ASIS INTERNATIONAL
BOARD RECERTIFICATION GUIDE

ASIS INTERNATIONAL

Advancing Security Worldwide®

CPP
Certified Protection Professional
BOARD CERTIFIED IN SECURITY MANAGEMENT

PCI®
Professional Certified Investigator
Board Certified, ASIS International

PSP®
Physical Security Professional
Board Certified, ASIS International

ASIS INTERNATIONAL CONTACT INFORMATION

ASIS is here to help! This Guide covers all the information on ASIS's three certification programs. If you have questions after reviewing the Guide, please contact the Certification Team.

> **This Guide includes the policies and procedures related to the recertification of your ASIS designation(s). It is your responsibility to be aware of the processes and procedures laid out in this Guide, and to meet all required deadlines. This updated version of the ASIS Recertification Guide was released on July 1, 2017, and supersedes all previous versions.**

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PHONE:	1+703.519.6200
WEBSITE:	*asisonline.org*
ADDRESS:	ASIS International 1625 Prince Street Alexandria, Virginia 22314-2882 USA
OFFICE HOURS:	Monday through Friday, 9:00 am to 5:00 pm, Eastern Standard Time (except holidays).

IMPORTANT: ASIS CONTACTS YOU MAINLY VIA EMAIL. IF YOUR INFORMATION CHANGES, PLEASE BE SURE TO UPDATE YOUR ASIS ONLINE RECORDS AS SOON AS POSSIBLE.

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ASIS INTERNATIONAL CERTIFICATION PROGRAMS

ASIS certifications serve as a visible acknowledgment of your demonstrated mastery of core security principles and skills essential to the best practice of security management.

By earning a CPP®, PCI®, or PSP® your employer, clients, and colleagues recognize that you have the knowledge and skills to be a successful security professional. Earning an ASIS certification is a milestone accomplishment that will help you reach your career goals. However, once certified, you are required to recertify your designation through continuing education activities every three years.

WHY RECERTIFY?

Recertifying your ASIS designation every three years demonstrates that you have made a commitment to stay informed about the current practices and emerging trends in the security industry.

RECERTIFICATION RENEWAL CYCLE

The certification renewal cycle begins at the time of notification of passing the certification examination and continues through December 31, three years later, and every three years thereafter. **All certificants must meet the December 31 deadline**, regardless of his/her initial certification date. Subsequent certification cycles will begin on January 1 and run through December 31, three years later.

For example, a certificant who achieves certification on April 30, 2017, would be due to recertify by December 31, 2020. The subsequent recertification date would begin on January 1, 2021, and end three years later on December 31, 2023.

PROMOTING YOUR CERTIFICATION

Certificants may promote credentials via:

- Signatures on business correspondence, i.e., John Doe, CPP; LinkedIn; and other online business profiles
- Business cards, including an explanation of your designation on the back (i.e., Board Certified in Security Management/Investigations/Physical Security)
- Bios on the company website, conference program, or blog

DIGITAL BADGES

Once you have earned your ASIS certification, you will receive an email from ProExam (www.proexam.org) with instructions on downloading your digital badge. Digital badges are portable, verifiable, and deter unauthorized reproductions of the CPP, PCI, and PSP designations. For more information on ASIS's digital badges, **click here**.

RECERTIFICATION REQUIREMENTS

You will need to complete **60 Continuing Professional Education (CPE)** activities during your three-year certification cycle to remain certified.

All CPE activities must relate to security/business management, as defined by the content specifications of the relevant examination. Certificants must link each submitted activity to an exam domain. View the **CPP**, **PCI**, and/or **PSP** Exam Domains.

Recertification credits are intended for security- or business-related learning, teaching, or service that **are not part of a certificant's regular job duties**. CPEs may be earned in the following categories:

- Membership
- Continuing Education
- Instructor
- Author
- Volunteer
- Certification, Standards, and Guidelines Program Service
- Public Service
- Other Accomplishments

Complete information on each CPE activity is explained in detail below.

AUTOMATIC CPE CREDIT

All activities related to ASIS International's headquarters are automatically recorded to your online certification account at **https://my.asisonline.org**. These include credits received for membership, attendance at the ASIS Annual Seminar, educational programs, volunteer positions, and other activities. **It usually takes 4–6 weeks for credits to appear in your online account after the activity has taken place**.

