

# ASIS INTERNATIONAL BOARD CERTIFICATIONS



[www.asisonline.org/certification](http://www.asisonline.org/certification)



# Stand out in the Crowd. Earn your ASIS Certification.

ASIS International was the first organization to offer a credential specifically for security managers, and our program remains the global standard. Developed by practitioners for practitioners, ASIS board certifications provide you with a competitive edge.

Distinguished by their global development and application, ASIS certifications are transferable across all industry sectors and geographic borders. The role and tasks of security managers are researched and documented to define each certification. In addition, a job analysis is routinely conducted to ensure the exams reflect current practices.

Our requirements are demanding and consequently, our certifications are held only by a distinguished group of professionals. Earning your CPP, PCI, or PSP conveys to your peers, employees, and employer that you possess substantial, relevant experience, as well as demonstrated and tested competence.



## An internationally recognized, globally accredited program

ASIS board certifications are developed and maintained through a vigorous process exemplified through the program's accreditation by the American National Standards Institute (ANSI) against the International Organization for Standardization (ISO) 17024.

## The SAFETY Act Designation



ASIS board-certified professionals, their employers, and their customers are protected from lawsuits involving the ASIS certification process that arise out of an act of terrorism.

# How do you define professional achievement?

Certification serves as a visible acknowledgement of your demonstrated mastery of core security principles and skills essential to the best practice of security management.

However, not all certifications are equal. To truly set yourself apart, you need a certification that encourages professional growth. One that is globally recognized as the standard for professionalism.

## You need an ASIS Board Certification.

By earning a CPP, PCI, or PSP, your employer, clients, and colleagues will instantly recognize you as the “best of the best.” And, by virtue of the rigorous requirements for education, experience, and examination—you are.

Earning an ASIS certification is a milestone accomplishment that will help you reach your career goals.



**Security  
professionals  
in 85 countries  
proudly maintain  
their ASIS board  
certifications.**

## Why get certified?

- Elevate your professional stature and peer recognition
- Gain a competitive edge in job placement or advancement within your organization
- Realize deep personal satisfaction and professional achievement
- Broaden your knowledge base
- Keep updated on best practices
- Achieve global recognition as a highly motivated expert in your field

ASIS board certified practitioners are leaders, willing mentors, and trusted strategic partners, serving both their organizations and the profession. Today, security professionals in 85 countries proudly maintain their ASIS board certifications.

## Why Choose an ASIS Certification?

Board certification can profoundly impact your career, so it is essential to carefully evaluate your options.

The CPP, PCI, and PSP credentials command respect because they are backed by the credibility of ASIS, the world's leading organization for security professionals. ASIS certifications require time, effort, and personal commitment. Applicants must meet stringent education and work experience requirements before being approved to take the exam. Because they are earned, certifications from ASIS are deeply valued.

For government, military, or law enforcement professionals planning to leave the public sector, ASIS certifications provide a way to build on previous security experience, develop a proactive orientation, and transition to a successful career in the private sector.

# Certified Protection Professional



## BOARD CERTIFICATION IN SECURITY MANAGEMENT



The gold standard for more than 37 years, the Certified Protection Professional (CPP) credential provides demonstrable proof of knowledge and management skills in eight key domains of security.

Earning a CPP provides independent confirmation of your ability to assume leadership responsibilities and effectively manage broad security concerns.

## ELIGIBILITY REQUIREMENTS

CPP candidates must meet the following requirements:

### WORK EXPERIENCE

Seven years of security experience\*, including at least three years in responsible charge of a security function

**AND**

### EDUCATION

A bachelor's degree or higher from an accredited institution of higher education

**OR**

### WORK EXPERIENCE ONLY

Nine years of security experience\*, including at least three years in responsible charge of a security function

\* 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 substantially 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.

# CPP EXAM STRUCTURE AND CONTENT

To be awarded the CPP designation, a candidate must pass a comprehensive examination consisting of approximately 225 multiple-choice questions. Knowledge in eight major areas (domains) is tested.

The importance of each domain, and the tasks, knowledge, and skills within it, determine the specifications of the CPP examination. The relative order of importance of the domains determines the percentage of the total exam questions.

## DOMAIN ONE

### Security Principles and Practices (19%)

- Plan, organize, direct, and manage the organization's security program to avoid/control losses and apply the processes to provide a secure work environment.

