enhanced Thematic Mapper Plus sensor is ______________ not including the panchromatic and thermal infrared bands.
   A. About 1 meter
   B. About 15 meters
   C. About 30 meters
   D. About 80 meters

3. Which two wavelength bands are combined to calculate the Normalized Difference Vegetation Index (NDVI)?
   A. Near-infrared and thermal infrared
   B. Visible infrared and thermal infrared
   C. Visible red and near-infrared
   D. Visible green and visible red

4. True or False: Principal Component Analysis is the analysis of data to identify and find patterns to reduce the dimensions of a dataset with minimal loss of information.
   A. True
   B. False

5. Which of the following is a key strength of principal components analysis (PCA)?
   A. Material differentiation
   B. Noise segregation
   C. Data Reduction
   D. Anomaly detection

6. True or False: A maximum likelihood classifier is an example of unsupervised image classification.
   A. True
   B. False

7. Juan and Esperanza are working with an image with the data confined between the values 97 and 167. Juan says that he can increase the contrast in the image by applying a linear contrast stretch. Esperanza says that he can increase the contrast in the image through the histogram equalization method. Who is correct?
   A. Juan is correct
   B. Esperanza is correct
C. Juan and Esperanza are both correct
D. Juan and Esperanza are both incorrect

Answer Key for Remote Sensing and Imagery Analysis Example Questions:
1. B
2. C
3. C
4. A
5. D
6. B
7. C
Geospatial Data Management Sample Test Questions and Answer Key:

1. Which of the following is used to describe a database that stores and retrieves data in means other than the tabular relations used in relational databases?
   A. NoSQL
   B. Cloud
   C. Full-text

2. An Entity-Relationship (E-R) diagram is an appropriate technique for visualizing the spatial relationships among _______.
   A. Non-structured geospatial data
   B. Structured geospatial data
   C. Non-structured and structured geospatial data
   D. Attribute data

3. Which of the following statements is/are true regarding geospatial databases?
   A. Geospatial databases are time stamped in local standard time
   B. Geospatial databases are time stamped by Julian date and time
   C. Geospatial databases are typically time stamped in universal coordinated time (UTC)
   D. Geospatial databases are often time stamped in local daylight time

4. In a file with .dbf extension, what does the .dbf stand for?
   A. dbase format
   B. database file
   C. dBASE file
   D. database format

5. Programs that have been developed to provide a more stream-lined interface with a particular data format or schema are termed _________.
   A. Geospatial thesaurus linkers (GTL)
   B. Application Program Interfaces (API)
   C. Reverse Coding Systems (RCS)
   D. Data Conversion Object Programs (DCOP)
6. Which of the following is a true statement?
   A. Web HTML5 APIs provide for interlinkages of geo-locational information from 3D and 2D interactive graphics.
   B. Bing Maps and Google Maps automatically capture geo-locational data through spatial API’s.
   C. Only Web GL provides JavaScript for geospatial analysis
   D. Silverlight and Python are the only languages that enable geospatial programming interfaces.

7. Joe is working on a project involving extracting details from multiple commercially available databases. Unfortunately, the data all have generic titles. Dean, his boss, recommends that he open a new map session and bring all the data in and then extract that which he needs. Joe feels that, since the databases have extensive metadata, he can simply query that for the specific layers he needs rather than open everything. Who is correct?
   A. Dean is correct
   B. Joe is correct
   C. Dean and Joe are correct
   D. Dean and Joe are incorrect

Answer Key for Geospatial Data Management Example Questions:

1. A
2. C
3. C
4. B
5. B
6. A
7. B
Study Resources

USGIF used the following resources to develop the Universal GEOINT EBK:

- GIS&T Body of Knowledge
- DoL Geospatial Technology Competency Model
- NGA PL-1 Certification Blueprint
- Canada Centre for Remote Sensing, Fundamentals of Remote Sensing
- Joint Publication 2-03, Geospatial Intelligence in Joint Operations
- Army Techniques Publication 3-34.80, Geospatial Engineering, Headquarters, U.S. Department of the Army
- GeoTECH Center, Meta-DACUM Job/Occupation Analysis, GIS & Remote Sensing

The USGIF Universal GEOINT Certification Program is designed to be explicitly training and/or education-agnostic; the certification examinations are not explicitly aligned with any preparation materials, and no specific training and/or education materials are required to prepare candidates for the examinations or guarantee success on the examinations. It is the professional responsibility of certification candidates to prepare themselves for the content on the certification examinations.