CHAPTER/REGION EVENTS

Credits for activities at the ASIS Chapter/Region level are not automatically reported in your online account. At the Chapter/Region level, there are two options to provide confirmation of CPEs earned for attending a qualifying event. **Click here** for more information.

SUBMITTING RECERTIFICATION ACTIVITIES

ASIS's online CPE reporting system was recently enhanced, enabling you to report CPEs from the main page of the ASIS website. **Click here** for instructions on reporting CPE credits in your profile at "My ASIS."

Supporting Documentation

Supporting documentation for all activities is required. Your documentation may include a copy of a certificate/letter of completion and agenda, which includes the hours of classroom attendance completed. (ASIS-sponsored activities will be automatically uploaded to your online account and no documentation is required.) Please note: registration forms, paid invoices, course syllabi, and/or PowerPoint slide presentations **will not be accepted** as proof of completion unless they also include the number of CPE hours. (Please see **CPE CATEGORIES AND REQUIRED DOCUMENTATION**, on page 7, for specific documentation needed for each credit category.)

LAPSED CERTIFICATIONS

A one-year grace period is given if you miss your December 31 deadline. After that date, your CPP, PCI, and PSP designations are considered "lapsed." During your "lapsed" year, you will need to submit additional CPEs and pay a late fee to recertify your designation.

- **Between January 1 and June 30** of your lapsed year, a total of 64 credits and a $110 fee is required to reinstate your ASIS designation (four additional credits and a $40 late fee)

- **Between July 1 and December 31** of your lapsed year, a total of 68 credits and a $110 fee is required to reinstate your ASIS designation (eight additional credits and a $40 late fee)

EXPIRED CERTIFICATIONS

If you fail to submit a recertification application prior to December 31 of your lapsed year, your certification will expire. To be certified again, you will need to apply for, and pass, the applicable certification examination.

APPEALING A DECLINED APPLICATION

Appeals will be considered within 30 days of a certificant's recertification application or CPE activity denial, with day one being the date of the applicant's notification email. Please follow these instructions when filing an appeal:

Appeals should be sent by mail or email to the Professional Certification Board (PCB) Certificant Relations Committee, address below. If sent by mail, ASIS suggests using a traceable delivery method (e.g., certified or express mail).

Appeals must identify the adverse decision and state the reasons for the appeal. Also, any new or additional information for consideration should be submitted with the appeal.

Appeals should be sent to:
> PCB Certificant Relations Committee
> c/o ASIS International
> 1625 Prince Street
> Alexandria, VA 22314
> Attn: Certification Department
> **certification@asisonline.org**

PCB Review Committee Appeal Process

- The PCB Certificant Relations Committee will evaluate and consider a properly filed appeal via teleconference or during one of its meetings.

- When necessary, the PCB Certificant Relations Committee has the authority to seek legal advice regarding any aspect of the applicant's appeal.

- ASIS, on behalf of the PCB Certificant Relations Committee, will notify the applicant of the PCB Certificant Relations Committee's decision, and the reasons therefore, as specified in the appeals time frame. (An initial response should be provided within 30 days, acknowledging receipt of complaint. There is a 60-day investigative review process, renewable for another 60-day period based on findings.)

- The PCB decision is final.

RECERTIFICATION NOTIFICATIONS

ASIS makes every effort to keep you informed about your recertification deadlines. Email notifications will be sent to the primary email address from your online account. **Please make sure to keep your email address current and "whitelist" all emails from asisonline.org to help keep track of recertification reminders.** Ultimately, however, you are responsible for keeping up-to-date on recertification deadlines and submitting the appropriate documentation. Failure to receive ASIS notifications is not an acceptable reason for missing application deadlines.

RECERTIFICATION FEES

CPP	PSP	PCI
$70* (member)	$70 (member)	$70 (member)
$90 (nonmember)	$90 (nonmember)	$90 (nonmember)

*Fees must be submitted in U.S. dollars and are subject to change.

Once you have met the required 60 CPEs, an invoice is generated and added to your profile. You will be notified by email when the invoice has been uploaded into your account.

