



# RECERTIFICATION GUIDE

For CPPs® - PCIs® - PSPs®

Revised September 2016

## 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 | PSP | PCI |
|-----|-----|-----|
| 60  | 60  | 60  |

### FEES REQUIRED PER TERM

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

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***In order for us to process your activities more efficiently and avoid delays; please submit supporting documentation such as a copy of a certificate/letter of completion and agenda that includes the hours of classroom instruction.***

[Reporting CPEs: Step by Step Instructions](#)

#### 1. MEMBERSHIP CREDIT

- 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.

## 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 AND WEB BASED PROGRAMS:** Educational programs must have a formal speaker or facilitator and relate directly to the competencies (domains) of the applicable certifications.
- **CORRESPONDENCE AND SELF STUDY COURSES:** Preparation through an institution that requires a final examination and course sponsor issues a certificate of completion listing instructional hours attained.
- **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.
- **SEMINAR SESSIONS ON DVD AND WEBINARS IN SECURITY SPOTLIGHT:** Accept a maximum of 3 CPEs per year for viewing recordings of seminar educational sessions or ASIS webinars accessed through the Security Spotlight webpage. Proof of DVD purchase is required and individual must submit the titles of 3 sessions or webinars that were viewed.

## 3. INSTRUCTOR CREDIT

The topics of the courses must be relevant to the practice of security 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 course at an accredited college or university. |
|----|--|

|           |   |
|-----------|---|
| <b>12</b> | Chapter Certification Study Courses: Planning the entire Study Course including multiple meetings.  |
| <b>9</b>  | Documented Chapter Certification Study Courses (mentoring a student thru the entire Study Course or fulfilling a specific role in conduct of the course). ASIS-approved mentorship programs |
| <b>3</b>  | Per participant hour, as an instructor, speaker or panelist at a security or business-related education program .   |

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

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

|              |  |
|--------------|--|
| <b>45</b>    | Per security related and or business management book.  |
| <b>9</b>     | Per security-related and/or business management article in recognized periodical.  |
| <b>9</b>     | Per monograph, booklet or contribution of chapter to book on security-related and/or business management topics.   |
| <b>3</b>     | Acceptance by the ASIS Council of Business Practices for each case study submission.   |
| <b>3</b>     | Each book review published in recognized periodical.   |
| <b>1 – 2</b> | Per translation of an article that meets both criteria listed below:<br>1.Was originally and/or subsequently published in Security Management or other security related publication<br>2.Relates to any security domain (see Note 7) |

#### **5. VOLUNTEER SERVICE, CREDITS PER TERM**

A maximum of 50% of total credits may accrue from volunteer service. These credits are automatically posted mid-year. Credits are per year:

|           |  |
|-----------|--|
| <b>30</b> | Member of an Executive Committee of a chartered security organization or association.  |
| <b>25</b> | 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, Council Chairman or Vice Chairman or ASIS S&G Commission 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.<br>Served as a Committee Chairman, on the local level, of a chartered security organization or association.  |
| 4  | Service as a Committee member, on the local level, of a chartered security organization or association.  |

## 6. CERTIFICATION PROGRAM SERVICE

Credits per year.

|    | Current policy (valid through 12/31/2016)   |
|----|---|
| 15 | Per occurrence, Item Development Group, ASIS Standard Working Group Members, or role delineation (job analysis) preparation.                              |
| 12 | Per occurrence, Pass Point study, ASIS Technical Committee Members.   |
| 5  | Per occurrence, evaluation of ASIS International Annual Seminar Calls for Presentations or completion of a role delineation questionnaire. (job analysis) |

|    | Revised policy effective 1/1/2017   |
|----|---|
| 15 | Per occurrence, Item Development Group or role delineation (job analysis) preparation.  |
| 12 | Per occurrence, Pass Point study  |
| 5  | Per occurrence, evaluation of ASIS International Annual Seminar Calls for Presentations or completion of a role delineation questionnaire (job analysis). |

|                      |   |
|----------------------|---|
| <b>2 per meeting</b> | Per occurrence, ASIS Technical Committee members; attendance/participation is mandatory.*   |
| <b>1 per meeting</b> | Per occurrence, ASIS Working Group members; attendance/participation is mandatory.*   |
|                      | <i>* As of this printing (or revision), this only applies to ASIS Standards and Guidelines Working Groups and Technical Committees.</i> |

## **7. PUBLIC SERVICE**

At the discretion of the Professional Certification Board (PCB), activities related to security or 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 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.
- 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.
- 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.
- Some or all activities may qualify for credit under more than one certification.
- Attendance at ASIS International sponsored educational programs; volunteer service and/or membership will be automatically credited to individuals' records from relevant databases.

6. A minimum of 50 percent of recertification activities 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. 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. These credits are automatically posted mid-year.

Some examples include:

- ◇ 100% via education and 0% via volunteer service
- ◇ 80% via education and 20% via volunteer service

7. No credit will be given for paid translation of articles. 1 CPE awarded for articles up to 1,000 words and 2 CPEs awarded for articles greater than 1,000 words. A maximum of 4 CPEs can be awarded per year, with a maximum of 12 CPEs per 3-year recertification cycle. To receive credits, Certificant must submit a copy of the original copy article, along with a copy of the translated published article. Both copies must clearly indicate the publication and date. To receive credit for a translation, the certificant must be names in or credited with the translation. If not, Certificant must submit written verification from the publisher that the Certificant was responsible for the translation.