



2009 Manual for Sponsoring an ASIS International CPP, PCI, and PSP Examination

**Use for the following locations:
Ecuador, Jamaica, New Zealand, Panama, Qatar,
Sweden, and Trinidad & Tobago**

**The manual will be updated on a yearly basis (or as
needed). Please contact the certification staff if you have
questions or concerns at: certification@asisonline.org**

**Certification Department
5/6/2009**

This manual was designed to assist Chapters that wish to sponsor an international CPP, PCI, and/or PSP exam. It combines important information, tools, and resources that are need in one location.

Please consider this manual as a guide and a handy reference for examination procedures, timelines, forms, contact person and much more...

The contents will also be provided to you in a binder. This will allow you to remove pages that are updated annually such as examination dates and deadlines. If you misplace your manual and require a replacement, please inform the certification staff at certification@asisonline.org and a new manual will be sent to you.

Our aim in developing this manual is to not only assist and guide you as you plan upcoming exam schedules, but to also help you make optimum use of time so that your efforts can be concentrated on planning a successful program.

A certification handbook containing complete exam instructions and application form is included with this manual. Please let us know if there is additional content you believe may be helpful that we have omitted. To download an additional copy of the manual, visit the ASIS website at:
<http://www.asisonline.org/certification/sponsoring.pdf>

Table of Contents

2009 International Exam Information at a Glance	4
Sponsoring a CPP, PCI, and/or PCI International Exam	5-6
Summary Checklist of Responsibilities	7
Completing an Exam Application Properly / FAQs	8
Examination Room Policies and Procedures	9
Reference Materials	
CPP, PCI, PSP	12
Examination Forms	
Request to Sponsor Forms for CPP, PSP, and/or PCI Exam	11-12
Exam Contact Application Reviewed Declaration Form	13
ASIS Certification Reimbursement Forms	14
Examination Room Layout	15
Links and Presentations	
Sponsoring an ASIS Certification Exam	16
Guide to Developing and Exam Preparation Program	16
Certification Presentations	16
Appendix	
Eligibility Requirements for CPP, PSP and PCI	18
CPP Exam Structure and Content	19-22
PSP Exam Structure and Content	23-24
PCI Exam Structure and Content	25-28
Sample Application	29-33

2009 International Exam Information at a Glance

Examination Deadline Dates

Request to Sponsor Form Due	Application Deadline	Exam Date
Extended to May 22	Extended to June 8	July 25
June 1	July 1	September 5
August 1	September 1	November 7

Certification staff needs to review and approve all applications 8 weeks prior to exam date, due to testing service requirements. Our testing agency's deadlines are firm.

Questions? Contact the staff person that handles your location.

Exam Location & Staff Contact Person

<p>New Zealand Qatar Sweden</p> <p>Lisa Murphy Examination Services Coordinator Office: 703/518-1408 Fax: 703/518-1515 E-mail: lisa.murphy@asisonline.org</p>	<p>Ecuador Panama</p> <p>Erica Taylor Certification Specialist Office:703/518-1417 Fax: 703/518-1515 E-mail: erica.taylor@asisonline.org</p>	<p>Jamaica Trinidad & Tobago</p> <p>Ada Ausberry Senior Certification Specialist Office: 703/518-1409 Fax: 703/518-1515 E-mail: ada.ausberry@asisonline.org</p>
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Sponsoring a CPP, PSP, and/or PCI International Exam

Getting Started

It is important to remember the following if your Chapter wishes to sponsor a CPP, PCI, or PSP exam in Ecuador, Jamaica, New Zealand, Panama, Qatar, Sweden, and Trinidad/Tobago:

- 1) The Chapter must be in good standing with ASIS International and the Chapter's exam contact person must be a Chapter officer.
- 2) The Chapter has identified qualified individuals who have committed to take the CPP, PSP, or PCI examination on the scheduled date in July, September, or November.

Sponsor Checklist Preparation – STAGE 1

As an exam sponsor you must:

- ✓ **Submit Request to Sponsor CPP/PSP/PCI Examination form** to Certification Program Director, by requested date on the form and ensure you receive confirmation. The chapter and exam contact person must be a member in good standing with ASIS International.
- ✓ **Collect candidate applications** and provide initial review for completeness; transmit to Certification Program offices with payment in U.S. dollars by the deadline date. **The payment must accompany the applications in USD.** A copy of payment transfer documents must accompany the application. The candidate is responsible for any fees associated with wire payments. The ASIS Certification Program Staff are the only people that may approve applications.
- ✓ **Inform Certification staff (for efficiency of communications) of important country or regional holidays**, including the days designated for religious observances.
- ✓ **Locate and reserve appropriate space to administer the examination** at the lowest possible cost - no cost if possible. Educational institutions will usually provide space at no charge. If it is absolutely necessary to use commercial space, please advise the Certification staff of the cost before signing agreement. Make sure the reserved site and surrounding areas will be of minimum noise on exam date. (See Examination Layout - page 15)

Please Note:

- No other fees except for the examination fee should be billed to candidates.
- No Coffee or food related charges will be reimbursed.

