



ASIS International Certification Exam Application

I am applying to take the exam for:

Certified Protection Professional



Professional Certified Investigator



Physical Security Professional



Instructions:

1. Type or clearly print using black ink.
2. Complete all sections in full.
3. Application fee must accompany this application. Submit check or money order payable to ASIS International in U.S. dollars and drawn on a U.S. bank. Applications returned via fax must include credit card payment.

Please check if this is a re-examination application.

Submit an application online at www.asisonline.org/store/certApp1.xml or download an application at www.asisonline.org/certification/application

Name: First Middle initial Last

Prefix (Mr., Mrs., Ms.) ASIS member number (if applicable)

Please send certification mail to: Business Address Home address

Title

Business/company name

Street address Room no. or P.O. box

City, state, or province if applicable, country, ZIP/postal code

Business phone (include country/city/area code)

E-mail Fax (include country/city/area code)

Home address

City, state, or province if applicable, country, ZIP/postal code

Home phone (include country/city/area code)

Please provide the name of the person who encouraged you to apply for certification. This person will be considered your mentor.

Name Mentor's phone number or employer

Indicate whether this information reflects a change of address to use in updating your ASIS membership record: Business Home address

Please check here if you are disabled or require special services. Indicate your needs or requirements:

Education

If education is used to meet qualifications, an official certified transcript or verification of degree must be submitted by the educational institution to the ASIS Certification Program Office: 1625 Prince Street, Alexandria, VA 22314-2818. Official verification must be received prior to testing. Please provide the following information for the institution from which you earned your highest degree.

Institution Name

Institution Address

Attended: From (Mo./Yr.) to (Mo./Yr.)

Academic years completed (CPP requirement only) Degree earned (must be a B.A. or higher)

H.S. Diploma GED

Have you requested a copy of your official transcript to be sent to the Certification Program Office? Yes No

Experience

Show the progressive history of your security career, documenting the years of experience required for certification.

List each full-time assignment, beginning with your present position. Complete information is required; job title alone is not sufficient. Summarize each assignment, giving sufficient detail to signify the nature of the decisions you were required to make, and additional duties required by the position.

CPP Security Management Experience¹:

Professional protection experience must include a minimum of nine (9) years of security experience, with at least three (3) years in responsible charge² of a security function OR seven (7) years of security experience, with at least three (3) years in responsible charge of a security function when applying with an earned bachelor's degree or higher from an accredited institution of higher education. Part-time or secondary positions do not meet the experience or responsible charge requirements.

PCI Professional experience in investigations:

Account for a minimum of five (5) years of investigations experience, with at least two (2) years in case management.

PSP Professional experience in physical security³: Account for a minimum of five (5) years of physical security experience.

¹ Experience is defined as the individual having been personally engaged in security or loss prevention on a full-time basis, or as a primary duty. Included is:

- Experience as a security professional in the protection of assets, in the public or private sector, criminal justice system, government intelligence, or investigative agencies.
- Experience with companies, associations, government, or other organizations providing services or products, including consulting firms, provided the duties and responsibilities substantively relate to the design, evaluation, and application of systems, programs, or equipment, or development and operation of services, for protection of assets in the private or public sectors.
- Experience as a full-time educator on the faculty of an accredited educational institution, provided the responsibilities for courses and other duties relate primarily to knowledge areas pertinent to the management and operation of protection of assets programs in the public or private sectors.

² Responsible charge is defined as the charge exercised by an individual in a management position who makes decisions for the successful completion of objectives without reliance upon directions from a superior as to specific methods. However, an applicant need not have held a supervisory position, as long as the positions on which the application relies have specifically included responsibility for independent decisions or actions. If "responsible charge" is not based on supervisory responsibilities, then security program management responsibilities and duties must be clearly shown. Generally, this excludes such positions as patrol officer or the equivalent.

³ Physical security is defined as the various physical measures designed to safeguard personnel, property, and information.

Dates of employment:	From (Mo./Yr.)	to (Mo./Yr.)
Name of Employer		
Address		
Position title/rank/civilian grade	Total months in this assignment	
Name and title of immediate supervisor		
Business telephone of immediate supervisor	Number of personnel under your supervision	
Major product or service of this employer		
Responsible charge/case management	<input type="checkbox"/> is claimed	<input type="checkbox"/> is not claimed
Summary of work assignment (Do not use this space merely to refer to an attachment.)		

