



## Workplace Violence Instructor Certification Program Guideline

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Effective Date: April 1, 2023

### 1) Overview

Congratulations and welcome to joining a cadre of individuals that have decided to deepen their background and understanding of Workplace Violence Prevention, Intervention, and Response. As part of the *Workplace Violence Instructor Certification (WVIC)* program, your enhanced understanding will help you facilitate quality awareness and/or managerial training in a manner that aligns with prevailing *Standards* and best practices. Using materials and curriculum provided, you're positioned to implement a comprehensive training regimen with your employer organization, in your community, or as part of your personal business.

There are two levels of certification. The first level is the *Workplace Violence Instructor Certification—Awareness Training (WVIC—AT)*, and the second level is the *Workplace Violence Instructor Certification—Manager Training (WVIC—MT)*. Both levels are designed to work together in a manner that creates a consistent training regimen for any individual or at greater depth for managerial personnel. In other words, the WVIC—MT enhances concepts that are introduced in the WVIC—AT.

This document outlines applicable administrative information and the guidelines for properly using the WVIC program and all materials provided. Further, this document applies to the WVIC—AT and the WVIC—MT, even though the WVIC—AT may have been the only course completed.

### 2) WVIC Program Purpose

The WVIC provides individuals with a comprehensive suite of courseware to be able to provide *Standards*-based training regarding workplace violence. The curriculum offers a turn-key capability to provide training that's been vetted and adopted by some of the largest organizations in the world. Recipient organizations can have confidence that the provided curriculum promotes a holistic approach to addressing the full spectrum of workplace violence.

Completion of the WVIC—AT and/or WVIC—MT certifies understanding and individual use of CPPS' training curriculum. The learning provided throughout the courses is designed to deepen understanding and background for certified individuals that will utilize the courseware but does not certify an individual for a certain level of instructional competency.

### 3) Why CPPS

- a) CPPS was founded in 2002, following the 9/11 attacks. Randy Spivey, CEO and Founder, noticed a critical need to train individuals in the private sector on how to keep themselves safe while traveling abroad following the increased concern for terrorism following the attack. Using methodology derived from training elite U.S. military personnel, Randy developed an approach to help individuals identify that they are stakeholders in their safety and security. In 2004, CPPS produced the first international travel safety video titled *Safe Passage*.
- b) Following the Virginia Tech tragedy in 2007, CPPS developed the first guidance in the U.S. on how to survive an active shooter situation. The program was titled *Shots Fired* and was subsequently utilized by the Department of Homeland Security to publish the first national

guidance on the subject. Since 2008, CPPS has achieved several milestones. A few notable examples are outlined below:

- c) The FBI licensed the Shots Fired video program from CPPS in 2009, and it became mandatory training for all 35,000 individuals in the FBI at the time.
- d) In 2011, the first OSHA Instruction and American National Standard published by ASIS International, and the Society for Human Resources Management (SHRM) were released. Shortly thereafter, CPPS formalized the Workplace Violence Prevention and Intervention (WVPI) Tiered Approach—the five-tiered pyramid illustrating the components of a comprehensive WVPI program.
- e) CPPS released the first iteration of the WVIC in 2017 and produced the first online version in 2020 during the COVID-19 pandemic. In 2018, CPPS released the Safe Workplace Certification, an achievement earned by organizations that develop a WVPI program consistent with Standards.
- f) CPPS also produced Beyond Lockdown – Preventing and Responding to Extreme School Violence in 2018, which received an official endorsement from the FBI National Citizens Academy Alumni Association (FBINCAAA). The FBI reviewed the program in consideration of the endorsement.
- g) CPPS products and services have been vetted, purchased, and deployed by numerous Fortune 1000 companies, including about 50% of the Fortune 100 at any given time, over 1,250 hospitals and healthcare systems, 1,550 colleges and universities, hundreds of ministries, and a host of government agencies.

#### 4) Certification Requirements

The following requirements must be completed by any individual seeking to achieve and participate in the WVIC program.

- a) For WVIC—AT:
  - i) Complete all courseware for WVIC—AT.
  - ii) Successfully pass the 30-question end-of-course exam(s) with a grade of 70% or higher.
- b) For WVIC—MT
  - i) First, successfully complete all requirements for the WVIC—AT.
  - ii) Complete all courseware for the WVIC—MT.
  - iii) Successfully pass the 20-question end-of-course exam(s) with a grade of 70% or higher.
- c) Certification includes a unique identification number designating your participation in the program. This identification (ID) number includes the year you originally certified, as well as a unique, five-digit number designator exclusive to you. This number will be included on your course completion certificate and used to represent your certification, provide access to certain benefits, and track your certification journey.
  - i) ID number example: 2023-00000.

