TPN Assessor Qualification and Renewal Criteria

Document History:

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1.5	August 15, 2022	Updated M&E qualification criteria with courses, updated renewal section, updated Appendix A, added Appendix B	Varuna Gunasekera	Terri Davies, Crystal Pham
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Introduction and Objective

The following document outlines the process for obtaining and renewing security accreditation with Trusted Partner Network ("**TPN**"). Guidelines for applying for, obtaining, maintaining, and renewing accreditation as a TPN security assessor are addressed. Definitions for any capitalized terms that are not defined in this document can be found in the TPN *Key Terms & Definitions,* which is available at https://www.ttpn.org/links-resources/. For additional support or inquiries about this document, please contact support@ttpn.org.

All new candidates interested in becoming a TPN-accredited security assessor (an "**Assessor**" or "***Accredited Assessor***") must apply for one or more of the following accreditations:

- "***Site Assessors***" are accredited to conduct security assessments of particular facilities housing Media & Entertainment operations.

- "***Cloud Assessors***" are accredited to conduct security assessments of applications and services that are operating solely within a cloud infrastructure.

- "***Zero Trust Assessors***" are accredited to conduct security assessments of applications and services that are operating within a Zero Trust Architecture environment.

The matrix below provides a summary of the requirements for each Assessor type.

<p align="center">Table A: Assessor Qualification Criteria Matrix</p>

No	Qualification Criteria	Site Assessor	Cloud Assessor	Zero Trust Assessor
1	A minimum of one year of experience working in the Media and Entertainment industry in supply chain, operations, or technology. These criteria can also be replaced with a course covering a Media and Entertainment (M&E) subject. See Appendix B for a sample list of courses.	✓	✓	✓
2	A minimum of one valid Information security, cyber security, and/or IT assessment certification*.	✓		
3	A minimum of two years' experience conducting IT assessments covering content security, cyber security, information security, and/or information systems.	✓		
4	A minimum of one valid cloud audit, cloud security, cloud engineering, or architect certification*.		✓	
5	A minimum of one year of experience conducting cloud security assessments and/or audits.		✓	
6	A minimum of one valid Zero Trust Audit, Zero Trust Security, Zero Trust Engineering, or Architect certification*.			✓

The remainder of this document outlines the qualification and renewal criteria for individuals intending to join or renew as TPN Site, Cloud, and/or Zero Trust security Assessors. The qualification criteria are based on proficiency standards to perform an audit and/or assessment as defined in the ISACA IT Audit Framework (ITAF) 4th Edition, General Standard 1006: Proficiency

and General Standard 2006: Proficiency.

The ISACA IT Audit Framework (ITAF) standards are as follows:

1006.2: IT audit and assurance practitioners shall possess adequate knowledge of the subject matter to perform their roles in IT audit and assurance engagements.

2006.2.1: Professional competence denotes possession of skills, knowledge, and expertise, through an adequate level of education and experience, to appropriately perform an audit engagement.

2006.2.5: Practitioners should provide reasonable assurance that they possess the required level of professional competence. They should acquire the professional and technical skills and knowledge required to carry out any assignment they agree to perform.

2006.2.7: Skills and knowledge include proficiency in the identification and assessment of risk and controls, as well as in the application and use of audit tools and techniques. Practitioners should possess analytical and technical knowledge together with interviewing, interpersonal and presentation skills.

Additional guidance was also obtained from ISO/IEC 17024:2012:

A.2 Competence requirements for management systems auditors

A.2.2 Knowledge of audit principles, practices, and techniques

Knowledge of generic management systems audit principles, practices, and techniques, as specified in this standard sufficient to conduct certification audits and to evaluate internal audit processes.

A.2.5 Knowledge of client's business sector

Knowledge of the terminology, practices, and processes common to a client's business sector sufficient to understand the sector's expectations in the context of the management system standard or other normative document.

These standards and guidance are measured by the criteria for qualifying TPN Assessors detailed below**.**

Note: TPN does not provide its own examination but leverages the certification examination process provided by the certification bodies as are listed below in the TPN qualification criteria.

Site, Cloud, and Zero Trust Security Assessor Qualification Criteria

The following criteria must be met for *any* candidate to qualify as a TPN Site, Cloud, or Zero Trust Security Assessor:

Table B: Site/Cloud/Zero Trust Assessor Qualification Criteria

Item No	Qualification Criteria
1	A minimum of one year of experience working in the Media and Entertainment (M&E) industry in supply chain, operations, or technology. This requirement can also be replaced with a course covering an M&E topic taken at an in-person or online university, college, or learning institute. See Appendix B for a list of acceptable courses and examples
2	A minimum of one valid, current information security, cyber security, cloud security, and/or IT audit/assessment certification as applicable to Assessor type (Site/Cloud/Zero Trust)
3	A minimum of two years' experience conducting IT audits/assessments covering the following security areas: content, cyber, information, cloud, and/or information systems as applicable to Assessor type (Site/Cloud/Zero Trust)

- The applicant must apply with a non-refundable, one-time $150 application fee.

