



RECERTIFICATION

**Instructions for Reporting
CPE Credits in your profile at
“MyASIS”**

1. Click on the "My ASIS" tab from the group menu.

The screenshot shows the ASIS International website's navigation menu with the 'My ASIS' tab highlighted in yellow. Below the navigation is a 'Sign In' section. The 'Sign In' section includes the text 'If you have already registered with ASIS, simply sign in:' followed by two input fields: 'Email Address:' and 'Password:'. Below these fields is a link labeled 'Forgot/Reset Password' and a red 'LOGIN' button. Blue arrows point to the 'My ASIS' tab, the 'Email Address' field, the 'Forgot/Reset Password' link, and the 'LOGIN' button.

- From the ASIS homepage (www.asisonline.org), click on the “**MyASIS**” tab from the group menú.
- Enter your e-mail address and password and click the **LOGIN** button.
- If you forgot which e-mail address you used in your profile, contact **Member Services (+1.703.519.6200)**.
- If you forgot your password, click “**Forgot/Reset Password**” to reset it.

2. Click on the "Certifications" tab.

The screenshot displays the My ASIS user interface. At the top, there is a search bar with the text "What's happening?". To the right, there are two notification icons: "Colleague Requests" with a red circle containing the number 0 and a person icon, and "Unread Inbox Messages" with a red circle containing the number 0 and a mail icon. Below these, there are two main profile sections: "Your photo here" with a black silhouette icon, and "Your name, title, and address here" with a white box. A blue arrow points to the "Certifications" tab in the navigation bar, which is also circled in blue. The navigation bar includes "Home", "My Profile", "Memberships", "Certifications", "Transactions", "Events", "Documents", and "Colleagues". To the right of the navigation bar is a dropdown menu labeled "Your name". Below the navigation bar, there is a welcome message "Welcome to your My ASIS!" and three buttons: "My Bookmarks", "Saved Searches", and "Wish List".

What's happening?

Colleague Requests 0

Unread Inbox Messages 0

Your photo here

Your name, title, and address here

Home My Profile Memberships **Certifications** Transactions Events Documents Colleagues Your name ▾

Welcome to your My ASIS!

My Bookmarks Saved Searches Wish List

- Privacy Settings
- Change Password
- Communication Settings
- View My Public Profile
- My Alerts
- Shopping Cart
- My ASIS (Video)

3. Click on View Credits to view or add credit activities.

My Certifications

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	View Credits

(Sample record)

4. 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.

- Click “**Show All**” or select the desired expiration year.
- **Automatic Credits** → This category displays ASIS International 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

- A. Select the credit category you wish to **review**. You will see the list of activities you previously added.
- The “**Verified**” column shows if your credits have been approved or not.
 - The last column gives you the option to Edit or Delete an activity.
- B. Select the credit category in which you wish to add an activity.
- For example, click on the “**Education**” category to add information for an online course you completed. Then click “**Add Education Credit.**”

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

Important: Category credit totals are based on filter selection

Filter by Expiration Year:

There are no automatic credits available for this certification.

- ▶ Automatic Credits: 0
- ▶ Author: 0
- ▶ Certification Program Service: 0
- ▼ **Education: 2**

Expire Year	Program Domain	Course	Credits	Verified	
2019			1.00	No	Edit Delete
2019			1.00	No	Edit Delete

Add Education Credit

- ▶ Instructor: 1
- ▶ Membership: 0
- ▶ Other: 0
- ▶ Public Service: 0
- ▶ Volunteer: 0

C. Enter the details for the activity – minimum information required:

- Sub-Type
(drop-down menu)
- Program Domain
(drop-down menu)
- Number of Credits
(requested)
- Course
(program name)
- Date(s)
(one date or date range)
- Sponsoring Organization
(program organizer)

Type: Education

Sub Type: [dropdown]

Program Domain: [dropdown]

Number of Credits: [text]

Course: [text]

Course Details: [text area]

Activity Date: [calendar]

Safety Related Activity?

Notes: [text area]

Related Association: [dropdown]

Sponsoring Organization: [text]

If you cannot find your organization in the list above, please enter it here.

Sponsoring Organization: [text]

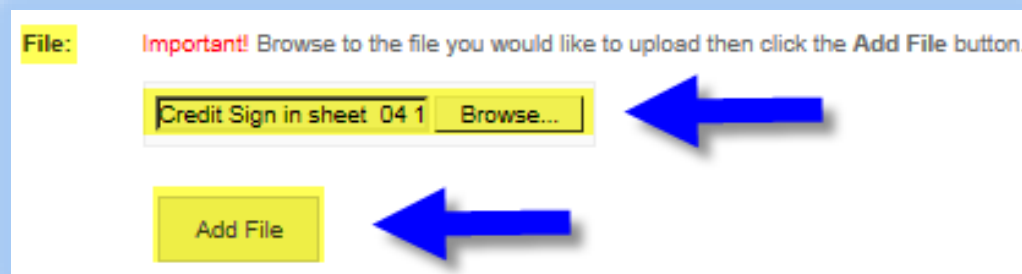
Chapter Holding Event: [dropdown]

Location: [text]

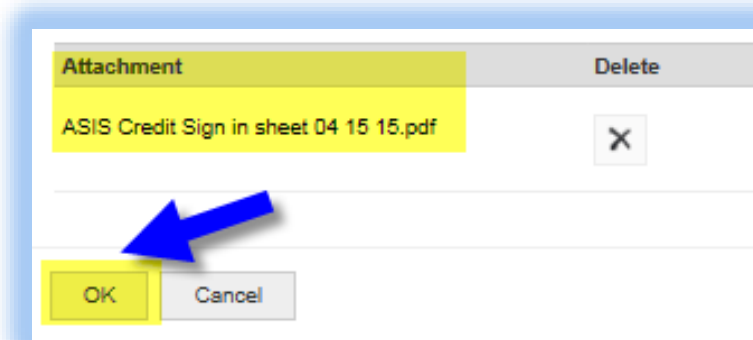
Start Date: [calendar]

End Date: [calendar]

- D. 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.
- E. 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.*



- F. 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.



5. 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.](#)

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 Capítulo _____

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 Credits" 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 Credits", 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 Capítulo
Print / Imprimir _____

Certificate of Attendance



Certificate of Attendance

to

John Doe

for

Presentation Title

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

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.



**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