

# How to Report Your Recertification CPE Credits Online



- 1. Log-in:** From the ASIS homepage ([www.asisonline.org](http://www.asisonline.org)), click the **"My ASIS"** tab from the group menu. Then enter your **e-mail address and password**, and click the **"Login"** button.

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**ASIS**  
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**Sign In**

If you have already registered with ASIS, simply sign in:

Email Address:

Password:

[Forgot/Reset Password](#)

**LOGIN**

You will be prompted to sign in if you have not done so already.

Use the email address from your ASIS record. For assistance, contact Member Services (+1-703-519-6200).

If you forgot your password, click the [Forgot/Reset](#) link below.

Once you are in your “My ASIS Profile,” you will need to click on the "My Memberships & Certifications" tab.

The screenshot displays the 'My ASIS Profile' interface. At the top left, there is a search bar with the placeholder text 'What's happening?'. To the right, there are two notification icons: 'Colleague Requests' with a red circle containing '0' and a person icon, and 'Unread Inbox Messages' with a red circle containing '0' and an envelope icon. Below these, the profile section includes a placeholder for 'Your photo here' and a box for 'Your name, title, and address here'. A blue arrow points to the 'My Memberships & Certifications' tab in the navigation bar, which is also highlighted with a blue circle. The navigation bar includes 'Home', 'My Profile', 'My Memberships & Certifications', 'My Transactions', 'My Events', 'My Documents', 'My Colleagues', and a dropdown menu for 'Your name'. On the right side of the profile area, there is a list of links: 'Privacy Settings', 'Change Password', 'Communication Settings', 'View My Public Profile', 'My Alerts', 'Shopping Cart', and 'My ASIS (Video)'. At the bottom, a blue banner says 'Welcome to your My ASIS!' and there are buttons for 'My Bookmarks', 'Saved Searches', and 'Wish List'.

2. To view or add your credit activities, please go under the "My Certifications" sub-section, then click on **View Credits**.

Certification	Number	Certification Status	Date Received	Expiration Date	Certification Date	Recertification Date	Credits Needed	Current Credits
CPP	XXXXX	CERTIFIED		2019-12-31	2016-04-29		60	22

*(Sample record)*

[View Credits](#)

The page will refresh, and you will now see a list of expanding drop down menus for each of the CPE credit eligible categories including automatic credits earned.

- The list can be filtered by expiration year, but it will default to **show all** (prior and current recertification terms).

### Automatic Credits:

This category displays ASIS memberships, educational programs, webinars and volunteer leadership positions.

### Self Report Credits:

Choose a credit type from the expanding menu to **Add, View or Manage self-report credits.**

Filter by Expiration Year: Show All  (Sample record)

- ▶ Automatic Credits: 18
- ▶ Author: 0
- ▶ Certification Program Service: 0
- ▶ Education: 7
- ▶ Instructor: 3
- ▶ Membership: 0
- ▶ Other: 0
- ▶ Public Service: 0
- ▶ Volunteer: 0

- Click the activity for which you wish to view or submit credits. For example, select the "Add Education Credit" link.

▼ Education: 7 (Sample record)

Expire Year	Program Domain
2019	Domain 1-Security Principles & Practi
2019	Domain 1-Security Principles & Practi
2019	Domain 1-Security Principles & Practi

Add Education Credit

Type: Education

Sub Type: Chapter Meeting; per hour (credit 1)

Program Domain: Domain 5-Physical Security

Number of Credits: 1

Course: Overview of Super Bowl XLIX

Course Details:

Activity Date: 4/15/2015

Safety Related Activity?

Notes:

Related Association:

Sponsoring Organization:

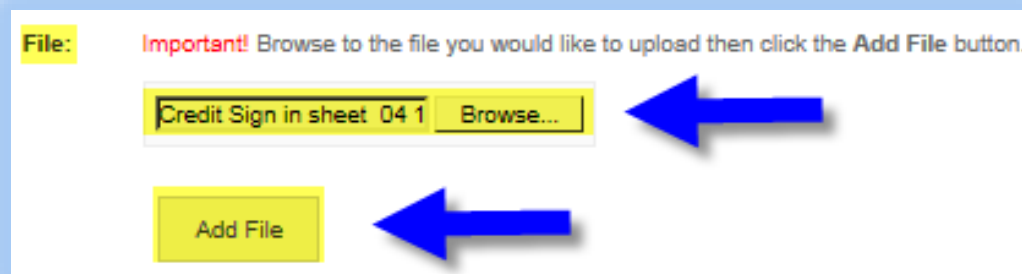
Sponsoring Organization: ASIS Phoenix Chapter

Chapter Holding Event: Phoenix

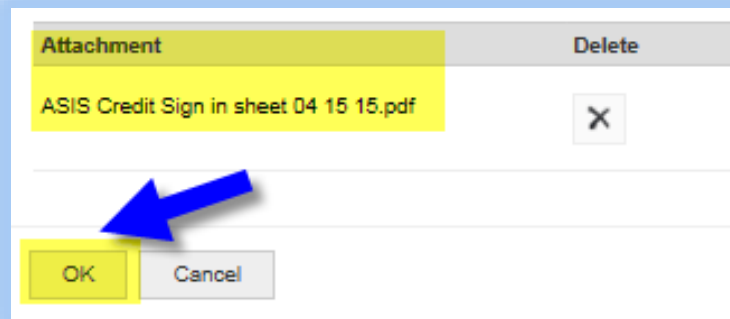
Location:

- Enter the details related to the activity: Subtype and Domain (drop-down menus), Credits Claimed, Program Name (Course), Date, Sponsor, Location, etc.)