- Develop, manage, or conduct threat/vulnerability analyses to determine the probable frequency and severity of natural and man-made disasters and criminal activity on the organization's profitability and/or ability to deliver products/services.

- Evaluate methods to improve security and loss prevention systems on a continuous basis through auditing, review, and assessment.

- Develop and manage external relations programs with public sector law enforcement or other external organizations to assist in achievement of loss prevention objectives.

- Develop and present employee security awareness programs to achieve organizational goals and objectives.

## DOMAIN TWO

### Business Principles and Practices (11%)

- Develop and manage budgets and financial controls to achieve fiscal responsibility.

- Develop, implement, and manage policies, procedures, plans, and directives to achieve organizational objectives.

- Develop procedures/techniques to measure and improve organizational productivity.

- Develop, implement, and manage staffing, leadership, training, and management programs in order to achieve organizational objectives.

- Monitor and ensure a sound ethical climate in accordance with the laws and the organization's directives and standards to support and promote proper business practices.

## DOMAIN THREE

### Legal Aspects (7%)

- Develop and maintain security policies, procedures, and practices which comply with relevant elements of criminal, civil, administrative, and regulatory law to minimize adverse legal consequences.

- Provide coordination, assistance, and evidence such as documentation and testimony to support legal counsel in actual or potential criminal and/or civil proceedings.

- Provide advice and assistance to management and others in developing performance requirements and contractual terms for security vendors/suppliers and establish effective monitoring processes to ensure that organizational needs and contractual requirements are met.

- Provide assistance to management, legal counsel, and human resources in developing strategic and tactical plans for responding to labor disputes, including strikes.

- Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding investigations.

- Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding personnel security.

- Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding information security.

*Earning my CPP made me more knowledgeable on the overall topic of security. I thought I knew a lot already. In fact I did. But there really was so much more to know.*

**Rudolf J. Friederich, CPP**  
Principal  
Outland Security LLC

## DOMAIN FOUR

### Personnel Security (12%)

- Develop, implement, and manage background investigations to validate individuals for hiring, promotion, or retention.
- Develop, implement, manage, and evaluate policies, procedures, programs, and methods to protect individuals in the workplace against harassment, threats, and violence.
- Develop, implement, and manage executive protection programs.

## DOMAIN FIVE

### Physical Security (25%)

- Survey facilities in order to manage and/or evaluate the current status of physical security, emergency and/or restoration capabilities.
- Select, implement, and manage security processes to reduce the risk of loss.
- Assess the effectiveness of security measures by testing and monitoring.

## DOMAIN SIX

### Information Security (8%)

- Survey information facilities, processes, and systems to evaluate current status of: physical security, procedural security, information systems security, employee awareness, and information destruction and recovery capabilities.
- Develop and implement policies and standards to ensure information is evaluated and protected against all forms of unauthorized/inadvertent access, use, disclosure, modification, destruction, or denial.
- Develop and manage a program of integrated security controls and safeguards to ensure confidentiality, integrity, availability, authentication, non-repudiation, accountability, recoverability, and audit ability of sensitive information and associated information technology resources, assets, and investigations.
- Evaluate the effectiveness of the information security program's integrated security controls, to include related policies, procedures, and plans, to ensure consistency with organization strategy, goals, and objectives.

## DOMAIN SEVEN

### Crisis Management (8%)

- Assess and prioritize risks to mitigate potential consequences of incidents.
- Prepare and plan how the organization will respond to incidents.
- Respond to and manage an incident.
- Recover from incidents by managing the recovery and resumption of operations.

## DOMAIN EIGHT

### Investigations (10%)

- Develop and manage investigation programs.
- Manage or conduct the collection and preservation of evidence to support post-investigation actions (employee discipline, criminal or civil proceedings, arbitration).
- Manage or conduct surveillance processes.
- Manage and conduct specialized investigations.
- Manage or conduct investigative interviews.

The CPP domains have been updated and will be reflected on the new exam forms, effective March 1, 2016. Visit [www.asisonline.org/cppdomains](http://www.asisonline.org/cppdomains) for more information.

# Professional Certified Investigator



## BOARD CERTIFICATION IN INVESTIGATIONS



The Professional Certified Investigator (PCI) credential provides demonstrable proof of knowledge and experience in case management, evidence collection, and preparation of reports and testimony to substantiate findings.

Earning a PCI provides independent confirmation of specialized skills in security investigations, including case evaluation and review of options for case management strategies. It validates your ability to collect information through the effective use of surveillance, interviews, and interrogations.