#### 5) Maintaining Certification

- a) Certification is valid for two years.
- b) Recertification must be completed every two years to maintain proficiency and remain up to date with changes in courseware, guidance, etc. Recertification is \$399.

- i) Approved methods for recertification:
  - (1) Completing the applicable WVIC—AT and/or WVIC—MT courses in full
    - (a) Recertification must begin within 60 days of your certification expiration date (outlined on your certificate of completion) and be completed prior to your date of expiration.
  - (2) Attending one continuation training event (such as webinars) provided by CPPS per year (two per certification cycle). Dedicated webinars will be provided for WVIC personnel as least once annually, but other events may be available for participation, as well.
    - (a) Webinars will be recorded if live attendance is not possible.
  - (3) Any new or updated courseware for the WVIC program released since your previous certification is required to be completed during recertification.

## 6) Application of the Program(s)

The following guidelines are permissible use of the WVIC—AT and WVIC—MT programs:

- a) The provided curriculum is only authorized for use by individuals that have completed all requirements of the WVIC program in accordance with section 4 and possess a license agreement as outlined in section 7.
- b) The curriculum is authorized to be used during live instruction only. Live instruction includes any instruction provided in-person or virtually.
- c) Recording instruction is not permitted without prior consent and/or written permission provided by CPPS. Authorization to record is subject to an enterprise licensing fee and license agreement.
- d) In accordance with section 7, the WVIC program materials are authorized to be utilized within your employer organization or the organization sponsoring your certification, within your community, and/or as part of your personal business only.
- e) Uploading any WVIC program materials to an intranet, server, cloud-based platform, or any other online storage area that may be accessed by anyone other than yourself is prohibited.
- f) WVIC curriculum materials are not permitted to be sent to any third party under any circumstances. All materials must remain within your control.
- g) WVIC curriculum may be utilized with branding or formatting other than what is provided by CPPS with the following parameters:
  - i) Attribution must be provided to CPPS at the beginning of all documentation or presentations developed.
    - (1) CPPS' logo, website ([www.CPPS.com](http://www.CPPS.com)), and a statement of attribution must be included with plain visibility. Use the following statement for attribution:
 

“The information contained within this [insert document name here] is provided by Center for Personal Protection and Safety, Inc., of which [insert your name and/or entity] is certified by CPPS to utilize.”
  - ii) All changes to WVIC program materials are not permitted without consent and/or written permission from CPPS.

## 7) Curriculum Licensing

WVIC-certified personnel (or organizations) are licensed CPPS curricula for use throughout the duration of certification. There are two user curriculum licensing classifications for the WVIC program. Enterprise and Individual. Each is described below.

### a) Individual License

- i) With an Individual License, the curriculum is licensed to *you* individually. You are permitted to utilize the courseware in accordance with section 6. The license and usability of the curriculum follow you should you change organizations, have your own business, or provide volunteer training in the community. The certification remains valid as long as it is maintained in accordance with Section 5.
- ii) Using the courseware as part of a business or service offering to generate revenue is permitted.
  - (1) Utilization Reports must be provided to CPPS at least quarterly indicating, at a minimum, the number of training engagements provided, whether it was a paid or volunteer service, and itemized date(s) of training provided.
  - (2) For any revenue generated that utilizes any WVIC program materials to fulfill a service, a revenue share equal to 3% of the total revenue earned is to be remitted to CPPS. Itemize the amount to be remitted to CPPS in the Utilization Report. Payment to CPPS is due no later than 30 days from the day CPPS receives the Utilization Report. Unpaid balances may result in the termination of certification.
    - (a) Example of revenue share: \$1,000 is generated from a service using WVIC program materials. 3% = \$30. \$30 is due to CPPS.  $(1,000 \times .03 = 30)$
  - (3) CPPS also offers a referral agreement that provides 5% of any revenue generated from referrals you provide. For example, if your client wishes to record training, CPPS will revenue-share 5% of the total net earnings. Should a referral arrangement be of interest, contact CPPS directly.
  - (4) As part of being a WVIC—AT and/or WVIC—MT certified individual, CPPS will also provide any of your clients a 10% discount for any products/services purchased.
    - (a) To qualify, CPPS must know prior to any confirmed sale that you are the source of the partnership/referral. Also, CPPS must not have a current business relationship with the organization.
    - (b) Your certification Identification number may be required to authenticate.