At some future date USGIF SMEs and the USGIF Certification Governance Board may compile a study guide that may help candidates prepare for the certification exams. In the interim, textbooks, courses, manuals, and/or other reference material aligned with the following topics may be helpful as candidates prepare themselves for the certification examinations.

<table>
<thead>
<tr>
<th>GIS &amp; Analysis Tools</th>
<th>Remote Sensing &amp; Imagery Analysis</th>
<th>Geospatial Data Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS</td>
<td>Remote Sensing</td>
<td>Data Types &amp; Structures</td>
</tr>
<tr>
<td>Spatial Analysis</td>
<td>Imagery Processing,</td>
<td>Database Design and</td>
</tr>
<tr>
<td>Geostatistics</td>
<td>Enhancement, and Transformation</td>
<td>Database Management</td>
</tr>
<tr>
<td>Geography</td>
<td>Imagery Classification</td>
<td>Data Security and Data</td>
</tr>
<tr>
<td></td>
<td>Imagery Analysis</td>
<td>Encryption</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Basic Programming &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Development</td>
</tr>
</tbody>
</table>
Section 7: Taking an Examination

Exam Site Requirements and Instructions

Candidates should arrive at the test center at least 30 minutes prior to the scheduled examination time. Candidates must bring two forms of ID; one must be a government-issued photo ID (e.g., passport, driver’s license). Candidates will not be permitted to take an exam without proper identification. Test center proctors and/or administrators will verify candidate identification, read instructions to the candidate, and provide the candidate with a unique testing system log-in. Test centers will execute requests for reasonable accommodations as appropriate.

Items Prohibited in the Testing Environment

Candidates may not bring any of the following items to the test center:

- Calculators
- Newspapers
- Books
- Notes
- Book bags
- Pagers
- Tape recorders
- Smartphones/Cell phones
- Laptops
- E-readers/Tablets

If there is not designated secure storage at the test center, candidates may bring the items into the testing room but they will be placed in an inaccessible location within the room during the exam.

In the event that candidates are tested using paper and pencil, candidates will be provided with pencils/pens and paper versions of the exams. Candidates must return all pencils/pens and paper exam versions to proctors. Candidates taking the exam using computer-based testing will not be provided with pencils/pens or paper.

Examination Requirements

Candidates are expected to conduct themselves in a professional manner in the testing environment. Candidates who do not conduct themselves in such a manner are subject to disciplinary action from USGIF, up to and including dismissal from the test center.
USGIF retains the right to terminate examination(s) and dismiss candidates for any of the following reasons:

- Failing to follow exam location rules
- Cheating or colluding to cheat
- Communicating with other candidates during the administration of the exam
- Failing to provide proper identification
- Taking an exam under false identity, or attempting to have another individual take the exam
- Leaving the testing environment without permission

Testing center proctors and administrators are not authorized to help candidates in reading or comprehending assessment questions. During the testing environment, talking to anyone other than a proctor or administrator is not permitted. In addition, candidates are not permitted to discuss examination content (i.e., questions, answers) with anyone at any time. At the testing center, candidates will read and accept the Terms and Conditions that address the non-disclosure of any USGIF Universal GEOINT Certification Program content.

Candidates are permitted to take a break or use the restroom but first must obtain permission from a proctor. Only one candidate may take a break at a time, and no additional time to complete the exam will be granted.

During the testing environment, candidates will be reminded of their agreement to abide by the USGIF Certification Code of Ethics, examination Terms and Conditions, and professional courtesy.
Section 8: After an Examination

Exam Results

The USGIF Universal GEOINT Certification Program uses the Criterion-Referenced Test Development process to determine the passing score for each certification exam. Candidates do not compete with each other; rather, candidates are deemed to “pass” or “not pass” the certification exam based on whether their exam score meets or exceeds the passing score. USGIF may include pretest items in examination forms for the purposes of piloting new exam questions and therefore will not be scored and have no impact on a candidate’s pass/not pass status.

Examination Score Reports

Upon completing the exam, each candidate will immediately receive a preliminary exam score report that provides overall feedback as well as feedback on each topic area of the exam. In addition, the same form will be provided to candidates via electronic mail. This form does not constitute a final decision on certification conferral; rather this report simply represents the candidate’s performance on the examination.