- Once you have inputted the necessary information for an activity, you will need to **submit the supporting documentation** that accompanies the submission. Use the "**Browse**" feature at the bottom of the submission window to locate the file saved in your computer.
- Once you have located the file you wish to attach, click the "**Add File**" button to attach it to the submission. *Do not include special characters in the filename (&, #, comma's, +, etc.) when uploading documentation.*



- When all of the pertinent information is entered and the supporting documentation is attached, **click the "OK" button** to send your submission to ASIS HQ for review.



The **supporting documentation requirements** are listed on the website. Click on this link to view the details for each category.



Review [Documentation Requirements](#) for self report credits.

**Important: Category credit totals are based on filter selection**

Filter by Expiration Year: Show All

- ▶ **Automatic Credits: 18**
- ▶ **Author: 0**
- ▶ **Certification Program Service: 0**
- ▶ **Education: 9**
- ▶ **Instructor: 3**



### Documentation Requirements

In order for us to process your activities more efficiently and avoid delays; please submit supporting documentation. Review each tab for specific requirements.

Please refer to the [Recertification Guide](#) for more details about each category. **Click here to view [Recertification Guide](#) for details about credit categories..**

**SPECIAL UPLOAD INSTRUCTIONS:** Do not include special characters in the filename (&, #, comma's, +, etc.) when uploading documentation.

**AUTHOR**

- Submit copy of article with publication date acceptance, letter from publisher etc.

**CERTIFICATION PROGRAM SERVICE**

- For service related to ASIS certification programs, credits will be automatically added.

**EDUCATION**

- For seminars/conferences/webinars/self-study courses, submit a copy of a certificate/letter of completion and an agenda with instructional hours. For college courses, submit a transcript listing courses, credits and dates.
- For Exhibits-only/Exhibitor credits, submit a copy of a badge.

**INSTRUCTOR**

- A certificate or thank you letter is required from the sponsor of the program.

**MEMBERSHIP**

- Submit a copy of membership card or letter from association stating the years claimed.

**OTHER**

- A thank you letter is required from the organization that states the certificant's name, dates, hours spent and a brief description of service provided.
- The PCB Certification committee will determine points to be awarded based on scope of activity and other relevant factors.

**PUBLIC SERVICE**

- A thank you letter is required from the organization that states the certificant's name, dates, hours spent and a brief description of pro-bono service provided.
- The PCB Certification committee will determine points to be awarded.

**VOLUNTEER**


- Submit verification of each position(s) and year(s) from the association.

[Return to My Memberships & Certifications](#) **Click here to return to your record.**



# Sample Documentation

## Chapter Attendance Sign-in Sheet



**Certificat Sign-In Sheet**  
(Hoja de Registro)

**Chapter # and Name /**  
**No. y Nombre del Capitulo** \_\_\_\_\_

**Educational Session Title /**  
**Título de la Sesión:** \_\_\_\_\_

**Speaker / Ponente:** \_\_\_\_\_


**Date / Fecha:** \_\_\_\_\_ **Educational Session Length / Hour(s)**  
**Duración Sesión: Hora(s)** \_\_\_\_\_

CPP, PCI or PSP please complete this task to ensure that your CPEs are recorded. It is the certificant responsibility to enter this activity online under the "Manage Your Credit" link, located in your respective "My ASIS" tab. Please upload this sign-in sheet as proof of participation.  
**CPP, PCI o PSP** Siga estas instrucciones para asegurarse que reciba CPEs por este evento. Es la responsabilidad del CPP, PCI y / o PSP de agregar esta actividad en línea bajo la página "Manage Your Credit", que se encuentra en "My ASIS". Suba esta hoja de registro como prueba de su participación. Por favor, siga estas instrucciones para asegurarse que reciba CPEs por este evento.

	Full Name /Nombre completo	Certification /Certificación		
		CPP	PCI	PSP
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

**Full name of individual representing the Chapter / Nombre Del Representante del Capitulo**  
 Print / Imprimir \_\_\_\_\_

## Certificate of Completion



### Certificate of Attendance

to

John Doe

for

Presentation Title

Participants at this event may claim up to XX CPE units toward recertification.

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Signature
Date

## Volunteer CPEs & Chapter Submissions

- As a reminder, volunteer credits will be automatically added after mid-year.
- Please make sure your Chapter Volunteer Leader submits the Chapter Officer Questionnaire to the membership department. Log in is required under the membership module or contact [asis@asisonline.org](mailto:asis@asisonline.org).



**If you have any questions,  
please contact the ASIS Certification Department.**

**Phone: +1.703.518.1442 or +1.703.518.1427**

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