- A minimum of one year of experience working in the Media and Entertainment (M&E) industry in supply chain, operations, or technology via work references provided by the applicant and verified by a third-party verification company. Illustrative M&E courses used to replace this are listed in Appendix B, will require proof submitted via transcripts and/or a certificate of completion from the university, college, or learning institute.

- The Information Security, Cyber Security, Cloud Security, Zero Trust and/or IT audit certification must be valid and from a legitimate certification body that conducts an examination and application process. **See *Appendix A: Example Certifications for Site, Cloud, and Zero Trust Qualifications* for examples**

- The candidate must list their years of IT audit work experience in IT Security, Content Security, Cyber Security, Cloud Security, Zero Trust, and/or Information Systems along with a description of what type of work was performed.

- The application, M&E experience, and audit experience will be reviewed and validated by a third-party background verification company. TPN will verify the certificate(s) with the certification body when possible.

- Please note that you will have seven days to respond to any inquiry from the third-party background verification company; failure to do so may result in expiration of the verification order and you will need to re-submit $150 for additional processing.

- The candidate must sign an attestation indicating they have read and understand the latest version of the MPA Content Security Best Practices, available on the ttpn.org website.

- If the Media and Entertainment work experience, IT audit work experience and certificate(s) are validated, and the attestation is signed, the candidate would have met the criteria for becoming a TPN Site, Cloud, and/or Zero Trust Assessor.

- The Accredited Assessor pays the $500 two-year TPN membership fee and signs the Program Participation Agreement.

Renewal Criteria for Qualified Site, Cloud, and/or Zero Trust Assessors

All an Accredited Assessor's accreditations will expire simultaneously – regardless of when they are obtained – on the date that is two years after the Assessor was first accredited. If an Accredited Assessor wishes to renew any of their accreditations, the TPN renewal process starts one month before the Accredited Assessor's active accreditations expire. The renewal criteria are based on proficiency standards needed to maintain professional experience as are defined in the ISACA IT Audit Framework (ITAF) 4th Edition, General Standard 1006: Proficiency, and General Standard 2006: Proficiency. The standards are as follows:

1006.3 IT audit and assurance practitioners shall maintain professional competence through appropriate continuing professional education and training.

2006.3.1: Practitioners should monitor their skills and knowledge continually to maintain the appropriate level of professional competence. IT audit and assurance management should periodically evaluate professional competence.

2006.5.1: IT audit and assurance practitioners should:

Update professional knowledge continually through educational courses, seminars, conferences, webcasts, and on-the-job training to provide a level of professional service commensurate with the requirements of the IT audit or assurance role.

The following steps must be taken by the Accredited Assessor to complete their renewal:

1. TPN will determine eligibility based on the Assessor's general performance **(See Assessor Levels and Performance)**

2. The Accredited Assessor will be notified if they are eligible to renew based on their performance status

3. If the Accredited Assessor is eligible to renew, they must complete an updated Assessor Application

4. The original certifications provided for qualification must still be valid and active, or a new active certification that meets the criteria for the Assessor qualification must be provided. If the Assessor's related work experience and certification(s) have not been previously verified by TPN and by a third-party background verification company as needed, they must pay a non-refundable $150 processing fee. The applicant has seven days to respond to the inquiry from the third-party verification company; failure to do so will result in expiration of the verification order and require another $150 fee for additional processing.

5. Sign an attestation indicating they have read and understand the latest version of the MPA Content Security Best Practices for Site, Cloud, and Zero Trust security, as applicable.

6. The Accredited Assessor pays the two-year TPN membership renewal fee of $500 and signs the Program Participation Agreement.

Assessor Levels and Performance

To give Service Providers more information about the Assessors, TPN assigns each Assessor to a "*Level*" based on the quality of their recent assessments. All TPN submitted assessments undergo a Quality Control (QC) review before the assessment reports are published. As part of this phase, TPN will review Assessor findings and may require that the Assessor update the assessment report. Each assessment is then scored for quality on a 0-100 scale, based on established criteria. Although the weighting of this criteria is maintained internally by TPN, all assessment scores are made available to the Accredited Assessors following publication of each assessment report. If an Assessor falls below the assessment scoring threshold at any time during their accreditation, TPN may remove the Assessor in question from the TPN Assessor Program without further notice. Additionally, if an Accredited Assessor fails to meet the criteria to hold their certifications (e.g. expiration, lapse in CPEs, etc.), TPN will put the Assessor into an "In Review" status. If an Accredited Assessor is put into "In Review" status, they will be contacted by TPN, and further information will be communicated.