Certification Conferral

The USGIF Universal GEOINT Certification Program Management Office (PMO) will formally confer certifications on a periodic basis to candidates who have met all of the certification requirements (e.g., candidates must meet minimum eligibility requirements, agree to abide by the USGIF Universal GEOINT Certification Program Code of Ethics, and meet the minimum standard on the relevant examination). The PMO will formally review and verify that candidates have met all requirements prior to conferring the certification to candidates.

Conferral consists of the PMO distributing a formal notification letter, certification certificate (including a unique conferral number), and certification expiration date to candidates.

Candidates may not use Universal GEOINT Certification Program designations until they have been formally conferred the certification; violations of this stipulation may constitute a breach of the Universal GEOINT Certification Program Code of Ethics and therefore may place certification conferral at risk.

Raw examination scores are confidential, and will not be disclosed to anyone unless USGIF is required by a court order or subpoena. Unless otherwise requested, USGIF will publish the names of all individuals who have passed the exam and whose certification status is current.
Reexamination

Candidates who do not pass the examination on the first try must wait 90 calendar days before testing again. Candidates who take the examination again are expected to pay the reexamination fee as specified in the “Fees” Section of the Candidate Handbook (Page 17) each time they sit for the examination.

Candidates may take a single CGP examination not more than twice in a twelve (12) month period. Candidates who fail the examination twice in a twelve-month period are strongly encouraged to pursue education and training relevant to the certification prior to attempting the examination any subsequent times.

Examination Security and Confidentiality

All test-related materials, including examination form(s), test questions, draft questions, demographic questionnaires, examination graphics, and testing codes are the exclusive intellectual property of USGIF. Accordingly, none of these confidential materials are available for access, review, or other purposes by anyone, at any time, other than USGIF certification staff, the USGIF Universal GEOINT Certification Governance Board, and examination development technical Subject Matter Experts and contractors.

Certification candidates sign an agreement stating that they will not discuss, share, or disclose specific examination content of USGIF certifications with anyone, at any time. Violations of this agreement may result in disciplinary actions, up to and including revocation of certification status.
Section 9: Appeals of Certification Decisions

The USGIF Universal GEOINT Appeals policy was reviewed, vetted and approved by the USGIF Universal GEOINT Certification Governance Board (CGB) on April 7, 2016.

Appeals Eligibility

Appealable decisions are limited to the following:

- Denial of eligibility for certification
- Denial of certification
- Denial of renewal/maintenance
- Certification Revocation

Regarding assessments and assessment-related issues, appeals may be filed regarding the following:

- Examination results
- Candidate registration
- Test-taking protocols

Appeals Process

Certification applicants, candidates, or certificants wishing to appeal a decision must submit written documentation within 30 days of the receipt of the written decision by USGIF. The written documentation should specify the grounds on which the appeal is based. A nonrefundable appeals processing fee of $150 must be submitted with the letter of appeal.

Appeals Panel

USGIF will appoint an appeals panel consisting of two individuals: one (1) non-public member of the CGB, and one (1) public member of the CGB. None of these individuals shall have had any affiliation (i.e., business, professional, personal, or otherwise) with the individual filing the appeal. The appeals panel members will conduct their work and render a written decision within 60 business days of their appointment. In the event that a tiebreaker is needed, the CGB Co-Chairs will appoint a third individual to serve as the tiebreaking vote.
Appeals Decisions

The appeals panel shall render a decision on any allegations of procedural error or in the making of a decision with insufficient evidence to support it. Appeals regarding required compliance with existing and published testing standards or program requirements are not accepted. The appeals panel may render a decision to uphold the USGIF decision, grant the appeal requested by the appellant, or refer the matter back to the USGIF CGB for reconsideration. A written copy of the appeals panel decision shall be sent to the USGIF CGB and to the appellant.
Section 10: Disciplinary Process

Certificants and those wishing to become certificants are required to comply with existing rules, regulations, and ethical standards related to certification established by USGIF. In addition, USGIF reserves the right to adjust and evolve all rules, regulations, and ethical standards as the program evolves; certificants and those wishing to become certificants are responsible for ensuring their continued compliance with program rules and policies. Failure to do so may lead to disciplinary actions, which includes (but is not limited to) denial of eligibility, nonrenewal of certification, certification revocation, certification probation and/or suspension, and/or issuance of a letter of censure or reprimand.