Helpful Reminders!

International exams are administered the first Saturday in July, September, or November

Request to Sponsor forms must be received 3 months prior to the exam date

Applications received after the deadline will be considered and processed for the next scheduled exam date.

Applicants will be notified via email.

Test Administration – STAGE 2

You are ready to move to the next stage (test administration) once your sponsor checklist is complete and candidates are ready to take the exam.

Professional Examination Service (PES) – the testing agency working on behalf of ASIS – handles all test administration and provides staff. These are the guidelines that must be followed:

No chapter members or local educational personnel may serve as administrative staff.

Only PES staff and candidates on roster are permitted in the examination room. Under no circumstance should any other person including chapter exam contact or chapter officers be permitted into the examination room.

Post Exam – STAGE 3

This is the final stage where candidates have tested and await their results. ASIS will send (via express mail) Pass / Fail packages with Score Reports to chapter / exam contact person 4-6 weeks after the exam date.

Pass packages consist of:

- Official letter
- Code of Professional Responsibility
- Policy Statement on Certification Designation
- Recertification Overview
- Logo Sheet (CPP only)
- Awareness and Recognition Brochure

Fail packages consist of:

- Official letter
- Re-examination form
- Certification Applicant Handbook

The exam contact person is responsible for the distribution of sealed score reports, received in bulk from ASIS, within the country or region.

Candidate results will **NOT** be released under any circumstances for at least two weeks after they are shipped to chapter contact person. **Under no circumstance should any other person, including chapter contact, open EXAM RESULTS / SCORE REPORTS or any other documents sent by ASIS for distribution even at the candidates' request.**

If you have incurred expenses, submit a completed exam reimbursement form with all receipts. (See Exam Reimbursement Form – page 14)

Important!

Exam documents shipped from ASIS Certification Staff to the exam contact for distribution **MUST** be mailed to candidates within three business days from date received.

Do **NOT** hold candidate results or certificates under any circumstances.

Chapter contact cannot open exam reports – even at the request of the exam candidate.



Summary Checklist of Responsibilities
Keep handy as a quick reference guide ...

Applicant	Certification Staff	Chief Examiner (PES)	PES
Verify application information is accurate and accompanied payment	Review and approve chapter request to sponsor and ensure test site meets specifications	Provide exam materials Set up registration and exam room	Obtain, instruct and pay all necessary test administration personnel, including chief examiner and proctors
Verify application has been received by the ASIS certification department about 2 weeks from the submission date	Supply current application and test information Review and notify candidates of application status and exam information via e-mail	Provide and train proctors Provide and check roster Read exam instructions	Administer and score examinations
Respond to request for additional information within a week from date of request	Provide sealed score reports to exam contact	Monitor exam Return original roster and exam materials to PES	
Notify ASIS of a change in preferred test date ASAP	Send certified letter and certificates to chapter contact for distribution Reimburse exam related costs		

Completing an Exam Application Properly

Avoiding Application Processing Delays

Ensuring that all questions are answered completely will assist with the timely processing of exam applications. Based on feedback from exam candidates, these are the areas where problems or uncertainty are encountered or responses are omitted:

Applicant Declaration / Signature

Ensure that the candidate has signed and dated the application

Contact Information

Select business or home preference for receiving mail. Provide email address.

Disciplinary Questions

If the answer to one or more of these questions is yes, place an explanation in a signed and dated sheet, which may be placed in a sealed envelope for confidentiality.

Educational Requirements

Using Education to meet qualifications? Request official transcript to be sent to the ASIS Certification Program Office, and check the appropriate box on the application.

Employment History

Verify dates and total months of all positions. If applying for CPP, answer the responsible charge questions. Use additional paper and attach resume if additional space is needed.

Exam Testing Location and Date

Must be indicated on each application

Fees and Method of Payment

Fees must accompany all candidate applications when being submitted in U.S. currency. There will not be a billing process.

Professional References

Candidates may not use anyone as a reference who falls under his/her supervision, relative, members of the PCB, or ASIS staff. Complete address and telephone number are required including city and state.

Wire Payments

A copy of payment transfer documents must accompany the application. The candidate is responsible for any fees associated with wire payments.

Important Reminders!

