

ASIS INTERNATIONAL APRIL 2008 CERTIFICATION NEWSLETTER

CONTENTS...

- Implementing a Certification Study Course
- Chapter Study Programs & Exam Sponsorship
- PCI and Spanish PSP Exams at Seminar
- Important Reminders
- CPP and PSP Job Analyses
- Share your Ideas, News, & Updates
- PCB and Staff

PCB Launches Certification Awards Nomination Process!

The Professional Certification Board (PCB) is accepting certification award nominations for volunteers and companies/organizations (including government departments) that have dedicated their time, effort, and resources to the advancement of ASIS International Certification programs.

These are the nomination categories:

Regional Award

This nomination is for volunteers who have made a difference at the chapter/state level (must be approved by RVP).

Deadline for submission is July 1, 2008

Organization Award of Merit

This nomination is for businesses or organizations that have endorsed the certification concept by encouraging and supporting their employees in efforts to become certified.

Deadline for submission is June 1, 2008

Uncertain as to whether or not a nomination is suitable?

Below are some important questions to keeping mind when submitting nominations:

- Does a business or organization have an internal structure that lends support to employees pursuing certification?
- Did someone go above and beyond to help a group of individuals become certified at the Chapter or Regional level?
- Has something unique occurred that warrants recognition?

Also remember that Contributions may take the form of time spent promoting, mentoring, or even encouraging certification.

Taking note of Important Exclusions ...

These are some exclusions that should be adhered to when submitting your nomination:

- An RVP or member of the ASIS Board of Directors is not an eligible recipient, unless the PCB makes the recognition directly.
- Institutions or individuals who have monetary or an otherwise vested interest in ASIS certification programs cannot be nominated for an award.
- An individual must hold an ASIS certification to be nominated and cannot be nominated more than three times.

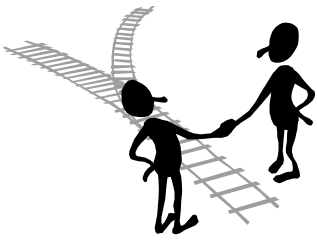
Remember when submitting nominations to:

- 1) Review the award criteria
- 2) Fill in the nomination form
- 3) Submit to appropriate listed contact by given deadline

Awards details, criteria, submission forms and deadlines are available online at:

<http://www.asisonline.org/certification/announcements3.xml>

Your Route to Planning and Implementing a Certification Study Course



The PCB is trying to disseminate practices that can help chapters with their certification study course program and has been working with several Certification Mentor Taskforce members to provide a compilation of their collective experiences. They have pooled their informational resources in the article below, which is filled with important guidelines and tips. Their aim in sharing this article is to help chapters meet the needs of the many security professionals who are interested in becoming Board Certified as Certified Protection Professionals (CPPs), Professional Certified Investigators (PCIs), and Physical Security Professionals (PSPs).

There are many ASIS chapters and regions sponsoring study courses. In Southern California, for instance, CPP preparation courses have been offered for nearly 20 years. On the other hand, this is the first large-scale attempt by the New York City (NYC) Chapter to implement and measure the success of such a program. Other parts of the country offer courses as well (Texas, Nevada, etc.).

The frequency with which classes are held also varies. Some review classes meet weekly for a predetermined length of time (i.e. 10 weeks) on Saturday mornings. Others meet continuously once a week in the evenings and there are a few that provide an intensive two-day workshop, usually on a Friday and Saturday.

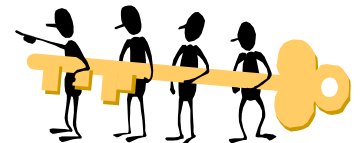
Some chapters pair candidates with chapter members who have recently passed the exam in order to guide students through every step of the process.

Perhaps one of the most important prerequisite of a review class is determining in advance why you are doing it and what will determine whether its success. For example, when Region III holds a review course, their goals are to create new CPPs and increase the individual's knowledge of the industry, thereby raising the level of professionalism throughout the organization and in society. It is also really important to promote classes at chapter meetings, on chapter websites, and on other appropriate occasions.

When you have determined that there is interest in a review class, be sure to contact the ASIS RVP, the Chapter Chair, and Certification representative for their support and assistance.