This information is also outlined in the Assessor Agreement.

The following Table outlines the TPN Levels and their related criteria:

Table C: Assessor Levels and Performance Matrix

Assessor Level:	TPN Assessor	Advanced TPN Assessor
Requirements to Qualify for each level:	Assessment Performance: • N/A	Assessment Performance within 6-month review period: • Average TPN Assessment score of 90% or higher • No TPN Assessment below 80% • Completes at least two (2) TPN Assessments
Requirements to Remain at each level:	Assessment Performance within 6-month review period: • No TPN Assessment below 70% • Completes at least one (1) TPN Assessment or initiates 1:1 meeting with TPN to discuss	Assessment Performance within 6-month review period: • Average TPN Assessment score of 90% or higher • No TPN Assessment below 80% • Completes at least two (2) TPN Assessments

Note about Scoring and Quality:
Reporting quality not only affects the Assessor score and their level, but it is also a key decision factor for Content Owners about their service provider's security status. As such, Accredited Assessors should ensure that they are thorough in their performance of each assessment; document their findings clearly; and promptly and adequately respond to any questions their customers have as part of the assessment process.

Professional Conduct

Professionalism is fundamental for a TPN Accredited Assessor's participation in the TPN Program. The below are expected at all times:

- Professional and respectful communication in writing and during calls/trainings/meetings including, but not limited to:
    - Meeting Requests (e.g., Accept or Decline meetings in a timely manner, canceled or rescheduled requests with two hours' notice, etc.)
    - Constructive feedback (e.g., Feedback and/or questions provided with context, suggestions, details, examples. No repetition once a decision has been reached, complaining without a solution, or negative comments.
    - No rude comments (e.g., No negative comments directed at TPN team members, disparaging the program without merit, language in a hostile manner, etc.)
    - No intentional deceptions (e.g., Misleading information, incomplete updates to assessments, hiding or leaving out information on purpose, etc.)
- Responses and assessment updates in a timely manner including, but not limited to:
    - No additional follow-up needed after initial communication
    - All TPN requested updates are made to an assessment after the first QC email within two business days, unless more time is approved by TPN

Any issues with professional conduct will result in immediate ineligibility of the TPN Assessor. TPN will email the Assessor in writing to inform them, and the Assessor will be removed from the TPN directory and TPN+ platform. If any assessments are in progress and need to be completed, this will be discussed between TPN and the Assessor.

Termination and Re-Application

If, at any time, an Accredited Assessor fails to meet the above qualifications for low assessment scores or professional misconduct and is removed from the TPN Assessor program:

- The assessor may not re-apply for 12 months from the date of the initial removal of the assessor from the TPN program
- If the assessor is subsequently accredited by the TPN program and once again fails to maintain sufficient quality scores to keep their accreditation, they will be removed from the program and will not be allowed to re-apply

Assessor Roles and Consultant Framework

- In addition to performing assessments as an accredited TPN Assessor, TPN Assessors may also perform consultative roles for Service Providers to assist their security efforts and processes with the following rules. But they *must* do so in accordance with the Ethics Policy (https://www.ttpn.org/code-of-ethics), which includes the following conflicts rules:

- Accredited TPN Assessors may not provide consulting, advising, and remediation services in respect of any facility, product, or service if they conducted a TPN security assessment of that facility, product, or service in the last two years

- The prohibition in the above bullet shall not apply to technical testing intended to identify security weaknesses in the computer systems, networks and software (e.g., pen testing, vulnerability testing, code review, etc.) of a particular facility, product or service, so long as the Accredited Assessor is not *currently* performing (or engaged to perform) a TPN security assessment of the relevant site, product or service.