Submitting Payments

To view your recertification invoice and submit payment:

1. Login into your **"My ASIS"** page located in the upper-level navigation on **www.asisonline.org**

2. Select the **"Transactions"** tab and then **"My Open Invoices"**

3. Select the recertification invoice and **"Add to cart"**

4. Complete payment through our secure online store

CPE CATEGORIES AND REQUIRED DOCUMENTATION

CPP	PSP	PCI
60	60	60

For ASIS to process your activities more efficiently and avoid delays, please **submit supporting documentation with each CPE reported**. See below for acceptable documentation per credit category.

Category 1: Membership Credit

- Four CPE credits per year, limited to 12 CPE credits per term for an individual membership in a nonprofit professional security or security-related organization or association, and/or

- Four CPE credits per year, limited to 12 CPE credits per term for membership in a nonprofit business management-related organization or association

Note: Corporate memberships are not applicable

Required Documentation:

- Receipt of paid membership dues that includes years of membership

- Letter from member organization confirming years of membership (must be on the organization's letterhead), and/or

- Copy of membership directory listing including your name and years of membership

Category 2: Educational Credit

CPE credit will be approved for whole hours only, with a minimum of 50 minutes constituting one hour. As an example, 100 minutes of continuous instruction would count for two credit hours; however, more than 50 minutes but less than 100 minutes of continuous instruction would count only for one credit hour. For multiple-day conferences or programs when individual segments are less than 50 minutes, the sum of the segments will be considered equal to one total program.

Time for meals, breaks, social gatherings, planning sessions, business meetings, and similar activities will not be included.

Calculating CPE hours

Educational Activity	Actual Hours	Minutes
9:00 a.m.– 5:00 p.m	8	360
Less: Two 15-minute breaks	0.50	(30)
Less: Lunch	1	(60)
TOTAL	**6.5**	**270**

270 minutes divided by 60 minutes = 4.50 or 4 CPE hours (rounded to the nearest half hour)

Educational credit may be earned for the following activities:

- Seminar/Conference: Single and multiple-day programs
  Required Documentation: A certificate or letter of completion and agenda that includes the hours of classroom time.

- **ASIS International Chapter Meetings:** Educational programs must have a formal speaker or facilitator and relate directly to the competencies (domains) of the applicable certifications.

- **Correspondence, Web-Based, and Other Self-Study Courses:** Preparation through an institution that requires a final examination and where the course sponsor issues a certificate of completion listing instructional hours attained.

- **Accredited College Courses:** Security management or business management-related accredited college courses may be claimed and computed at the rate of seven CPE credits for each semester hour completed. This includes Internet/distance learning and/or other self-study programs that result in *accredited* college or university credit. **Only 21 CPEs may be claimed per term for business management courses.**

- **Exhibits-Only and Exhibitor Participation:** Three CPE credits may be awarded for participation and/or attendance at each security-related exhibit.

- **Seminar Educational Sessions and Webinars in Security Spotlight:** ASIS accepts a maximum of three CPEs per year for reviewing recordings of seminar educational sessions or ASIS webinars accessed through the Security Spotlight webpage. Proof of purchase is required and titles of three sessions or webinars viewed must be submitted.

Category 3: Instructor Credit

The topics of the courses must be relevant to the practice of security or business management (e.g., the domains for each certification examination).

CPEs	Instructor Activity (Unlimited)
20	Per topic, initial preparation or major modifications of course work for serving as principal instructor or speaker for a security or business management-related course at an accredited college or university
12	Chapter Certification Study Courses: Planning the entire study course including multiple meetings
9	Documented Chapter Certification Study Courses (mentoring a student through the entire study course or fulfilling a specific role in conduct of the course). Only ASIS-approved mentorship programs are allowed.
3	Per participant hour, as an instructor, speaker, or panelist at a security or business management-related educational program

Required Documentation

- Course syllabus to include learning objectives, time, date, and location of course
- Letter from chapter president affirming role of instructor
- A certificate or thank you letter is required from the sponsor of the program

[1] A maximum of 30 CPEs per certification term. Except as noted, CPEs cannot be accrued for instructor activities for which participation is inherently part of the participant's job and/or assigned duties. Participation must be voluntary in nature.

