

Steps to ASIS Certification

1.

Decide which certification is right for you and determine if you are eligible.

2.

Submit an application.

Complete and return the application at the back of this handbook, along with any supporting documentation and the application fee in U.S. dollars to: ASIS International, Certification Application, 1625 Prince Street, Alexandria, VA 22314-2818, or via Fax to 703-518-1515. An application may be downloaded at www.asisonline.org/certification/handbook. Applicants receive notification regarding their acceptance as a candidate within two or three weeks after a review of their qualifications. Only applicants who have been approved as candidates may schedule and take the exam.

3.

Prepare for the exam.

Candidates have a two-year period of eligibility from the date of application approval to prepare for and pass the exam. Candidates are encouraged to fully prepare for the exam using several methods. Further information about exam preparation resources is available at www.asisonline.org/certification/activities.xml.

4.

Schedule the exam.

Candidates may schedule the exam anytime within their two-year eligibility period.

1. DECIDE WHICH CERTIFICATION IS RIGHT FOR YOU.

2. SUBMIT AN APPLICATION.

3. PREPARE FOR THE EXAM.

4. SCHEDULE THE EXAM.

5. TAKE THE EXAM.

U.S. and Canada: CPP, PCI, and PSP exams are administered at local Prometric Testing Centers. An exam date and location may be scheduled through Prometric at www.prometric.com or by calling 800-699-4975, Monday-Friday, 8:00 am-8:00 pm ET or Saturday 8:00 am-4:00 pm ET. Candidates receive a confirmation number, instructions, and directions to their test location at the time of scheduling.

International:

■ The international CPP exam is administered in English and Spanish in May and November at multiple international locations and in September prior to the ASIS International Annual Seminar and Exhibits. An exam date and location may be scheduled at www.asisonline.org/certification/cpp/steps/internationalTestCenters.xml.

■ The international PSP exam is administered in English in May and November in multiple international locations and in September prior to the ASIS International Annual Seminar and Exhibits. An exam date and location may be scheduled at www.asisonline.org/certification/dates.sml.

International candidates receive confirmation of their scheduled test date and location and accompanying instructions via e-mail.

5.

Take the exam.

Candidates may take the exam anytime within their two-year eligibility period.

U.S. and Canada: Exams are computer-based. CPP candidates should allow approximately four (4) hours to com-