Applications are processed within 3-4 weeks. It's important for candidates to follow up after application submission for these reasons:

Due to the volume of applications received, information submitted separately may be misplaced

Fax or e-mail transmission of applications may have failed

FAQS

Examination Questions and Policies and Procedures

This section addresses basic questions that test candidates may have about examination times and policies and procedures that should be followed.

How Long is the Exam?

The allotted time for the CPP exam is 4 hours. The exam consists of 225 multiple-choice questions

The allotted time for the PCI exam is 2 & 1/2 hours. The exam consists of 125 multiple-choice questions

The allotted time for the PSP exam is 2 & 1/2 hours. The exam consists of 125 multiple-choice questions (15 of which are pre-test items that will not be scored)

2009 CPP, PCI, & PSP Reference Materials

Your Chapter may be organizing a Review Study Program in addition to helping candidates with their applications. Very often candidates will have questions about the reference materials needed to prepare for the exam. These reference lists for each exam are online, under section that says Preparing for the Exam. View links below that will direct you to the reference page:

CPP

<http://www.asisonline.org/certification/cpp/cpphow.xml>

PCI

<http://www.asisonline.org/certification/pci/pcihow.xml>

PSP

<http://www.asisonline.org/certification/psp/psphow.xml>

The Reference Resources link is under the heading: Preparing for the Exam

All CPP examination questions are based on the books in the reference and Candidates are encouraged to use them as part of their exam preparation.

PLEASE NOTE:

There are separate legal CPP references for UK and Canada

Canadians planning to take the PCI examination should be aware that the legal portion of the test is specially tailored to the Canadian legal system. The legal reference for Canada must be purchased separately from the PCI reference package.

2009 Request to Sponsor Form for CPP, PSP, and/or PCI Examinations

Important Examination Deadline Dates:

2009 Exam Dates:	Request to Sponsor Form Due	Test Application Due
July 25	Extended to May 22	Extended to June 8
September 5	June 1	July 1
November 7	August 1	September 1

(Please print or type information):

Chapter Name and Number: _____

Chapter Chair: _____ ASIS #: _____

Tel: _____ Mobile: _____

(include country/city code)

E-mail: _____ Fax: _____

Exam Contact – (if other than above):

Name: _____ Chapter position _____

ASIS #: _____

Tel: _____ Mobile: _____

(include country/city code)

E-mail: _____ Fax: _____

Address of where to express ship documents. This must be provided.

(No Post Office Boxes):

Street: _____ City _____

State _____ Country _____

Would you like a conference call with the certification staff to go over the procedures manual? ____ Yes ____ No.

If yes, please provide at least two date preferences and time zone information

Please check exam date(s) and number of applicant(s) below:

	July 25	September 5	November 7
CPP Applicants			
PCI Applicants			
PSP Applicants			

Note: The CPP exam should be administered in a separate room from PSP and PCI; the ASIS Certification Director must approve any exceptions. The PCI exam is given in English only.

Name and Complete address of exam facility (including Room Number)
(No Post Office Boxes):

Name: _____

CPP Exam Room #: _____ PCI Exam Room #: _____ PSP Exam Room #: _____

Street: _____ City _____

State _____ Country _____

Tel: #: _____ (include country/city code)

Exam Facility Charge (if any): \$ _____ USD

Will the chapter be sponsoring a review course? _____

If yes, select type of review program: _____ CPP _____ PSP _____ PCI

Provide contact name, ASIS member #, telephone, e-mail and dates(s) of program.

By signing this form I agree that the exam contact person & I the Chapter Chair have read and fully understand the Procedures for Sponsoring an International Examination and International Examination Regulations.

Chapter Chair Signature

Date

Fax to: Certification Program Director at 703-518-1515.

For use by ASIS International:

Approved - Signature

Date

Exam Contact Application Reviewed Declaration Form

I testify that I have reviewed all applications being submitted for completeness only and understand that my personal review of the attached CPP, PSP or PCI application(s) does not give the candidate authorization to take the CPP, PSP, or PCI examination. My review is only for accuracy.

Please complete this form when submitting applications to Certification Program, ASIS International, 1625 Prince Street, Alexandria, VA 22314.

Number of CPP/PSP/PCI applications submitted: _____

Signature exam contact person: _____

Date: _____

ASIS Membership #: _____

Tel: _____
(include country/city code)

Fax: _____

E-mail: _____

Chapter number and name:

The application review process is normally three weeks. Depending on the volume of applications received, the review time may be extended. You will be copied on all correspondence with applicants.