Category 4: Author Credit [2]

The topics must be relevant to the practice of security or business management (e.g., the domains for each certification examination).

CPEs	Authored Articles and Publications (Unlimited)
45	Per security-related and/or business management book
9	Per security-related and/or business management article in recognized periodical
9	Per monograph, booklet, or contribution of chapter to book on security-related and/or business management topics
3	Acceptance by the ASIS Leadership and Management Practices Council for each case study submission
3	Each book review published in recognized periodical
1-2	Per translation of an article related to any security domain that was originally and/or subsequently published in *Security Management* magazine or other security-related publication.

Required Documentation:

- Copy of the article to include name, date of publication, and author byline
- Letter from publisher (on letterhead) attesting to contribution

Category 5: Volunteer Service[3,4]

CPEs	Volunteer Activities (credits per year)
30	Member of an Executive Committee of a chartered security organization or association
25	Member of a national or international Board of Directors of a chartered security organization and President of the ASIS International PCB
21	Member of a Certification Board, on a national level, of a chartered security organization or association
18	Service as a Senior Regional Vice President or Council Vice President of a chartered security organization or association
15	Service as a Regional Vice President, Council Chairman, or Vice Chairman, or ASIS Standards & Guidelines Commission of a chartered security organization or association
12	Service as a Council Member, Annual Seminar & Exhibits Host Committee Chairman, or Assistant Regional Vice President of a chartered security organization or association Service as a duly elected or appointed Chairman, Vice Chairman, Secretary or Treasurer, on the local level, of a chartered security organization or association
9	Service as Annual Seminar & Exhibits Host Committee member for an annual or other major conference of a chartered security organization or association Service as a Committee Chairman, on the local level, of a chartered security organization or association
4	Service as a Committee member, on the local level, of a chartered security organization or association

Required Documentation:

- Letter from organization attesting to volunteer role and dates of service. Note: volunteer service for ASIS International activities will be automatically recorded in your online account.

Category 6: Certification, Standards & Guidelines Program Service

CPEs	Certification and ASIS Standards & Guidelines (S&G) Activities CPE (credits per year)
15	Per occurrence, Item Development Group (IDG) or role delineation (job analysis) preparation
12	Per occurrence, Pass Point study
5	Per occurrence, evaluation of ASIS International Annual Seminar Call for Presentations or completion of a role delineation questionnaire (job analysis)
2/meeting	Per occurrence, ASIS Standards and Guidelines Technical Committee members; attendance/participation is mandatory
1/meeting	Per occurrence, ASIS Standards and Guidelines Working Group members; attendance/participation is mandatory.

Required Documentation:

- Letter from organization attesting to your volunteer role and dates of service. Note: Volunteer service for ASIS International activities will be automatically recorded in your online account.

Category 7: Public Service

At the discretion of the PCB, activities related to security or business management fields, as described in the domains of each examination, may be eligible for credits. Eligible activities may include those for a charitable, religious, governmental and/or community entity that is performed pro-bono. Examples are security audits of public school buildings; security plan for fundraising event or other large activity; or evaluation of emergency management for a public agency. The PCB will determine

points to be awarded based on scope of activity, value to recipient, accomplishments vis-à-vis objectives, and time spent.

Required Documentation:

- Letter from the organization attesting to your public service role, dates of service, hours spent, a brief description of pro-bono service provided, and number of credits requested

Category 8: Other Accomplishments

At the discretion of the PCB, special activities related to security or business management fields as described in the domains of each examination may be eligible for credits. The PCB will determine points to be awarded based on scope of activity and other relevant factors.

Required Documentation:

- Letter from PCB attesting to your special activity, dates of activity, and number of credits requested

Category 9: Safety-Related Programs

Up to 21 CPE credits per term for attending or speaking/teaching in single and multiple-day seminars and conferences in the areas of safety, environmental safety, fire prevention, and personal protection may be claimed.

