



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 form. 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 or download an application at www.asisonline.org

Name: First Middle initial Last

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

Please send certification mail to: Business Home address

Title

Business/company name

Business address Room no. or P.O. box

City State/Province ZIP/postal code

Business phone (include country/city/area code)

Email address Fax (include country/city/area code)

Home address

City State/Province ZIP/postal code

Home phone (include country/city/area code)

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

Please identify your primary source for information on ASIS board certification below.

- ASIS website
- ASIS Annual Seminar and Exhibits
- Supervisor
- Colleague
- Mail piece
- Advertisement
- Industry event

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

Education

If education is used to meet qualifications for CPP or PSP, an official certified transcript or verification of degree must be submitted by the educational institution to:

ASIS International
Certification Department
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 at least a BA or higher)

- H.S. diploma
- GED
- Bachelor's degree

Have you requested a copy of your official transcript to be sent to the Certification Department? 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 investigations³:

Account for a minimum of five (5) years of investigations experience, with at least two (2) years in case management⁴.

PSP Professional experience in physical security⁵: Must include a minimum of four (4) years with an earned bachelor's degree or higher from an accredited institution of higher education OR six (6) years of progressive physical security experience with an earned high school diploma, GED equivalent or associate's degree.

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 Investigation is the logical collection of information through inquiry and examination for the purpose of developing evidence leading to problem resolution.

⁴ Case management is the coordination and direction of an investigation utilizing various disciplines and resources, the findings of which would be assessed to establish the facts/ findings of the investigations as a whole; the management process of investigation.

⁵ Physical security is defined as the various physical measures designed to safeguard personnel, property, and information.

1.

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

Name of employer

Address

Position title/rank/civilian grade

Total months in this assignment

Major product or service of this employer

Number of personnel under your supervision

Name and title of immediate supervisor

Email address of immediate supervisor

Business telephone of immediate supervisor

Address of immediate supervisor

Responsible charge/case management is claimed is not claimed

Detailed description of work experience (Details must be provided in order to process application.)

(Note: You may provide further information on a separate sheet of paper if additional space is required.)

2.

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

Name of Employer

Address

Position title/rank/civilian grade

Total months in this assignment

Major product or service of this employer

Responsible charge/case management is claimed is not claimed

Detailed description of work experience (Details must be provided in order to process application.)

(Note: You may provide further information on a separate sheet of paper if additional space is required.)

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

Testing Dates and Locations

ASIS board certification examinations are administered as computer-based tests. After receiving your authorization letter, you will receive further instructions on selecting a convenient date and location for taking your exam. For the latest information regarding locations, please call ASIS Member Services at +1.703.519.6200, or refer to the ASIS website at www.asisonline.org.

Note: For candidates applying to take pencil and paper examinations, due to unavailability of CBT sites, applications must be received **eight weeks prior** to the desired exam window (March and September). Please refer to the ASIS website for the most up-to-date information on global testing facilities.

Site

Date

Submitted applications that are not approved expire after two years and all fees are forfeited.

Please note: ASIS is certified by the American National Standards Institute (ANSI) under ISO Standard 17024. In order to comply with ANSI/ISO standard requirements, the ASIS International Certification Department will annually audit examination and recertification applications, previously approved under PCB policies and procedures, to verify accuracy of action taken.

Extension Policy for Exam Eligibility and Recertification

Candidates who have not tested within their two-year eligibility period will have to reapply for the exam. Certificants who are beyond their lapsed recertification term will not be granted an extension. ASIS does not grant extensions due to job demands, company budgets, employment status, personal finances, changes in marital status, changes in mailing address, and other personal or professional reasons. Extensions might be granted if there is a severe hardship such as a major medical emergency in the immediate family, a natural disaster, or if on active military duty and deployed into a remote or hazardous area. (This does not apply to individuals who are military contractors.) Military personnel will need to verify this status by submitting a copy of official deployment orders. Severe hardship must be documented and verifiable.

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 you answered yes to any of the above questions, you must submit a complete explanation of the circumstances surrounding the proceedings, including a narrative describing the items outlined below before your application will be complete.

- The location at which the incident occurred
- The date on which the incident occurred
- The outcome of the proceedings
- Any penalty or sentence to be fulfilled or completed

All application materials that are submitted remain confidential. The application approval time is dependent upon the completeness of the information provided. 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 Certification 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 grounds for rejection of my application, or if already certified, my certification designation.

Signature (signature must be in ink)

Date

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: +1.703.518.1515

Prices are subject to change. Check the ASIS website at www.asisonline.org for current prices.

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 the transfer document.

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

Applications returned by fax must include credit card payment.

CBT Exam Fees (worldwide):

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

Exam Fee Pencil and Paper**:

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

**Applicable to limited locations visit <http://www.asisonline.org> for details.

Submitted applications that are not approved expire after two years and all fees are forfeited.

Please charge: MasterCard Visa American Express Discover

Cardholder name

Card number

Expiration date

Authorized amount