If you have other experiences to add to the body of information below, please contact the Mentor Taskforce members. Contact information is on the adjacent page.

Keys to building a successful study program ...



Here is some additional information to assist chapters in getting started:

1. Gather a group of CPP's, PSP's, and/or PCI's who will act as planners for the course and mentors for the students. One or two people should be selected as the course facilitators. Others on the planning committee who will need to be selected are the treasurer (to take money, if applicable), a librarian (to purchase, issue, and monitor the group's books), an administrative person and a mentor coordinator.
2. Determine when the course will take place. Calendar a series of planning meetings to begin at least 5 months before the course is scheduled to begin.
3. Select a location for the class. This is a great way to increase corporate sponsorship and involvement. The location should be free, easily accessible with adequate parking, and conducive to different classroom configurations. You might use corporate meeting rooms, college classrooms, and training centers. Do not plan to use the location's fax, copier, and computer facilities. Plan housekeeping and refreshment issues in advance. Be prepared to follow the site's security requirements.
4. Decide whether you will only accept students who are qualified to take the exam. If so, decide if all applications should be submitted to ASIS prior to the first day of the preview program. ASIS requires a number of weeks for approval of applications. Some review classes assist students in filling out their test applications during the course of study.

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5. Select someone to develop printed information about the class. Region 3 uses a trifold flyer and mails it to every ASIS member in the Region plus other related security and law enforcement organizations. The cost of printing and mailing could be subsidized by one or more of the planners' companies. The flyer should be mailed out at least 6 weeks before the class and made available on Chapter web sites as well as at monthly Chapter breakfast and lunch meetings.
6. Decide what you will charge for the course, if anything. Some chapters charge \$150 per person. Other chapters may charge more, but offer ASIS Study Guides and other material in addition to the class and mentor program. This money goes toward buying books for the CPP library and seeding other regional events. If someone cannot afford the cost, we have a scholarship fund available so that the person can still attend without hardship. A small group of planners reviews these situations and brings the decision to the course director for final review.
7. Appoint a treasurer who will keep track of the students and payments. If you decide that you will accept credit card payments, make certain that you are able to appropriately process them into the correct account.
8. Provide students with a very large 3-ring binder for their course material. These should be given to the course by the chapter, region, or a sponsoring company, free of charge.

9. Clearly define mentor expectations 

10. Appoint one or more of the people on the planning committee to do administrative tasks such as creating name tags, table tents, binder faceplates, student and mentor lists, certificates of completion for the students, mentor and planner documentation for CPE points, etc. Before the class begins, contact the Certification staff at ASIS International to confirm the number of CPE points available to the mentors and planners. The administrative person should submit the list of course staff volunteers to ASIS International at the conclusion of the review course.
11. Consider tasking someone with collecting electronic copies of locally generated presentations, practice questions and other resources (with permission from the authors). These can be consolidated on a CD and distributed to all attendees and mentors as well as posting them to the chapter's website. This is a particularly effective means for other individuals and groups to benefit from your efforts. Encourage the people who receive this material to help update and correct the material.
12. Discuss the philosophy and structure of the class. Some chapters divide the group into individual subgroups, each with a domain topic, and at least two mentors. Each group prepares a PowerPoint presentation on their subject matter and presents it to the rest of the class. They also prepare 10 – 15 topic-related questions for distribution to the students. The correct answers are discussed in class.
13. Consider means by which group members who are not able to physically attend each study group may participate virtually. One option may be to share a presentation by email in advance of the session and allow an absent group member to join in by teleconference.

9. Mentor Expectations:

- *List the expectations of a mentor.
- *How many do you need?
- *What does a mentor do?
- *Are the mentors there to guide the students or to provide answers?
- *How will a mentor be evaluated?

Special thanks to the Mentor Taskforce for their invaluable contributions and the important information they have provided in this article.

Want to Share your Ideas, tips and insights with the Mentor Taskforce? Please see contact information below:

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14. Decide whether you will have speakers addressing the class and if so, what will be the topic and length of their presentation. Work with other local chapters by sharing guest speakers and subject matter experts.
15. Contact other local chapters and ASIS International for supplemental test questions, study material, and further guidance.
16. Devise an evaluation form for the students to fill out on the last day of class. Distribute an evaluation form to those involved in planning and facilitating the program as well.
17. Schedule a planner/mentor debriefing meeting approximately 2 weeks after the conclusion of the course. Set a clear and detailed agenda for this meeting. In order to ensure improvement for future certification courses, review the evaluation forms from both participants and volunteer staff.