Dates of employment:	From (Mo./Yr.)	to (Mo./Yr.)
Name of Employer		
Address		
Position title/rank/civilian grade	Total months in this assignment	
Name and title of immediate supervisor		
Business telephone of immediate supervisor	Number of personnel under your supervision	
Major product or service of this employer		
Responsible charge/case management	<input type="checkbox"/> is claimed	<input type="checkbox"/> is not claimed
Summary of work assignment (Do not use this space merely to refer to an attachment.)		

Dates of employment:	From (Mo./Yr.)	to (Mo./Yr.)
Name of Employer		
Address		
Position title/rank/civilian grade	Total months in this assignment	
Name and title of immediate supervisor		
Business telephone of immediate supervisor	Number of personnel under your supervision	
Major product or service of this employer		
Responsible charge/case management	<input type="checkbox"/> is claimed	<input type="checkbox"/> is not claimed
Summary of work assignment (Do not use this space merely to refer to an attachment.)		

Dates of employment: From (Mo./Yr.) to (Mo./Yr.)

Name of Employer

Address

Position title/rank/civilian grade Total months in this assignment

Name and title of immediate supervisor

Business telephone of immediate supervisor Number of personnel under your supervision

Major product or service of this employer

Responsible charge/case management is claimed is not claimed

Summary of work assignment (Do not use this space merely to refer to an attachment.)

Professional References

Professional references must be individuals who have personal knowledge of and can validate your security expertise, current and previous work history, and the degree of responsibility held in the performance of your job. You should not use anyone as a reference who falls under your supervision. Do not use relatives, members of the PCB, or ASIS staff as references. Three professional references are required.

1. Name

Job title

Professional relationship How long known

Address

Home phone Business phone

2. Name

Job title

Professional relationship How long known

Address

Home phone Business phone

3. Name

Job title

Professional relationship How long known

Address

Home phone Business phone

Did you remember...

- To order official college transcripts (if required)?
- To include your signature and date?
- To include payment in U.S. dollars?

Mail or fax completed application with any supporting documentation to:

ASIS International
Attn: Finance Department
1625 Prince Street
Alexandria, VA 22314-2818
Fax: 703-518-1473

Prices are subject to change. Check the ASIS Web site at www.asisonline.org/certification/index.xml for current prices.

Eligibility Information

1. Have you ever been convicted of a crime (or in military service convicted by a general court-martial) or is there any criminal charge now pending against you?
 YES NO If answer is YES, explain fully on a separate sheet.
2. Have you ever had a professional membership, license, registration, or certification denied, suspended, or revoked (other than for lack of minimum qualifications or failure of an exam)?
 YES NO If answer is YES, explain fully on a separate sheet.
3. Have you ever been censured or disciplined by any professional body or organization?
 YES NO If answer is YES, explain fully on a separate sheet.

If the answer to one or more of these questions is YES, explanations on signed and dated separate sheet(s) may be placed in a sealed envelope for confidentiality. This information will not be circulated outside the Professional Certification Board. An affirmative answer does not necessarily mean rejection of your application. (Please omit minor traffic violations and offenses committed before your 18th birthday.)

The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession, or the certification program.

Application Declaration

I certify that all information I have provided in this application, including any attachments, is accurate and complete to the best of my knowledge. I also understand that I must adhere to the Code of Professional Responsibility. I give consent for all referenced persons to provide information concerning me and/or my application, and I release each such person from liability for providing information to ASIS, the PCB, and its agents. Any false or misleading statement, misrepresentation, or concealment or material omission of the information I have provided or failed to provide on my application and attachments may be ground for rejection of my application, or if already certified, my certification designation.

Signature (signature must be in ink)

Date

Fees and Payment Submission

Application fee must accompany this application.

Make checks payable to ASIS International in U.S. dollars; checks* must be drawn on a U.S. bank.

Wire transfers: Applications with wire payments are due one month prior to the deadline date accompanied by a copy of transfer document.

*A charge of \$25 (U.S.) will be assessed on returned checks.

U.S. and Canada

- ASIS members: \$300 Retest: \$200
 Nonmembers: \$450 Retest: \$200

International (non-U.S. and Canada)

- ASIS Members: \$200 Retest: \$100
 Nonmembers: \$350 Retest: \$100

Please charge my: American Express MasterCard Visa Discover
Amount \$_____

Applications returned by fax must include credit card payment.

Account No.

Exp.

Cardholder Name (as it appears on card)

Cardholder Signature