All stakeholders may report alleged violations of USGIF certification program rules or regulations in writing to USGIF certification PMO. Written documentation should include the identity of the individual involved in the alleged misconduct, the nature and description of the alleged misconduct, and the signature and contact information of the individual filing the complaint. USGIF retains the authority to initiate disciplinary actions without receiving complaints, notices, or evidence of inappropriate conduct from a third party, and USGIF reserves the right to pursue any and all civil, legal, and/or other remedies available under the law.

Grounds for disciplinary action include, but are not limited to, the following:

- Unauthorized use of any registered trademark of USGIF
- Unauthorized possession or distribution of USGIF examination materials
- Unauthorized, false, or expired use of USGIF credentials
- Obtaining or attempting to obtain certification or certification renewal through fraudulent means
- Conviction of any criminal offense which reasonably calls into question the certificant’s ability to provide quality, professional GEOINT products or services
- False statements made in connection with initial, application, or renewal materials
- Engaging in, authorizing, or aiding or abetting fraud, deceit, misrepresentation of materials/facts, provision of false or forged evidence, or bribery in connection with any application for a certification

USGIF retains the authority and responsibility to establish procedures and protocols for potential reinstatement upon satisfactory assurance of proper conduct.
Section 11: Code of Ethics

The United States Geospatial Intelligence Foundation (USGIF) Universal GEOINT Certification Program Code of Ethics ("Code of Ethics") applies to those seeking to affiliate with the USGIF Universal GEOINT Certification Program. This Code of Ethics is a requirement for:

- Individuals who apply for Universal GEOINT Certification Program certification(s),
- Individuals who obtain Universal GEOINT Certification Program certification(s), and
- Individuals to maintain Universal GEOINT Certification Program certification(s).

The purpose of the Code of Ethics is to establish and clarify GEOINT professional ethical requirements, hold the GEOINT Profession accountable, deter unethical behavior, promote self-regulation, and provide a framework for making and communicating ethical decisions. Certified or Universal GEOINT Professionals conduct analyses and make recommendations that support decision-making. GEOINT Professionals are encouraged to discuss ethical issues with other GEOINT Professionals. Certified or Universal GEOINT Professionals’ access to, analysis of, and recommendations regarding openly-available, sensitive, confidential, proprietary, market-moving, and/or classified information means that their adherence to the highest ethical and professional standards is paramount. Certified or Universal GEOINT Professionals have obligations to society; employers, clients, sponsors; colleagues; research subjects; USGIF and the GEOINT community.

Certified or Universal GEOINT Professionals, in agreeing to abide by the Code of Ethics, adhere to the highest possible standards of conduct for the production and evaluation of GEOINT products and services and strive for excellence, integrity and rigor in GEOINT thinking and work practice. Certified or Universal GEOINT Professionals apply these standards for not just their own behaviors but for the profession as a whole. Where appropriate, Certified or Universal GEOINT Professionals will always consider multiple working hypotheses and employ the scientific method in their professional behavior.

They will always implement and exhibit the following standards in their personal judgment, professional behavior, and in the creation of products and services:

- Describe the quality and credibility of underlying sources, data and methodologies;
- Communicate uncertainties associated with GEOINT analyses;
- Distinguish between existing data and the assumptions or judgments made by the GEOINT professional;
- Incorporate systematic evaluation of multiple different hypotheses to explain phenomena;
- Promote customer, client, and stakeholder relevance;
• Demonstrate clear and logical lines of argument, supported by relevant and appropriate evidence;
• Explain changes to or consistency of previous GEOINT findings and judgments;
• Apply expertise and logic to formulate the most accurate findings, judgments and assessments possible;
• Incorporate appropriate GEOINT communication strategies, including (but not limited to) visualizations, graphics and/or written text;
• Ensure proper acknowledgement of those who have contributed to the work in a collaborative environment;
• Strive to remove implicit bias from analyses and judgments;
• Adhere to professional standards of collegial behavior.

This Code of Ethics does not prescribe specific behavior and allows for, and encourages, personal, professional judgment. Certified or Universal GEOINT Professionals must weigh various considerations when evaluating each situation and regard each situation independently while making decisions or recommendations. When doing so, stakeholders can be confident that Certified or Universal GEOINT Professionals are bound by a set of common principles and ethical standards that protect their interests as well as those of society. In cases of misconduct or other ethical violations, the USGIF Universal GEOINT Certification Program reserves the right to suspend and/or revoke certifications as appropriate.