Promoting Study Programs



Does your Chapter Host a Study Program?

Spread the word! There are many potential exam candidates who are seeking the support offered through group preparation programs, but do not know this option is available. Your Chapter, like many others, may provide the mentoring and resources they need to accomplish their goals. Send us your Chapter Study Program details to abarton@asisonline.org and the information will be posted on the ASIS website. Please include:

- Chapter contact person, number and e-mail
- Study Program details such as time and dates held
- Any associated costs

View/download online manual that incorporates all the information you need to plan and implement an international test administration at: <http://www.asisonline.org/certification/sponsoring.pdf>

Sponsoring an International Exam



If your Chapter is outside of the U.S. and Canada and would like to sponsor the PCI exam, please contact the certification department at:

certification@asisonline.org.

The following information is also available on the website:

Request to Sponsor Form

<http://www.asisonline.org/certification/request2sponsor.doc>

Application Review Checklist

CPP:

<http://www.asisonline.org/certification/appreviewchecklistcpp.doc>

PCI:

<http://www.asisonline.org/certification/appreviewchecklistpci.doc>

PSP:

<http://www.asisonline.org/certification/appreviewchecklistpsp.doc>

Exam Set-up Procedures

<http://www.asisonline.org/certification/examsetup.doc>

Exam Room Layout

<http://www.asisonline.org/certification/examlayout.pdf>

First Timers for ASIS Certification Programs Annual Seminar

The PCI designation will be added to the list of ASIS certification exams that eligible **international candidates**, approved to test, will be able to sit for at the 2008 ASIS International Seminar and Exhibits in Atlanta, GA. This is a welcome benefit for those who previously only had the option of taking the CPP and PSP exam at the annual conference. Also another first is that the CPP and PSP exam will be offered in both English and Spanish. Previously, only the CPP was administered in dual languages.

The submission deadline for international applicants to test in Atlanta is August 1, 2008. Applications can be downloaded from the ASIS website at <http://www.asisonline.org/certification/application.pdf>.

For some, attending the annual seminar may not be an option. Fortunately, The PCI exam will also be administered at the following international locations this year (as additional locations are approved, they will be added to the test location sites):

Bahrain	Brussels
Colombia	India
Qatar	Singapore
Sweden	Turkey

Reminder: Tests are administered to U.S. and Canadian residents throughout the year. Applications are available online at:

<http://www.asisonline.org/store/certApp1.xml>

Important Reminder!

Prometric's Check-in Procedure

Prometric now offers biometric check-in at all locations. Candidates still provide the required ID for check-in, but in addition, they put a finger onto a small device that captures a fingerprint. Should they leave the testing room for a break, they use the finger print device to check out and check back in, instead of signing out and in.

This is a useful security measure, as it assures that the candidate who originally checked in for the exam is the same candidate returning to the exam. An electronic record of departure from and return to the testing room is maintained. However, fingerprint data is erased on a daily basis.

There is no additional charge for this service. There is a premium service available for an additional charge, where fingerprint data is maintained; clients who have candidates taking multiple test forms over a period of several days may wish to use this premium service.

Updating of the CPP and PCI Job Analyses

This year, the PCB Strategic Planning Committee will begin the multi-stage effort of updating the CPP and PCI job analyses. This is a process undertaken at least every five years.

The linking of the certification exams to job responsibilities is a major foundation that makes the tests valid and legally defensible. The existing exam contents will have to be evaluated against today's security jobs to ensure that tasks, knowledge and skills reflect changes in industry practices.

Interested in Sharing your Ideas, News and Updates with Other ASIS Certificants?

We would love to hear from you! There is not better way to stay connected than by sharing your news and events with you colleagues. Details about your successful chapter program or events will reach the ASIS International certification community across the globe.

Articles selected must be relevant to the certification industry and be 100 words or less. Submit articles to abarton@asisonline.org and please remember to provide your contact information.

Professional Certification Board

The Professional Certification Board is a group of fifteen certified professionals appointed by the President of ASIS to oversee and administer the certification programs.

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