## ELIGIBILITY REQUIREMENTS

PCI candidates must meet the following requirements:

### WORK EXPERIENCE

Five years of investigations\* experience, including at least two years in case management

**AND**

### EDUCATION

A high school diploma or GED equivalent

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



## EXAM STRUCTURE AND KNOWLEDGE DOMAINS

To be awarded the PCI designation, a candidate must pass a comprehensive examination consisting of approximately 125 multiple-choice questions. Knowledge in three major areas (domains) is tested.

The importance of each domain, and the tasks, knowledge, and skills within it, determine the specifications of the PCI examination. The relative order of importance of the domains determines the percentage of total exam questions.

*When you have board certified after your name on a business card and it's being passed around, whether at a corporate meeting or with clients, it's recognized. Those three letters mean something. It shows you have the knowledge and experience to handle a full range of investigative assignments.*

Patrick Quillinan, PCI  
Senior Security Investigator  
Takeda Pharmaceuticals U.S.A., Inc.

### DOMAIN ONE

#### Case Management (29%)

- Analyze case for applicable ethical conflicts.
- Analyze and assess case elements and strategies.
- Determine need and develop strategy by reviewing procedural options.
- Manage and implement investigative resources necessary to address case objectives.
- Identify and evaluate investigative process improvement opportunities.

### DOMAIN TWO

#### Investigative Techniques and Procedures (50%)

- Conduct surveillance by physical and electronic means in order to obtain relevant information.
- Conduct interviews/interrogations of witnesses and subjects to obtain relevant information.
- Collect and preserve objects and data for assessment and analysis.
- Conduct research by physical and electronic means and analyze data to obtain relevant information.
- Collect and report relevant information.
- Use computers/digital media to gather information/evidence.
- Use special investigative techniques to gather critical information/evidence.

### DOMAIN THREE

#### Case Presentation (21%)

- Prepare reports to substantiate investigative findings.
- Prepare and present testimony by reviewing case files, meeting with counsel, and presenting relevant facts.

#### THE PCI CERTIFICATION IS APPLICABLE TO A WIDE RANGE OF SPECIALIZED INVESTIGATIONS

- Arson
- Child abuse
- Forensics
- Gaming
- Healthcare fraud
- High tech crime
- Insurance fraud
- Loss prevention
- Narcotics
- Property and casualty
- Threat assessment
- White collar crime
- Workplace violence

# Physical Security Professional



## BOARD CERTIFICATION IN PHYSICAL SECURITY



The Physical Security Professional (PSP) credential provides demonstrable proof of knowledge and experience in threat assessment and risk analysis; integrated physical security systems; and the appropriate identification, implementation, and ongoing evaluation of security measures.

Earning a PSP demonstrates your expertise in conducting physical security surveys to identify vulnerabilities and performing cost analysis for the selection of integrated physical security measures. In addition, it confirms your specialized knowledge in systems procurement, final acceptance testing, and implementation procedures.

## ELIGIBILITY REQUIREMENTS

PSP candidates must meet the following requirements:

### WORK EXPERIENCE

Four years of progressive experience in the physical security\* field

**AND**

### EDUCATION

Bachelor degree or higher from an accredited institution of higher education

**OR**

### WORK EXPERIENCE

Six years of progressive experience in the physical security\* field

**AND**

### EDUCATION

A high school diploma, GED equivalent, or associate degree

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

## EXAM STRUCTURE AND KNOWLEDGE DOMAINS

To be awarded the PSP designation, a candidate must pass a comprehensive examination consisting of approximately 125 multiple-choice questions. Knowledge in three major areas (domains) is tested.

The importance of each domain, and the tasks, knowledge, and skills within it, determine the specifications of the PSP examination. The relative order of importance of the domains determines the percentage of total exam questions.

*Beyond all other reasons for earning your certification, the most fundamental is personal growth. Making an effort to learn something and then testing one's self against an established set of parameters is a reward in itself. The credential demonstrates the level of commitment to a chosen profession.*

Anthony Frassetta, PSP  
Security and Technology Specialist

### DOMAIN ONE

#### Physical Security Assessment (33%)

- Identify assets to determine their value loss impact and criticality.
- Assess the nature of threats so that the scope of the problem can be determined.
- Conduct a physical security survey in order to identify the vulnerabilities of the organization.
- Perform a risk analysis so that appropriate countermeasures can be developed.