ASIS Certification Examination Reimbursement Form

Name: _____ ASIS #: _____

Chapter Name & Number: _____

Telephone: _____
(include country/city code)

Date of Exam: _____ Type of Exam: _____

Make reimbursement check to:

Address:

(No PO Boxes)

Number of receipt(s) attached: _____ Total amount due in U.S. dollars: _____

Signature: _____ Date: _____

This form is not valid unless accompanied by receipt(s).

Please allow **4-6 weeks** for reimbursement process. **It's important that you call the Certification Program office if payment isn't received within two months.**

Return this form & receipts to:
Lisa Murphy
Examination Services Coordinator
T: 703-518-1408
F: 703-518-1515
lmurphy@asisonline.org

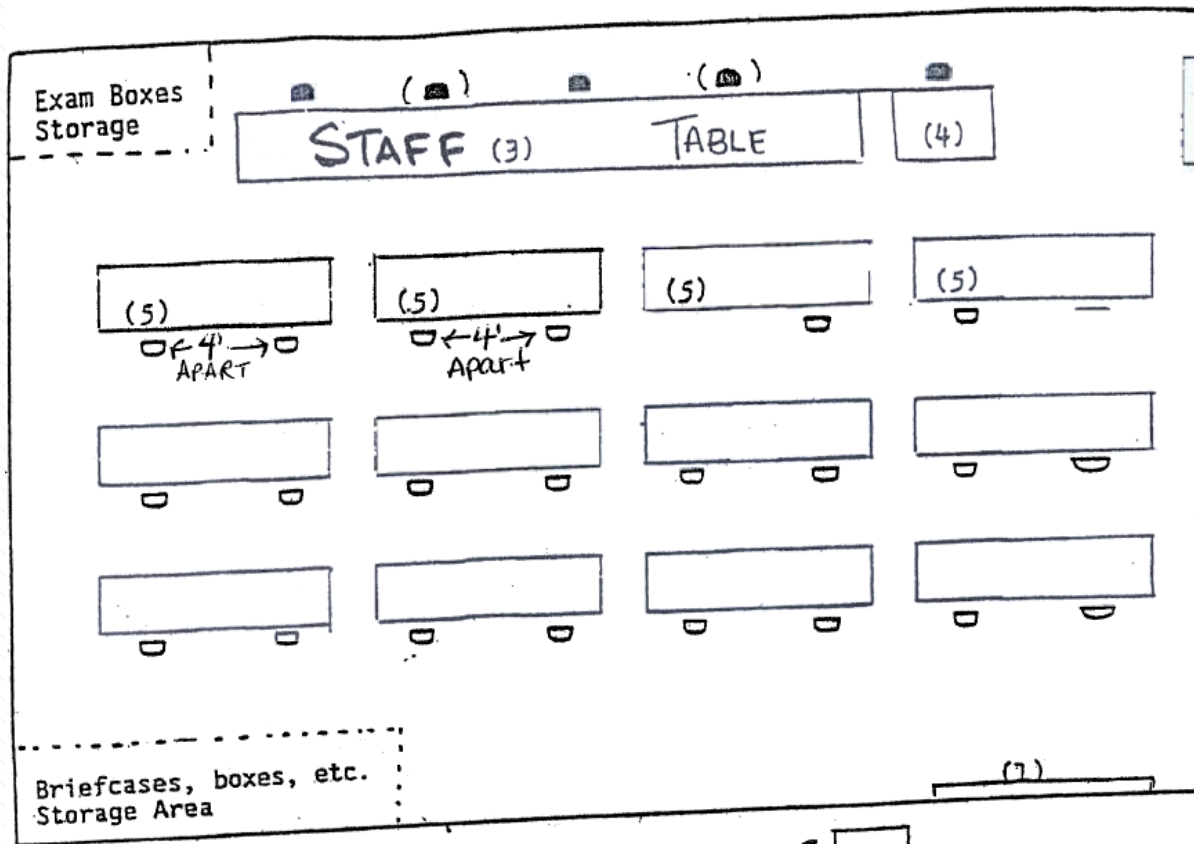
What's eligible for reimbursement?

Room fee/charge (no coffee or food charges will be reimbursed) and mailing of exam related material.

All receipts and a completed exam reimbursement form are due after mailing of pass and fail packages.