Bibliography


Section 12: Certification Maintenance

The USGIF Universal GEOINT Certification Program Certification Maintenance Policy was reviewed, revised, and approved by the Certification Governance Board (CGB) on May 13, 2016. The policies and procedures described below are aligned with CGB-approved policy.

Certification Maintenance Statement of Purpose and Intent

The purpose of the Universal GEOINT Certification Program Certification Maintenance policy is to ensure continuing competence of certificants in the discipline. For the purposes of the Universal GEOINT Certification Program, continuing competence is defined as demonstrating specified levels of knowledge, skills, or ability not only at the time of initial certification but throughout an individual's professional career. In other words, the intent of the Universal GEOINT Certification Maintenance policy is to ensure that certificants not only have the knowledge, skills, and abilities needed to obtain the certification, but also grow in their competence as the technologies, policies, processes, and procedures that are critical for executing GEOINT capabilities changes.

Certification Maintenance Cycle and PDU Requirements:

Certifications are valid for a three-year period and will expire if not maintained. Certification holders will need to obtain at least 100 Professional Development Units (PDUs) every three years.

There are two paths to Certification Maintenance:

- Path 1: A combination of Continuing Education, Professional Development, and Future Capabilities Awareness.
- Path 2: USGIF-Sponsored Certifications.

*Re-taking and passing the certification assessment(s) is always an option at the end of the certification maintenance period if individuals do not obtain the needed PDUs. Certificants should treat this option as a last resort.
Certification Maintenance: Path 1

Certification holders will need to obtain at least 100 Professional Development Units (PDUs) every three years. In addition, certificants will need to obtain, at minimum, 45 PDUs from the Continuing Education category, at minimum, 45 PDUs from the Professional Development category, and at minimum 10 PDUs from the Future Capabilities Awareness category. Combined, the required number of PDUs from each of these categories adds up to 100 PDUs.

**PDU Category 1: Continuing Education**
Each certificant in Path 1 must obtain at minimum, 45 PDUs over 3 years from this category. In addition, the intent of the program is for certificants to allocate their continuing education across the certification maintenance cycle. In the spirit of continuing education, it is recommended (not required) that certificants obtain, on average, 25 PDUs (but no less than 10 PDUs) annually.

To be considered for PDUs, Continuing Education activity must be:
- Recognized by USGIF or a similar credit granting body
- Related to the Universal GEOINT Essential Body of Knowledge
- Include assessments of competency (e.g., simulations, case studies, tests, portfolios)

Examples of Continuing Education include training or education courses, webinars, MOOCs, workshops, information exchanges, certificate programs, and non-USGIF sponsored certifications.

One CEU is awarded for 10 contact hours of participation (and may be recorded as fractions of CEUs). One CEU is equal to 10 PDUs. One contact hour equals 1.00 PDUs.

In this approach, 45 PDUs equals 4.5 CEUs, which is equivalent to 45 contact hours.

The USGIF Certification Program Management Office (PMO) will establish a process and procedure for allowing candidates or organizations to appeal for their continuing education to be recognized for certification maintenance.

In addition, as the program matures, the USGIF Certification PMO will publish a list of recognized providers of continuing education.

**PDU Category 2: Professional Development**:
Each certificant in Path 1 must obtain, at minimum, 45 PDUs over 3 years from this category.

In addition, the intent of the program is for certificants to allocate their professional development across the certification maintenance cycle. In the spirit of ongoing professional development, it is recommended (not required) that certificants obtain, on average, 15 PDUs...
(but no less than 10 PDUs) annually.

There are six categories of professional development activities:

- GEOINT-related publications and research;
- GEOINT-related professional association involvement;
- GEOINT-related conference participation;
- GEOINT-related teaching and instruction;
- GEOINT-related volunteering and service; and
- Other GEOINT contributions.