### DOMAIN TWO

#### Application, Design, and Integration of Physical Security Systems (38%)

- Establish security system requirements and performance specifications.
- Apply physical security measures and select appropriate system components.
- Develop and document system design and pre-implementation plans.

### DOMAIN THREE

#### Implementation of Physical Security Measures (29%)

- Outline criteria for pre-bid meeting to ensure comprehensiveness and appropriateness of implementation.
- Procure physical security measures and implement recommended quality assurance plan.
- Conduct commissioning, acceptance testing, and delivery of the physical security measure.

*Earning a PSP indicates the practitioner values education and technical proficiency, is committed to continuous improvement, and ascribes to a professional code of conduct.*

# Get Started

## Decide which certification is right for you.

Review eligibility criteria and domains of knowledge to assess which credential best suits your career needs.

## Submit an application.

Apply online at:

[www.asisonline.org/certification](http://www.asisonline.org/certification)

or

Complete and return the included application, along with any supporting documentation and payment in U.S. dollars to:

ASIS International

**Attn:** Finance Department

1625 Prince Street, Alexandria, VA

22314-2818

USA

or

Fax to +1.703.518.1515

or

Send as an email attachment to

[certification@asisonline.org](mailto:certification@asisonline.org).

Notification regarding testing eligibility takes approximately two-three weeks after review of your qualifications. **Please note:** Only approved certification applicants may schedule and take the exam.

## Prepare.

Our rigorous exams are experience-based. Candidates are encouraged to use a variety of preparation resources that reflect their learning styles and needs. All exam questions come from the reference sets. For a complete list of reference materials, visit [www.asisonline.org/certification/resources](http://www.asisonline.org/certification/resources).

## Schedule the exam.

Exams are administered globally at Prometric Testing Centers ([www.prometric.com/asis](http://www.prometric.com/asis)).

You will receive a confirmation number, instructions, and directions to the test location at the time of scheduling.

**Note:** In countries without a test center, ASIS offers paper and pencil exams. Visit [www.asisonline.org/paperpencil](http://www.asisonline.org/paperpencil) for more information

You may take the exam anytime within your two-year eligibility period. CPP candidates should allow approximately four hours to complete their exam. PCI and PSP candidates should allow approximately 2½ hours to complete their exam.

## Receive your exam results.

You will receive results within minutes after completing the Prometric-administered exam. However, they are not official until they are verified by ASIS.

Candidates who pass their certification exam receive official notification from the Professional Certification Board approximately 4-6 weeks following the test date. Certificates are mailed at approximately the same time under separate cover.

## Maintain your certification status.

All ASIS board certified professionals must pursue professional development and continuing education in order to maintain their credentials. Recertification is required every three years and requires earning CPE credits in areas such as education, training, and volunteering.

## Americans with Disabilities Act

All ASIS programs comply with the Americans with Disabilities Act and are non-discriminatory. Eligibility for certification and recertification is denied only when an individual does not meet the eligibility requirements, when an individual has violated the Code of Professional Responsibility, or when an applicant has committed an act that would reflect negatively on ASIS International or the certification programs. If specific testing arrangements is needed due a disability condition, candidates may request special accommodations by checking the "Disabled/Special Access Required" box when completing their application. Requests are reviewed and are handled on a case-by-case basis.

## Statement of Impartiality

The ASIS Professional Certification Board and certification staff understand the importance of impartiality and conflicts in the management of certification activities. When undertaking dealings with members and non-members, all involved in the certification process will maintain a high level of ethical conduct and avoid conflicts of interest in connection with the performance of their duties.

### **There shall be an avoidance of any actions and or commitments that might create the appearance of:**

- Using positions for personal gain
- Giving improper preferential treatment
- Impeding efficiency
- Losing independence or impartiality
- Affecting adversely the confidence of ASIS constituents in the integrity of certification operations.

The Professional Certification Board and certification staff will ensure that in its dealings with constituents that they are and will remain impartial.

## Revocation of Certification

### **A. Certifications are subject to revocation for any of the following causes:**

1. The certified individual shall not have been eligible to receive such certification, irrespective of whether or not the facts were known to, or could have been ascertained by, the PCB at the time of issuance of such certification; or
2. The certified individual shall have made any misstatement of fact in the application for such certification or any other statement or representation, connected with the application for certification; or
3. The certified individual has been found to have engaged in unethical practices or has been convicted of a felony.