- Our conflicts rules do not prevent two Accredited Assessors employed by the same company from providing different services to a customer, as long as they each comply with

the above rules (and the rest of the TPN Ethics Policy). This is illustrated in the below chart:

Table D: Assessor-Consultant Framework

Roles	Definitions	Assessor A	Assessor B
Consulting Services	Provide consulting services to Service Provider **before** a TPN assessment	NO	YES
TPN Assessment	Perform TPN assessment as assigned Assessor	YES	NO
Advising Services	Provide advising services to Service Provider **during** a TPN assessment	NO	YES
Remediation Planning	Provide remediation planning services to Service Provider **after** a TPN assessment	NO	YES
Technical Testing	Perform pen testing, vulnerability scanning, code review, etc. **before or after** a TPN assessment	YES	NO

Appeals

If the Assessor wishes to contest the results of their application or renewal, they may do so according to TPN's official Appeals Procedures Summary document, a copy of which may be obtained from TPN at support@ttpn.org. All appeals must be submitted within thirty (30) days of the application or renewal decision to support@ttpn.org. The Appeals Procedures Summary document sets forth the steps for addressing the adverse decisions, including: the various stages of the appeals process; the nature of the proceedings; and the permitted scope of appellate challenges.

TPN's Appeals Procedures are the exclusive remedy for disputes regarding application and renewal decisions. Appeals undertaken by an Accredited Assessor are undertaken at the discretion and cost of the Assessor.

Lapsed TPN Assessor Membership

Assessors who do not renew their TPN membership within 30 days of the expiration date of membership will no longer be eligible to conduct assessments within the TPN program. If a membership lapses, the Assessor will have up to one year following the expiration date of their TPN membership to request a renewal. After one year, the Assessor will need to reapply as a new candidate.

Appendix A: Example Certifications for Site, Cloud, and Zero Trust Qualifications

Note: This list is not meant to be an exhaustive list of all certifications that are acceptable for qualification into the TPN Assessor program. Please contact support@ttpn.org for any questions or requests.

Certification Organization	Site Security Certifications	Cloud Security Certifications	Zero Trust Certifications
Amazon		• AWS Certified Solutions Architect Associate • AWS Certified Solutions Architect Professional • AWS Certified DevOps Engineer Professional • AWS Certified Security Specialty	
Microsoft		• Microsoft Certified Security Operations Analyst • Microsoft Certified Cybersecurity Architect Expert • Microsoft Security Operations Analyst • Microsoft Certified Azure Security Engineer Associate	
Cloud Security Alliance (CSA)		• Certified CSA Star Auditor • CCSK • CCAK	Certificate of Competence in Zero Trust (CCZT)
CompTIA	• Security+ • CASP+ • PenTest+	Cloud+	
EC-Council	Certified Ethical Hacker (CEH)	CCSE (Certified Cloud Security Engineer)	
Google		Professional Certifications: • Cloud Architect • Cloud Developer • Cloud Dev/Ops Engineer • Cloud Security Engineer • Cloud Network Engineer	
GIAC	• GSEC • GISF • GWAPT • GISP • GIAC	• GCLD • GWEB • GCSA • GPCS • GCPN	
ISACA	• CISA • CISM • CRISC • CGEIT • CDPSE • CSX-P		
ISC2	CISSP	CCSP	

ISO 27001	Lead Auditor	Lead Cloud Security Manager	

Appendix B: Example Courses for Substitution for One Year of Media and Entertainment (M&E) Experience

A minimum of 1 year M&E experience can be replaced with a course from an in-person or online university, college, or other learning institute which covers any M&E topic including but limited to: 1) Script Writing, 2) Movie Making 3) Sound Recording 4) Production 5) Post-Production 6) VFX etc. The course may be technical or non-technical in nature and may also cover software, or tools used in movie production, post-production, etc.

Courses may be taken anywhere in the world and applicants may submit courses for review and approval by TPN prior to attending the course to ensure they meet the qualification criteria. Evidence of course completion must be submitted to TPN via transcripts and/ or a certificate of completion from the learning institute.

Sample courses that would meet the criteria are provided below:

University, College, or Learning Institute	Topic	Delivery Method (In-Person/Online)	Course Name	Web Link
UCLA Extension	The Business of Entertainment	In-Person or Online	MGMT X 403.31 The Business of Entertainment	https://www.uclaextension.edu/entertainment/film-tv/course/business-entertainment-mgmt-x-40331
Moorpark College	Production For Film or Television	In-person	FTMA M138 Beginning Motion Picture Production	https://catalog.vcccd.edu/search/?search=FTMA&caturl=%2Fmoorpark
NYU/Yellow Brick	All Areas of the Film and Television Industry	Online	Film and TV Industry Essentials	https://www.yellowbrick.co/film
Coursera	Final Cut	Online	Mastering Final Cut Pro	https://www.coursera.org/learn/masteri ng-final-cut-pro
Udemy	Film Making	Online	Filmmaking: Write, Direct and Distribute Your Feature Film	https://www.udemy.com/course/indiefilmmaking/