The number of points associated with each activity are reflected on the following tables:

<table>
<thead>
<tr>
<th>GEOINT-Related Publications &amp; Research</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 45 PDUs</td>
<td>Serve as author/co-author/editor of a published book</td>
</tr>
<tr>
<td>Up to 45 PDUs</td>
<td>Serve as author/co-author/editor of one or more chapters of a published book</td>
</tr>
<tr>
<td>Up to 45 PDUs</td>
<td>Serve as author/co-author/editor of a peer-reviewed, published paper</td>
</tr>
<tr>
<td>Up to 10 PDUs</td>
<td>Serve as author/co-author/editor of a journal, book review, newsletter, newsletter article, or magazine article</td>
</tr>
<tr>
<td>5 PDUs per event</td>
<td>Serve as author/co-author/editor of a conference technical paper, poster sessions paper, panel session paper, or special GEOINT project (e.g., Co-Pl)</td>
</tr>
<tr>
<td>1 PDU per event/post</td>
<td>Serve as author/co-author/editor of a blog</td>
</tr>
<tr>
<td>1 PDU per event/edition</td>
<td>Serve as author/co-author/editor of a professional organization publication</td>
</tr>
</tbody>
</table>
### GEOINT-Related Professional Association Involvement

*These are exclusive categories. Certificants cannot claim credit for association membership AND association leadership*

<table>
<thead>
<tr>
<th>PDUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 per 6 months service</td>
<td>Hold leadership office (e.g., Secretary, Board Trustee)</td>
</tr>
<tr>
<td>3 per 6 months service</td>
<td>Serve as a Committee Member (e.g., USGIF Tradecraft and Professional Development Committee)</td>
</tr>
<tr>
<td>1 per 12 months affiliation</td>
<td>Hold Association/Organization membership</td>
</tr>
</tbody>
</table>

#### GEOINT-Related Conference Participation

<table>
<thead>
<tr>
<th>PDUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 20</td>
<td>Serve as a leader in a meeting/conference (e.g., Chair Organizing Committee)</td>
</tr>
<tr>
<td>Up to 10</td>
<td>Organize a session or serve as a Session Moderator for a conference</td>
</tr>
<tr>
<td>Up to 5</td>
<td>Present at a symposium, conference, workshop, event (briefing, lecture, outreach) or seminar (e.g., panel, poster session, “lighting round”)</td>
</tr>
<tr>
<td>1</td>
<td>Attend a symposium, conference, workshop, event (briefing, lecture, outreach) or seminar</td>
</tr>
</tbody>
</table>

### GEOINT-Related Teaching and Instruction

<table>
<thead>
<tr>
<th>PDUs</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30</td>
<td>Teach a formal class (regardless of delivery method) in an academic or training setting (when not applicant’s primary occupation)</td>
</tr>
<tr>
<td>Up to 15</td>
<td>Serve as a Workshop Instructor/Training Course Instructor</td>
</tr>
<tr>
<td>Up to 5</td>
<td>Offer guest lectures in a formal class (regardless of delivery method)</td>
</tr>
<tr>
<td>Up to 15</td>
<td>Design, produce, and disseminate online, video-based content (e.g., webinar)</td>
</tr>
<tr>
<td><strong>GEOINT-Related Volunteering and Service</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>1 PDU per 3 months</td>
<td>GEOINT-related volunteering</td>
</tr>
<tr>
<td>3 PDUs per event</td>
<td>Participate in Subject Matter Expert (SME) work on USGIF certification initiatives (e.g., item development, certification preparatory tool development, or other certification resources)</td>
</tr>
<tr>
<td>1 PDU per 3 months</td>
<td>Participate in Professional GEOINT mentoring (e.g., GeoMentors or SCORE)</td>
</tr>
<tr>
<td>1 PDU per event</td>
<td>Engage in outreach for K-12 and Postsecondary efforts related to GEOINT (e.g., developing curricula, reviewing projects)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other GEOINT-Related Contributions</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 PDUs per event</td>
<td>Engage in other learning (e.g., be a participant in a live webinar that is led by an instructor, watching a training video, reading publications, etc.)</td>
</tr>
<tr>
<td>5 PDUs per 6 months</td>
<td>Complete a formalized professional rotation (e.g., Joint Duty Assignment)</td>
</tr>
<tr>
<td>Up to 45 PDUs</td>
<td>Obtain a Patent</td>
</tr>
<tr>
<td>10 PDUs per award</td>
<td>Obtain a Local, State, Regional, National or International Award</td>
</tr>
</tbody>
</table>
**PDU Category 3: Future Capabilities Awareness**

Although not part of the current Universal GEOINT EBK and certification exams, the intent of the certification program is for certificants to grow in their profession. With that in mind, USGIF will identify examples of key emerging areas in the GEOINT field that all GEOINT professionals should explore and understand.

