



## RECERTIFICATION GUIDE



**Effective January 1, 2010**

**Revised November 2011**

# RECERTIFICATION GUIDE

This guide applies to all ASIS International certifications.

## ***RECERTIFICATION TERM***

The recertification term shall be three (3) years for each certification commencing January 1<sup>st</sup> and concluding December 31<sup>st</sup>.

## ***CREDITS REQUIRED PER TERM***

| CPP | PCI | PSP |
|-----|-----|-----|
| 60  | 45  | 45  |

## ***FEES REQUIRED PER TERM***

| CPP                           | PCI                           | PSP                           |
|-------------------------------|-------------------------------|-------------------------------|
| 70(member)<br>90 (non-member) | 70(member)<br>90 (non-member) | 70(member)<br>90 (non-member) |

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***Certificants have various categories through which they can earn recertification credits. These categories are listed below:***

### ***1. MEMBERSHIP CREDIT***

#### ***CPP:***

- Four (4) CPE credits per year, limited to twelve (12) CPE credits per term for membership in a nonprofit professional security or security-related organization or association and/or
- Four (4) CPE credits per year, limited to twelve (12) CPE credits per term for membership in a nonprofit business management-related organization or association.

***PSP:*** Four (4) CPE credits per year, limited to twelve (12) CPE credits per term for membership in a nonprofit professional physical security or security-related organization or association.

***PCI:*** Four (4) CPE credits per year, limited to twelve (12) CPE credits per term for membership in a nonprofit professional investigation or other security-related organization or association.

## 2. **EDUCATIONAL CREDIT**

Continuing education credit will be given 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 hours; however, more than 50 minutes but less than 100 minutes of continuous instruction would count only for one hour. For continuous conferences, conventions and other 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. A certificate or letter of completion and agenda that includes the hours of classroom time is required.

- **SEMINAR/CONFERENCE:** Single and multiple day seminars
- **CHAPTER MEETING AND WEB BASED:** CPE credit for attending educational meetings of any length and web-based training, **including Podcast courses\*** may be claimed with no maximum limit. Meetings must have a formal speaker or facilitator and relate directly to the competence (domains) of the applicable certifications. **\*Please note that proof of registration is required for participation in Podcast courses.**
- **CORRESPONDENCE AND SELF STUDY:** Correspondence and self-study courses require a final examination and an issued certificate of completion. The issuing authority will determine the number of instructional hours each course is worth and the Certification staff shall translate them into CPE credits.
- **ACCREDITED COLLEGE COURSES:** Security/management-related accredited college courses may be claimed and computed at the rate of seven (7) CPE credits for each semester hour completed. This includes internet/distance learning and CD ROM or other self-study program that results in accredited college or university credit.
- **EXHIBITS-ONLY AND EXHIBITORS PARTICIPATION:** Three (3) CPE credits may be awarded for participation and/or attendance at each security-related exhibit.

### 3. ***INSTRUCTOR CREDIT***

The topics of the courses must be relevant to the practice of security or (CPP only), management i.e., the domains for each certification examination as defined by the PCB.

|    |   |
|----|---|
| 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 (CPP only) course at an accredited college or university. |
| 12 | Chapter Certification Study Courses: Planning the entire Study Course including multiple meetings.  |
| 9  | Chapter Certification Study Courses: Mentoring a student thru the entire Study Course or fulfilling a specific role in conduct of the course.   |
| 3  | Per participant hour, as an instructor, speaker or panelist at a security or business-related (CPP only) education program .  |

### 4. ***AUTHOR CREDIT***

The topics must be relevant to the practice of security or (CPP only) management, i.e., the domains for each certification examination as defined by the PCB.

|    |   |
|----|---|
| 45 | Per security related and or business management (CPP only) book.  |
| 9  | Per security-related and/or business management (CPP only) article in recognized periodical.                                |
| 9  | Per monograph, booklet or contribution of chapter to book on security-related and/or business management (CPP only) topics. |
| 3  | Acceptance by the ASIS Council of Business Practices for each case study submission.  |
| 3  | Each book review published in recognized periodical.  |

### 5. ***VOLUNTEER SERVICE, CREDITS PER TERM (CPP Certification Only)***

A maximum of 50% of total credits may accrue from volunteer service. Credits are 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 or Council Chairman of a chartered security organization or association.  |
| 12 | Service as Council member, Annual Seminar & Exhibits Host Committee Chairman, or Assistant Regional Vice President of a chartered security organization or association.<br>Served 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. Served as a Committee Chairman, on the local level, of a chartered security organization or association. (Including CPP Representative) |
| 4 | Service as a Committee member, on the local level, of a chartered security organization or association.   |

**6. CERTIFICATION PROGRAM SERVICE**

Credits per year. Participation in:

|    |   |
|----|---|
| 15 | Per occurrence, Item Development Group, Guidelines Commission, or role delineation (job analysis) preparation.  |
| 12 | Per occurrence, Pass Point study.   |
| 12 | For PCI & PSP per year, active participation in a chartered security organization's domain-related Committees/Councils.                                   |
| 5  | Per occurrence, evaluation of ASIS International Annual Seminar Calls for Presentations or completion of a role delineation questionnaire. (job analysis) |

**7. PUBLIC SERVICE**

At the discretion of the Professional Certification Board (PCB), activities related to security or (CPP only) 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.

**8. OTHER ACCOMPLISHMENTS**

At the discretion of the Professional Certification Board (PCB), special activities related to security or (CPP only) 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.

## *NOTES*

1. **Safety-related Programs:** Up to 21 CPE credits per term for attending or speaking/teaching in the areas of safety, environmental safety fire prevention and personal protection single and multiple-day seminars and conferences may be claimed.\
2. All activities must relate to security as defined by the content specifications of the relevant examination. Certificants must be able to link each submitted activity to a DOMAIN/TASK/ KNOWLEDGE statement of the exam content. Information may be found at:  
CPP - <http://www.asisonline.org/certification/cpp/steps/examStructure.xml>  
PCI - <http://www.asisonline.org/certification/pci/pcistructure.xml>  
PSP - <http://www.asisonline.org/certification/psp/pspstructure.xml>
3. The PCB will review, on a case-by-case basis, certificants' requests for extensions caused by military duty in a war zone, effects of a major disaster or special circumstances.
4. Some or all activities may qualify for credit under more than one certification.
5. Attendance at ASIS International sponsored educational programs; volunteer service (CPP only) and/or membership will be automatically credited to individuals' records from relevant databases.
6. A minimum of 50 percent of recertification activities of CPP in any term must be acquired through forms of educational activities - up to 100%. Volunteer activities may account for UP TO 50% of total recertification credits for CPPs only. This means certificants can earn their credits by using a combination of both education and volunteer activities, ensuring that the latter accounts for no more than 50% percent of their total credit submission. Some examples include:
  - ◇ 100% via education and 0% via volunteer service
  - ◇ 80% via education and 20% via volunteer service