Professional Certification Board

Examination Room Layout



LEGEND:

1. Single entrance open.
2. Registration table outside of examination room.
3. Tables to spread examination materials (booklets, answer sheets, etc.)
4. Lectern with microphone for Chief Proctor
5. 8 ft. long rectangular tables (candidates must be a minimum 4' apart – side by side)
Two candidates per table are recommended, or single tables for each candidate. Candidate tables should have an adequate writing surface, along with comfortable chairs. All candidates should be facing the staff table and a minimum 4' apart from each other.
Proctor's locations – (Rotating proctor assignments) = 250 sq. ft.
Candidate's locations = 30 sq. ft. per candidate

Other Recommendations:

- Restrooms for candidates are needed near exam room and access to water fountain.
- Room should be free from outside noise.
- Lighting should be adequate for testing.
- Avoid rooms with columns or posts that can obstruct either candidate or proctor's view of each other.
- Temperature should be comfortable for candidates. (70 degrees)
- Candidates should have a place in back of the room to place coats, hats and briefcases.
- Room should have a large clock (brought in if necessary) and easel with writing pad and markers.

(REV 5/05)

Power Point Presentations

The following PowerPoint presentations are designed for use by volunteer leaders at the chapter, regional, and international levels:

Links and Presentations

Sponsoring an ASIS Certification Exam

<http://www.asisonline.org/certification/chaptersponsor.xml>

Guide to Developing and Exam Preparation Program

<http://www.asisonline.org/certification/PPPChapterInfo.xml>

Certification Presentations

<http://www.asisonline.org/certification/cpp/benefits/presentation.xml>

APPENDIX
(Pages 18-28)

Eligibility Requirements

Candidates wishing to take the CPP, PSP, or PCI examination must first satisfy the following requirements.

CPP	PSP	PCI
<p>Nine (9) years of security experience, at least three (3) years of which shall have been in responsible charge of a security function; or</p> <p>An earned Bachelor's Degree or higher from an accredited institution of higher education and seven (7) years of security experience, at least three (3) years of which shall have been in responsible charge of a security function;</p> <p>Note: Documentation for education is not needed if eligibility requirements based on years of experience are met. If education is used, the Certification program office must receive official certified transcripts before the candidate exam results will be released. A copy of diploma must accompany the application to assist with process.</p>	<p>Five (5) years of experience in the physical security field.</p> <p>An earned high school diploma or GED equivalent.</p> <p>The years of experience will NOT be waived by higher education.</p>	<p>Five (5) years of investigations experience, with at least two (2) years in case management.</p> <p>An earned high school diploma or GED equivalent.</p> <p>The years of experience will NOT be waived by higher education.</p>

Eligibility requirements also include no prior conviction of any criminal offense that would reflect negatively on the security profession, ASIS International and its certification programs.

CPP Exam Structure and Content

Security Principles and Practices

(approximately 23% of test questions)

A. Plan, organize, direct, and manage an organization's security program to avoid and/or control losses and apply the processes

necessary to provide a secure work environment

- Principles of planning, organization, and control
- Security theory, techniques, and processes

B. Develop, manage, or conduct threat/vulnerability analyses to determine the probable frequency and severity of natural and man-made disasters and criminal activity on the organization's profitability and/or ability to deliver products/services

- Quantitative and qualitative risk assessments
- Vulnerability analyses

C. Evaluate methods to improve security and loss prevention systems on a continuous basis through the use of auditing, review, and assessment

- Cost-benefit analysis
- Available security-related technology
- Data collection and trend analysis

D. Develop and manage external relations programs with public-sector law enforcement agencies or other external organizations to assist in the achievement of loss prevention objectives

- Roles and responsibilities of external organizations and agencies
- Methods for creating effective working relationships
- Techniques and protocols of liaison

E. Develop and present employee security awareness programs to achieve organizational goals and objectives

- Training methodologies
- Communication strategies and techniques

Business Principles and Practices

(approximately 11% of test questions)

A. Develop and manage budgets and financial controls to achieve fiscal responsibility

- Principles of management accounting and control
- Business finance principles
- Calculation and interpretation of return on investment

B. Develop, implement, and manage policies, procedures, plans, and directives to achieve organizational objectives

- Principles and techniques of policy/procedures development
- Communication strategies and techniques
- Training strategies and techniques

C. Develop procedures/techniques to

measure and improve organizational productivity

- Techniques for quantifying productivity/metrics/key performance indicators
- Data analysis techniques

D. Develop, implement, and manage staffing, leadership, training, and management programs in order to achieve organizational objectives

- Interview techniques for staffing
- Candidate profiling techniques
- Job analysis processes
- Principles of performance evaluation and management
- Interpersonal and feedback techniques
- Expert resources for training

Personnel Security

(approximately 10% of test questions)

A. Develop, implement, and manage background investigations in coordination with other departments and agencies for the purpose of identifying individuals for hiring and/or promotion

- Background investigations and employment screening techniques
- Types and quality of sources of information

B. Develop, implement, manage, and evaluate policies, procedures, programs, and methods for personnel protection (excluding executive protection) to provide a secure work environment