Required Documentation:

- A certificate or letter of completion and agenda that includes the hours of seminar or conference time
- Copy of on-site program showing your role as speaker
- Letter from host organization attesting to your participation in seminar or conference

LIFETIME CERTIFICATION

ASIS offers lifetime certification to certificants who:

- Hold a CPP, PCI, or PSP in good standing (e.g., not lapsed or expired)
- Have maintained a single certification for 12 consecutive years preceding the date of application
- Have retired (defined as complete cessation from any security-related employment or practice or representation of any such employment or

practice) and have no legal, financial, or business interest with any form of security-related employment or practice, as defined by the applicable certification exam domain (CPP, PCI, PSP)

- Have paid the recertification fee for the current term

To apply for lifetime certification, please complete and submit the following application:

- Online Lifetime Certificant Application
- Download a pdf version of application

BECOME AN ASIS VOLUNTEER

ASIS relies on volunteers for all aspects of its certification programs (e.g. exam development, score setting, job analysis) All aspects of the CPP, PCI, and PSP are created and then maintained by the dedicated professionals who provide their expertise and time to ensure our programs reflect the knowledge and skills needed to be a security professional.

To become a volunteer, you must

- Be ASIS-certified
- Agree to abide by the ASIS Code of Professional Responsibility
- Sign a Do Not Disclose contract
- Not participate, coordinate, host, or teach an ASIS certification review or prep class, and agree not to for at least two years after your volunteer assignment is complete
- Agree not to apply for or take an ASIS certification exam for at least two years after your volunteer assignment is complete

ASIS periodically recruits volunteers to:

- Write or review exam questions
- Sit on a job analysis study panel
- Sit on a standards-setting panel
- Lend their expertise on special projects

All those chosen to be volunteers for the ASIS certification program will receive CPEs for their involvement.

If you are interested in becoming a volunteer, please complete this form and email it to **certification@asisonline.org.**

PROFESSIONAL CODE OF CONDUCT

ASIS board certified security professionals and applicants for certification must adhere to the Professional Code of Conduct, agreeing to:

- Perform professional duties in accordance with the law and the highest moral principles. Noncompliance includes any acts or omissions amounting to unprofessional conduct and deemed prejudicial to the certification
- Observe the precepts of truthfulness, honesty, and integrity
- Be faithful, competent, and diligent in discharging their professional duties
- Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure
- Not maliciously injure the professional reputation or practice of colleagues, clients, or employees

Any act deemed prejudicial to the certification may result in denial of approval to take the certification examination or disciplinary action by the Professional Certification Board (PCB), up to and including revocation of certification. Such acts may include, but are not limited to:

- Providing false or misleading statements or information when applying to take the certification examination or to recertify
- Any act or omission that violates the provisions of the ASIS Certification Code of Professional Responsibility
- Any act that violates the criminal or civil laws of any jurisdiction
- Any act that is the proper basis for suspension or revocation of a professional license
- Any act or omission that violates the PCB Disciplinary Rules and Procedures.
- Failure to cooperate with the PCB's Board of Professional Review in performance of its duties in investigating any allegation against an applicant or current certificant

- Making any false or misleading statements to the PCB regarding an applicant or current certificant

- Affecting adversely the confidence of ASIS constituents in the integrity of certification operations

The PCB and certification staff will ensure that in its dealings with constituents they are, and will remain, impartial and confidential.

STATEMENT OF IMPARTIALITY

The ASIS Professional Certification Board (PCB) and certification staff understand the importance of impartiality and conflicts in the management of certification activities. When undertaking dealings with members and nonmembers, all involved in the certification process will maintain a high level of ethical conduct and avoid conflicts of interest in connection with the performance of their duties.

There shall be an avoidance of any actions and/or commitments that might create the appearance of:

- Using positions for personal gain
- Giving improper preferential treatment
- Impeding efficiency
- Losing independence or impartiality

ABOUT ASIS PROFESSIONAL CERTIFICATION BOARD (PCB)

The ASIS certification programs are governed by the Professional Certification Board (PCB). The PCB establishes all policies related to the program including eligibility requirements, exam content, and exam development. All PCB members are ASIS certified.

Members of the PCB manage the certification programs by aensuring that standards are developed and maintained, quality assurance is in place, and the exams accurately reflect the duties and responsibilities of security professionals in the areas of security management, investigations, and physical security. The PCB is a committee of the ASIS Board of Directors. Members of the PCB are chosen through a nomination process. The board meets three times per year.