### **B. No certification shall be revoked unless the following procedures are followed:**

1. A copy of the charges against the certified individual and the information concerning the event or events from which such charges have arisen is sent by registered mail to the individual. Such notice shall state that no action will be taken against the certified individual until after a hearing, unless the individual fails to request a hearing or offer a defense within 15 days.
2. The certified individual is given at least 15 days to prepare a defense.
3. A hearing is held on such charges, before a designated panel, at which time the person is given a full opportunity to be heard in his or her own defense, including the right to be represented by counsel, the right to cross-examine witnesses appearing, and to examine documents material to said charges. Accommodation support will be provided to eligible individuals.

CONTINUED ON NEXT PAGE

4. The panel shall initially determine whether or not the individual's certification should be revoked. The initial determination of the panel, including all evidence submitted at the hearing, shall be reviewed. Upon review, the PCB may affirm, reverse, modify, or remand the original determination of the panel.

5. If the initial determination of the panel is to revoke the certification of the individual, and if a majority of the PCB in official session affirm the panel's determination that the individual is not eligible for continued certification, then a notice will be issued.

### Lifetime Designations

CPPs, PCIs, or PSPs may be considered for Lifetime Designation, if the individual meets the following criteria:

- Be a CPP, PCI, or PSP in good standing.
- Have maintained a single certification for twelve consecutive years preceding the date of application.
- Be currently retired ("retired" is defined as complete cessation from any security related employment or practice or representation of any such employment or practice) and have no legal, financial or business interest with any form of security related employment or practice, as defined by the applicable certification exam domain.
- Have paid the recertification fee for the current term.

Applications for lifetime designations may be obtained on the ASIS website, [www.asisonline.org](http://www.asisonline.org).

### IMPORTANT APPLICATION INFORMATION

Please read the instructions carefully. If your application is incomplete, it will be returned. After review of the completed application, individuals will be notified of their eligibility to take the examination. Approved candidates will also receive information regarding preparation for the exam. An applicant is not an approved candidate for ASIS board certification examination until they receive written confirmation.

# 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. Payment 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 submitted by fax must include credit card payment.

Please check if this is a reexamination application.

Submit or download an application online at [www.asisonline.org](http://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 22314-2882  
 USA

Official documentation 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

Degree earned:

H.S. diploma  GED  Associate's degree  
 Bachelor's degree  Master's degree or higher

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





Experience Cont...

3.

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

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4.

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

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## Professional References

Professional references must have personal knowledge of 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 Professional Certification Board, or ASIS staff as references. Three professional references are required.

1.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Professional relationship

\_\_\_\_\_  
How long known

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Business phone

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2.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Professional relationship

\_\_\_\_\_  
How long known

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Business phone

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3.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Professional relationship

\_\_\_\_\_  
How long known

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Business phone

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## 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.

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## 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.

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Signature (signature must be in ink)

Date

Payment info on reverse side ►

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## 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 information regarding locations, please call ASIS Member Services at +1.703.519.6200, or refer to the ASIS website at [www.asisonline.org](http://www.asisonline.org).

**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 Certification Department routinely audits examination and recertification applications previously approved under PCB policies and procedures, to verify accuracy of action taken.

## 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  
USA  
Fax: +1.703.518.1515

Prices are subject to change. Check the ASIS website at [www.asisonline.org](http://www.asisonline.org) for current prices.

## Fees and Payment Submission

Make checks payable to ASIS International in U.S. dollars drawn from a U.S. bank. A charge of \$25 USD will be assessed on returned checks.

Applicants paying by wire transfer should include a copy of the transfer receipt with their application.

Total fee must accompany application.

### I AM APPLYING FOR:

#### Computer based test:

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

#### Paper and pencil test\*:

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

\*Applicable only to the locations below. Paper and pencil exams are only administered the first Saturday of May and November. Please indicate your preferred test location:

- Queensland, Australia
- Jamaica
- Panama
- Costa Rica
- Lagos, Nigeria
- Trinidad/Tobago
- Ecuador
- Port Harcourt, Nigeria

For more information, visit [www.asisonline.org/paperpencil](http://www.asisonline.org/paperpencil)

Please charge:  MasterCard  Visa  American Express  Discover

Cardholder name

Card number

Expiration date

Authorized amount

Cardholder signature

## Refunds

The payment structure above includes a \$100 nonrefundable application fee. If your application is rejected for any reason, only the testing fee portion will be refunded. The computer-based test refund is currently \$200 for ASIS members, and \$350 for nonmembers. The paper and pencil refund is currently \$100 for ASIS members, and \$250 for nonmembers. Testing fees will be returned or credited to your account.