- Personnel protection techniques
- Sources of information for risk assessment purposes
- Educational and awareness program design and implementation (e.g., workplace violence prevention)

C. Develop, implement, and manage executive protection programs to reduce

security risks to executives and to ensure continued viability of the organization

- Executive protection techniques
- Personnel selection techniques
- Sources of information for risk assessment purposes
- Liaison and resource management techniques
- Costs and effectiveness of proprietary and contract executive protection personnel
- Travel security program fundamentals

D. Support the organization's efforts to reduce substance abuse in the workplace

- Policy/procedure writing techniques
- Communications strategies and techniques
- The effect of drugs/alcohol and other substances in the workplace
- Training methods
- Drug abuse symptoms and indicators

Physical Security

(approximately 24% of test questions)

A. Survey facilities in order to manage and/or evaluate the status of physical security, fire detection, and emergency and/or restoration capabilities

- Types of protection equipment
- Survey techniques
- Building plans, drawings, and schematics
- Risk assessment techniques

B. Select, design, implement, and manage security measures to reduce the risk of Loss

- Fundamentals of security system design
- Countermeasures
- Budgetary projection development
- Bid package development and evaluation
- Vendor qualification and selection
- Final acceptance and testing procedures
- Project management techniques
- Cost-benefit analysis techniques

C. Assess the effectiveness of security measures by testing and monitoring

- Protection technology and systems
- Audit and testing techniques

Information Security

(approximately 6% of test questions)

A. Survey information facilities, processes, and

systems to evaluate the status of physical security, procedural security, information systems security, employee awareness, and information destruction and recovery capabilities

- Security survey and assessment methodology
- Protection technology, equipment, and procedures
- Current methods used to compromise
- Building and system plans, drawings, and schematics

B. Develop and implement policies and standards to ensure information is evaluated and protected against all forms of unauthorized/inadvertent access, use, disclosure, modification, destruction, or denial

- Principles of management
- Information security theory
- Laws pertaining to protection requirements for proprietary information and intellectual property
- Protection measures, equipment, and techniques
- Current trends and techniques for compromising information

C. Develop and manage a program of integrated security controls and safeguards to ensure confidentiality, integrity, availability, authentication, non-repudiation, accountability, recoverability,

and audit ability of sensitive information and related information technology resources and assets

- Information security theory and systems methodology
- Threat and vulnerability assessment, analysis, and mitigation
- Systems integration techniques
- Cost-benefit analysis methodology
- Project management techniques
- Budgetary projection development
- Vendor evaluation and selection
- Final acceptance and testing procedures
- Protection technology, equipment, and procedures
- Training and awareness methodologies and procedures

D. Evaluate the effectiveness of the information security program's integrated security controls, to include related policies, procedures, and plans, to ensure consistency with organizational strategy, goals, and objectives

- Security survey/assessment methodology
- Cost-benefit analysis methodology
- Protection Technology/equipment systems
- Monitoring, audit, and testing techniques

Emergency Practices

(approximately 9% of test questions)

A. Mitigate potential consequences of emergency situations by identifying and prioritizing potential hazards and risks and developing plans to manage exposure to loss

- Hazards and risks by type, potential of occurrence, and severity of impact
- Cost-benefit analysis techniques
- Mitigation strategies

B. Prepare and plan how the organization will respond in an emergency

- Resource management techniques
- Emergency planning techniques
- Communication techniques
- Training methods
- Emergency operations center concepts and design
- Primary roles and duties in an incident command structure

C. Manage the activation of the emergency response plan to reduce loss

- Resource management techniques
- Emergency operations center (EOC) management principles and techniques

D. Recover from emergency situations through management of the

restoration of vital services and facilities to minimum standards of operations and safety

- Resource management techniques
- Short and long-term recovery strategies
- Recovery assistance resources
- Mitigation opportunities in redevelopment

Investigations

(approximately 12% of test questions)

A. Develop and manage investigative programs

- Principles and techniques of policy/procedure development
- Organizational objectives and interdepartmental liaison
- Specialized investigations (e.g., financial, computer, and proprietary information crimes)
- Methods of investigation
- Relevant sources of information
- Report preparation

B. Manage or conduct the collection and preservation of evidence to support post-investigation actions (employee discipline, criminal or civil proceedings, arbitration)

- Evidence collection techniques
- Protection/preservation of crime scene
- Requirements of chain of custody

- Methods for preservation of evidence
- Forensic laboratory resources

C. Manage or conduct surveillance processes

- Surveillance techniques
- Use of technological and human resources

D. Manage or conduct investigative interviews

- Methods of eliciting information
- Techniques for detecting deception
- The nature of non-verbal communication
- Required components of written statements