In order to prepare GEOINT professionals for this dynamic future, the USGIF Certification Maintenance Process requires certificants in Path 1 to obtain, at minimum, 10 PDUs over three years in Emerging GEOINT Trends. PDU values in Category 3 are explained in Category 1 and Category 2.

Examples of activities related to future capabilities awareness includes (but is not limited to):

- Writing a peer-reviewed paper on the future impact of Small Satellites (Up to 45 PDUs)
- Reading a book on the use of Unmanned Aerial Systems (2 PDUs)
- Organizing a conference session on the growing field of Big Data Analytics (Up to 10 PDUs)

*Please note, other examples of potential topics for future capabilities awareness are published annually in the USGIF State of GEOINT report and elsewhere.*

Given the dynamic nature of GEOINT, the USGIF Certification Program Management Office (PMO) will establish a process and procedure for allowing candidates or organizations to appeal for their future capabilities awareness activity to be recognized for certification maintenance.

In addition, as the program matures, the USGIF Certification PMO will publish a list of “recognized” emerging GEOINT trends.

**Certification Maintenance Path 2:**

**USGIF Universal GEOINT Certification Program Certifications: Worth 100 PDUs**

In this case, individuals can maintain previous certifications by obtaining additional certifications sponsored by USGIF. In addition, this approach “re-sets” the certification maintenance cycle. This is done by extending the deadline for individuals to obtain the necessary PDUs to three years from the date they obtained their most recent USGIF-sponsored certification.

If certificants are unable to obtain the required number of PDUs, they always have the ability to maintain their certification through re-taking (and passing) the certification examination. In addition, given that the intent of the certification maintenance program is continuing competence and growth, certificants are only required to maintain their most recently obtained certification within the USGIF Universal GEOINT Certification Program.
Section 13: Certification Waivers

The USGIF Universal GEOINT Waivers policy was reviewed, vetted and approved by the USGIF Universal GEOINT Certification Governance Board (CGB) on April 7, 2016.

Eligible Decisions

The intent of the USGIF Universal GEOINT Certification Program is to use waivers as little as possible.

Waivers may be used for programmatic decisions related to the following policies:

• Certification renewal/maintenance

No other waivers to any aspect of the program may be issued, and “blanket waivers” will not be issued.

Waiver Criteria

Waivers may be issued to certification holders on the following grounds:

• Health or medical issues
• Professional and/or military deployment/leave of absence
• Other extraordinary reasons

Waiver Process

USGIF Universal GEOINT Certification Program waivers do not waive the requirement for certification holders to maintain their certification; they simply permit extensions equal to the time specified with the grounds for the waiver.

Waiver Submission Requirements

Waiver applicants must submit written documentation to the USGIF PMO at least 90 days prior to expiration of their credential. Written documentation should specify the grounds on which the waiver is based, and clearly estimate the term/duration of the waiver request (as estimated by qualified medical professionals and/or professional supervisor).
Waivers should include the following information:

- Certificant name
- Certificant contact information (address, email address, telephone number)
- Waiver type and documentation (e.g., medical documentation, supervisor attestation)

**Waiver Review Panel**

USGIF will appoint a waiver review panel consisting of two (2) CGB members. None of these individuals shall have had any affiliation (i.e., business, professional, personal, or otherwise) with the individual filing the waiver. The Waiver Review Panel members will conduct their work and render a written decision within 30 business days of the waiver request. In the event that a tiebreaker is needed, the CGB Co-Chairs will appoint a third individual to serve as the tiebreaking vote.
Section 14: Use of Program Credentials

Use of the Universal GEOINT Certification Program Credentials

Once certificants receive written confirmation from USGIF regarding their certification conferral, they may use the appropriate mark after their name. The credentials and associated certification program are indicated below:

- GEOINT Certified Professional – GIS & Analysis Tools: CGP-G
- GEOINT Certified Professional – Geospatial Data Management: CGP-D

These designations must only be used in conjunction with a certificant’s name, and is not appropriate for use with reference to a company or organization.

USGIF will provide new certificants with materials including the following:

- Certification certificate
- Unique certification number
- Dates of expiration for the certification (unless certification is renewed)
- Letter from USGIF confirming certification conferral

USGIF will publish an official registry of all current certificants who hold credentials in the Universal GEOINT Certification Program on the USGIF website.
References


Headquarters Department of the Army, Army Techniques Publication 3-34.80, Geospatial Engineering.


National Geospatial-Intelligence Agency, Geospatial-Intelligence Professional Certification Blueprint.


