

Q:

I am currently providing CPTED input to our City Planning dept and on site reviews. I'm assuming that I can use that to satisfy some of the requirements, but in what type of format should that be presented?

A:

Attach the reports, recommendations or, in the case of an oral presentation, the notes and minutes of the meeting(s) and refer to them in the log book. A signature from the client/meeting coordinator will still be required to verify that the attachment accurately depicts the recommendations and involvement of the applicant.

Q:

How should we handle attachments that satisfy several units? Should we include them as an attachment and refer to the attachment in each unit or is there a better way?

A:

Attachments can satisfy several units. A long report may prove competency in many or most of the requirements. Refer to the particular attachment, page and segment that satisfies the competency requirement in the log.

Q:

While working on my record book, it seems to be getting very lengthy. I guess this is a good thing regarding individual experiences, but how would you recommend putting it together? I know there are several options according to the guidelines, but if I'm planning on just putting together the book with the documentation, should it be organized by experience with each one detailing which unit it satisfies or should it be organized by each unit with the relevant experiences attached? I'm just trying to make it as complete as possible while not making it unmanageable (or too lengthy) for review.

A:

Organize the attachments any way you want. The log book must refer to the attachment by the unit it satisfies. List them in the order in which they are listed in the program manual.

Q:

Since the record book entries have to include dated signatures, how can I incorporate records that have occurred before seeking certification. Can I get the signatures now for a previous experience and if so, how should they be dated?

A:

There is no requirement that the signature was obtained at the time the report was completed. Go back to the client and request the signature to verify the report was delivered and the client was satisfied. The date is the date it was signed. The material should be accurately dated as to when it was delivered to the client.

Q:

Two of us are working on our record book and application for the ICA certification and have a question. We have both attended CPTED training in the past. Can we use the training we have received there to satisfy some of the record book requirements and if so, how/where should we present it.

A:

CPTED training may be used to prove basic knowledge. It may be coupled with other basic materials, other training, presentations made by the applicant or articles written to prove competency. Just refer to the training in the log book along with everything else, attach the curriculum and the certificate of completion or letter, signed by the instructor/authorized agent, and a description of what was learned that proves the competency.

Q:

In my current role as the CPTED Lecturer for the department, I am no longer completing field work and therefore would have difficulty in completing a record book on current projects. However, I am currently reviewing the course material for the CPTED presentations and I was wondering whether this could satisfy the record book and/or test requirements. From August 2005 until February 2009 I was a Crime Prevention Officer in one of our Local Area Commands and completed approximately 300 development applications in that time.

A:

The record book is not solely for "current" projects. Project that prove competency can be combined with the lectures, articles and presentations you regularly provide as proof of your up-to-date and ongoing competency. If you sit on review committees and exchange emails with those requesting advice, those also prove current competency. If you participate in local council or legislative discussions of legislation, rules, laws and/or ordinances in the furtherance of crime prevention and CPTED you could use that as well. Blog postings, but not twitter, would be considered as well.