Legal Aspects (Canada, the United States, and the United Kingdom)

(approximately 5% of test questions)

A. Develop and maintain security policies, procedures, and practices that comply with relevant elements of criminal, civil, administrative, and regulatory law to minimize adverse legal consequences

- Criminal law and procedures
- Civil law and procedures
- Homeland or national security
- Privacy laws and regulations
- Information resources and methods of conducting legal research

B. Provide coordination, assistance, and evidence such as documentation and

testimony to support legal counsel in actual or potential criminal and/or civil proceedings

- Statutes, regulations, and case law governing or affecting the security industry and the protection of people, property, and information
- Criminal law and procedures
- Civil law and procedures
- Employment law (e.g., wrongful termination, discrimination, and harassment)
- Investigative processes
- Preservation and rules of evidence
- Fact-finding processes and techniques
- Interview/interrogation processes and techniques

C. Provide advice and assistance to management and others in developing performance requirements and contractual terms for security vendors/suppliers and establish effective monitoring processes to ensure that organizational needs and contractual requirements are being met

- Knowledge of key concepts in the preparation and/or response to requests for proposals
- Contract law, indemnification, and liability insurance principles

D. Provide assistance to management, legal counsel, and human resources in developing strategic and tactical plans for responding to labor disputes, including strikes

- Federal/national laws governing labor relations, including union and management issues

E. Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding investigations

- Laws pertaining to developing and managing investigative programs
- Laws pertaining to the collection and preservation of evidence
- Laws pertaining to managing surveillance processes
- Laws pertaining to managing investigative interviews

F. Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding personnel security

- Laws pertaining to managing the background investigation process
- Laws pertaining to personnel protection programs and techniques to provide a secure work environment
- Laws pertaining to executive protection programs
- Laws and labor regulations regarding organizational efforts to reduce substance

PCI Examination Structure and Content

The PCI examination consists of multiple-choice questions covering tasks, knowledge and skills in subjects identified, by professional investigators, as the major areas involved in this field. All exam questions come from the official reference books. No questions on the exam are taken from any other source.

The subjects are:

Case Management [Approximately 40% of test questions]

A. Evaluating cases on continuing basis for potential ethical conflicts

- Elements of conflict resolution
- Nature/types/categories of ethical issues related to cases, (fiduciary, conflict of interest, attorney-client)
- Applicable aspects of laws, codes, and regulations

B. Determining needs and developing strategies by reviewing options

- Negotiation process
- Investigative methods
- Cost benefit analysis
- Applicable aspects of laws, codes, and regulations

C. Implementing strategies by utilizing the investigative resources necessary to address case objectives

- Investigative resources (e.g., staffing, scheduling)
- Time management
- Quality assurance process
- Chain of custody procedures
- Change analysis/management

Evidence Collection [Approximately 40% of test questions]

A. Conducting surveillance by physical and electronic means in order to obtain relevant information

- Methods of surveillance
- Types of surveillance
- Types of surveillance equipment
- Pre-surveillance routines
- Applicable aspects of laws, codes, and regulations

B. Conducting interviews/interrogations of subjects to obtain relevant information

- Interview techniques (electronic, face-to-face, telephonic)
- Techniques for detecting deception (e.g., non-verbal communication)
- Methods and techniques of eliciting admission and/or confession

- Composition and content of witness/subject statement
- Applicable aspects of laws, codes, and regulations (e.g., individual rights, privacy, interrogation)

C. Collecting and preserving objects and data for future assessment and analysis

- Requirements of chain of custody
- Methods/procedures for preserving various types of evidence
- Forensic opportunities and resources
- Applicable aspects of laws, codes, and regulations (e.g., rules of evidence and discovery)

D. Conducting research by physical and electronic means and analyzing data to obtain relevant information

- Physical resources
- Electronic resources
- Applicable aspects of laws, codes, and regulations

Case Presentation [Approximately 20% of test questions]

A. Preparing reports to substantiate investigative findings

- Critical elements and format of an investigative report
- Investigative terminology
- Logical sequencing of information
- Applicable aspects of laws, codes, and regulations

B. Preparing and presenting testimony by reviewing case files, meeting with counsel and presenting relevant facts

- Witness preparation
- Types of testimony
- Applicable aspects of laws, codes, and regulations (e.g., applicable privileges, hearsay, rules of procedure)

Physical Security Professional (PSP) Examination Structure and Content

The PSP exam consists of multiple-choice questions covering tasks, knowledge and skills in subjects identified by physical security professionals as the major areas involved in this field. All exam questions come from the official reference books. No questions on the exam are taken from any other source. The subjects are:

Domain I: Physical Security Assessment (30%)

Task 01/01: Identify assets to determine their value loss impact and criticality.