Qualified U.S. applicants may receive reimbursement for the certification exams through the G.I. Bill. An application is available at [www.gibill.va.gov](http://www.gibill.va.gov) or call +1.888.442.4551 and request VA Form 22-1990.

Please note: Submitted applications that are not approved will expire after two years and all fees will be forfeited. The certification department contacts all candidates who have submitted incomplete applications. It is important that requested information is provided so that eligibility to test is approved.

## 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 may 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 (not applicable to military contractors). Military personnel need to verify this status by submitting a copy of official deployment orders. Severe hardship must be documented and verifiable.

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## Attestation of Continued Eligibility for Certification

By my signature, I attest that the information I submit herein or in any required accompanying or subsequent documentation is true and accurate to the best of my knowledge.

I understand that persons who apply for certification as a Certified Protection Professional (CPP), Professional Certified Investigator (PCI), or Physical Security Professional (PSP) or persons who have been certified by ASIS International, are subject to ASIS International's eligibility requirements for certification, recertification and to the ASIS Certification Code of Professional Responsibility.

I understand that in order to maintain my certification, I must re-certify every three years by reporting a specified number of Continuing Professional Education (CPE) credits, in accordance with ASIS policy and procedures for submitting such reports. I understand that CPE credits may be earned through education programs and courses and other activities, and that all CPEs must conform to the requirements specified in ASIS International's Recertification Guide. I further understand that from time-to-time ASIS International may amend its requirements, policies, and procedures to include: initial certification, recertification, and the Code of Ethics.

I also understand that I may be subject to audit at any time and that ASIS International reserves the right to take action for failure to comply with the audit procedures.

While holding ASIS International certification, I agree to notify ASIS International in writing immediately if I fail to comply with any of the requirements for gaining or maintaining certification or recertification, such as, but not only limited to, no longer being in the profession, no longer holding Lifetime Retired status due to returning to full-time employment, failing to earn the number of CPE credits needed to maintain certification or to be recertified, or having been disciplined – including suspension, expulsion or loss of the credential – as a result of having been found in violation of the ASIS Code of Ethics. I also agree to notify ASIS International in writing of any address or name change(s) within thirty (30) days after the change becomes effective.

If requested to do so, ASIS International may verify my certification status.

I attest that I have completed all certification and/or recertification requirements.

**By checking this box, I agree with and understand the declaration and attestation agreement.**



# ASIS Certification Code of Professional Responsibility

**ASIS board certified security professionals and applicants for certification must adhere to the Code of Professional Responsibility, agreeing to:**

- Perform professional duties in accordance with the law and the highest moral principles. Noncompliance includes any acts or omissions amounting to unprofessional conduct and deemed prejudicial to the certification.
- Observe the precepts of truthfulness, honesty, and integrity.
- Be faithful, competent, and diligent in discharging their professional duties.
- Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure.
- Not maliciously injure the professional reputation or practice of colleagues, clients, or employees.

**Any act deemed prejudicial to the certification may result in denial of approval to take the certification examination or disciplinary action by the Professional Certification Board (PCB), up to and including revocation of certification. Such acts may include, but are not limited to:**

- Providing false or misleading statements or information when applying to take the certification examination or to recertify.
- Any act or omission that violates the provisions of the ASIS Certification Code of Professional Responsibility.
- Any act that violates the criminal or civil laws of any jurisdiction.
- Any act that is the proper basis for suspension or revocation of a professional license.
- Any act or omission that violates the PCB Disciplinary Rules and Procedures.
- Failure to cooperate with the PCB's Board of Professional Review in performance of its duties in investigating any allegation against an applicant or current certificant.
- Making any false or misleading statements to the PCB regarding an applicant or current certificant.

# About ASIS International

ASIS International (ASIS) is the leading organization for security professionals worldwide. Founded in 1955, ASIS is dedicated to increasing the effectiveness and productivity of security professionals by developing educational programs and materials that address broad security interests, such as the ASIS Annual Seminar and Exhibits, as well as specific security topics. ASIS also advocates the role and value of the security management profession to business, the media, government entities, and the public. By providing members and the security community with access to a full range of programs and services, and by publishing the industry's number one magazine—Security Management—ASIS leads the way for advanced and improved security performance.



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