### b) Enterprise License

With an Enterprise License, the WVIC program materials are licensed to your employer or sponsoring organization. As a certified individual within the organization, you have permission to use the curriculum for the duration of your employment or affiliation with the sponsoring organization and maintain certification consistent with section 5. Should you leave the organization, your certification discontinues immediately upon departure from the organization.

- i) Switching from an Enterprise License to an Individual License is permissible for a one-time certification change fee of \$399. Contact CPPS directly to receive an Individual License and delivery of the applicable program materials. All certification requirements must remain current and consistent with Section 5. Switching will reset the recertification date if the previously held certification has more than one year until renewal.

- ii) Using the WVIC program materials as part of a business or service offering to generate revenue is not permitted. Providing training in the community or on a volunteer basis remains permissible.

## 8) Explanation(s) of the Curriculum and Support Materials

The following items are included within each level of the WVIC and are the core components of the WVIC program curriculum. Additional materials are included for additional background or support but are not identified below.

- a) WVIC Program Guideline – This document. The Guideline governs the WVIC program.
- b) Syllabus – The course syllabus describes the course, outlines the course objectives, modules, and high-level requirements for completion.
- c) Lesson Plan – This document helps you prepare and plan for successful training. It expounds upon the Instructor Guide and provides tips and techniques to present the material with maximized success.
- d) Instructor Guide – Designed to be a comprehensive tool for the instructor to present the requisite material throughout the presentation. Additionally, it illustrates course objectives, reference material, training aids, and an outline of the presentation. This also certifies the curriculum for the corresponding PowerPoint Presentation.
- e) PowerPoint Presentation – The instructional aid that coincides with the Instructor Guide. It provides learners with visuals to facilitate learning outcomes.
- f) Video Vignettes – Short video segments that identify scenarios or cases to illustrate examples identified in the curriculum.
- g) Video Training Programs – Programs produced by CPPS for educational use within the WVIC program. These may be viewed standalone or embedded within the PowerPoint Presentation(s).
- h) Note-taking Guide – A handout you may provide to your learners for taking notes.
- i) Quiz and Answer Key – A way to assess learning outcomes. The Quiz is taken by learners. The Answer Key indicates correct answers for grading completed quizzes.
- j) Sign-in Sheet – A sheet to track attendance.
- k) Utilization Report – An Excel sheet to track and report utilization, as outlined in section 7.
- l) Certificate Template – A templated certificate that may be annotated and provided to learners as desired.

## 9) Termination of Certification

- a) If you would like to terminate your certification, CPPS must receive a written notification confirming your choice to cease participation in the program.
- b) CPPS desires for participation in the WVIC program as a lasting partnership. Though, some circumstances can result in termination of participation in the program. Failure to maintain certification according to Section 5 is the primary reason participation in the program may be ended. For any other issues, CPPS staff will speak with the certified individual prior to any action(s).
- c) If termination in the program occurs, CPPS will provide a letter with directions to close out your participation. The actions outlined below are the basis of what will be accomplished throughout the process.

- i) For all terminations, all files in your possession associated with your certification must be deleted. Confirmation of the files being deleted must be provided to CPPS. Any outstanding balances owed are due immediately, whether renewal fees or remittance from revenue-share.
- d) Terminations are effective immediately unless agreed to or notified otherwise.

## 10) Ongoing Engagement and Support by CPPS

- a) From time to time, CPPS provides educational events and programs. You're encouraged to attend for continuation and/or refresher training. Events are commonly provided to discuss emerging trends, best practices, and other timely information related to workplace violence and other security topics within CPPS' expertise. Subscribe to CPPS' newsletter to receive communications about events and other ongoing updates. CPPS will waive any fees for WVIC personnel for many hosted events.
- b) CPPS regularly produces and publicizes various value-add marketing materials. As a certified individual, you are authorized to use this material in conjunction with the materials provided within this program. From time to time, CPPS also produces information that may directly benefit you within the WVIC program. Contact CPPS any time to see what materials may be supportive of your endeavors.
- c) CPPS is committed to helping you maximize your value received from the program. Contact CPPS anytime to get questions answered, to receive support for how to best use this program or see if there are any updates available.

## 11) Revision Log

April 1, 2023 – Initial Issue