Knowledge of:

01/01/01: Nature and types of assets (e.g., property, personnel, and information)

01/01/02: Valuing various types of assets

01/01/03: Definitions and terminology

01/01/04: Risk management principles

01/01/05: Core functions of the facility

01/01/06: Types of security programs and security management processes

01/01/07: Qualitative vs. quantitative risk assessments

Task 01/02: Assess the nature of the threats so that the scope of the problem can be determined.

Knowledge of:

01/02/01: Nature, categories, and types of threats (e.g., natural, man-made)

01/02/02 Different environmental types and severity (e.g., natural disasters, criminal events, socio-political, cultural)

01/02/03: Crime demographics

01/02/04: Critical business operations of various types of facilities

01/02/05: External organizations and their potential impact on facility's security program

01/02/06 Other external factors (legal, loss of reputation, economic, etc) and their impact of the facility's security program

Task 01/03: Conduct a physical security survey in order to identify the vulnerabilities of the organization.

Knowledge of:

01/03/01: Security survey techniques

01/03/02: Security technologies and equipment applications

01/03/03: Interpretation of building plans, drawings and schematics

01/03/04: Nature and types of data to be collected

01/03/05: Methods of collecting relevant data

01/03/06: Analysis and interpretation of relevant data

01/03/07: Different levels of vulnerability and effects on assets 1/03/08 Assess existing equipment, physical security systems, personnel and procedures 1/03/09 Ability to recover from natural disasters and business interruptions

Task 01/04: Perform a risk analysis so that appropriate countermeasures can be developed.

Knowledge of:

01/04/01: Types of risk analyses

01/04/02: Cost and loss analyses

01/04/03: Methods of evaluating criticality and probability

01/04/05: Appropriate countermeasures related to specific threats

01/04/06: Legal issues related to various countermeasures/security applications

Domain II: Application, Design and Integration of Physical Security Systems (40%)

Task 02/01: Establishing security system requirements and performance specifications

Knowledge of:

02/ 01/01: Relevant security terminology and concepts 02/01/02: Applicable codes and standards

02/01/03: Methods of setting priorities

02/01/04: Types of security measures

02/01/05: Functional requirements

02/01/06: Performance requirements

02/01/07: Materials, equipment and system compatibility

Task 02/02: Apply Physical Security Measures and Select Appropriate System Components.

Knowledge of:

02/02/01: Exterior security applications

02/02/02: Interior security applications

02/02/03: Barriers

02/02/04: Access control (physical and electronic)

02/02/05: Intrusion detection applications

02/02/06: CCTV and video recording/storage devices

02/02/07: Lighting

02/02/08: Security computer systems (hardware, software, peripherals)

02/02/09: Security communications (radio, telephone, intercom)

02/02/10: Systems monitoring, display and supervision types (field panels, multiplexers, control centers/consales)

02/02/11: Systems redundancy alternative power sources (battery, UPS, generators, surge protection)

02/02/12 Asset tracking technologies 02/02/13 Wire/cable types and transmission methods

Task 02/03: System Design and Integration and Recommendations

Knowledge of:

02/03/01: Design phases (pre-design, schematic design, design development, construction documents and cutover plan)

02/03/02: Design elements (calculations, drawings, specifications, review of manufacturer's submittals and technical data)

02/03/03: Systems integration

02/03/04: Project management

02/03/05: Scheduling

02/03/06: Cost estimates and cost-benefit analysis

02/03/07: Value engineering

02/03/08 Passive and active designs

02/03/09: Major report elements

Domain III: Implementation of Physical Security Measures (30%)

Task 03/01: Outline criteria for pre-bid meeting to ensure comprehensiveness and appropriateness of implementation.

Knowledge of:

03/01/01: Bid package components

03/01/02: Criteria for evaluation of bids

03/01/03: Technical compliance criteria

Task 03/02: Procure system and implement recommended solutions to solve problems identified.

Knowledge of:

03/02/01: Project management functions and processes

03/02/02: System integration

03/02/03: Qualifying vendor factors

03/02/04: Change order reviews

03/02/05: Procurement process

Task 03/03: Conduct final acceptance testing and implement/provide procedures for ongoing monitoring and evaluation of the measures.

Knowledge of:

03/03/01: Installation/maintenance inspection techniques

03/03/02: Establishing test criteria

03/03/03: End-user training requirements

03/03/04: Maintenance needs of design

03/03/05: Loss prevention techniques

03/03/06: System programming techniques

03/03/07 Commissioning and installation problem resolution (punchlists)

