



Preparing for the Certification Exam

Learning to Study

* Use the ASIS Website as a resource to Certification Questions.

* www.asisonline.org

* Short Multimedia Presentation on line at

* <http://www.asisonline.org/certification/multimedia/index.html>

* ASIS Certification Overview

- Conduct a self-assessment to identify areas on which you need to focus.
- Start preparing early. Make a plan and pace yourself. (No cramming!)
- Read the reference materials.
- Seek the support of a PSP designee or study group. (Contact your local ASIS Chapter.)
- Consider a classroom or online review, both include a practice exam.

* Quick Study Tips

- * Start early

- * There is direct correlation to passing and the time spent studying.

- * Plan on over 250 study hours in a 6- to 8-month period.

- * Schedule time to study

- * Put time aside each week as part of your regular schedule.

- * If the designation is a job requirement, then studying is your obligation.

*** Make a plan and pace yourself.**

- * Without the assessment, how do you know the topics you need to study?
 - * Make affective use of your time by studying areas of weakness.
 - * Review areas of strength, but do not over analyze familiar content as it will waste valued time.

*** Conduct a self-
assessment**

- * Use the Exam Content document found on the Certification Webpage as your assessment document.
 - * On a scale from 1 to 5 rate yourself on your knowledge of each subject. 1 = “I don’t know what the tasks are talking about” to 5 = “I can teach this subject”.
 - * If the task looks like a descriptive list, can you name 50%? 70%?
 - * Be critical in your scoring—this domain and task list is your **risk assessment!**
- * Spend the majority of study time on the low scoring tasks.

* Assessment Tool

- * Reference books are the sole source for exam questions.
 - * Other sources are valid for review of concepts, but are not source material for the exam items.
 - * Put your reading in context. You are tested on what is considered standard security practice--not how you do it in your shop.
- * Don't spend time looking for inconsistencies in the references.
 - * Ambiguous information is filtered out of the exam by validation of each question.
 - * There are **no trick questions**. The reliability of the test items has been tested. Your colleagues more frequently answer each exam item correctly, than incorrectly.

* **Read the reference materials**

- * Use your self-assessment to identify weak knowledge areas.
- * Using the index in each reference, research your weak areas as identified by the assessment, and study each topic thoroughly.
- * Don't bite off too much content at one time.
 - * Start each study session with a review of the previous work.
 - * Did you improve your assessment score? Did you mitigate one threat to your success?

* The Study Process

- * Seek root statements. Identify those items that unconditionally express a key security principle.
 - * “sometimes” or “usually” suggest conditions. Unless the conditions are identified, it would be difficult to write a question with one answer.
- * Don’t memorize the facts, but apply the facts to a scene, so that you see it as security practice.
 - * The exam is testing your experience and your knowledge of practices by other security professionals. This exam is not simply book learning.

*** What are you looking for as you study?**

- * Look to current designated professionals as mentors, or for validation of your study techniques.
- * Form Study Groups
 - * Share research by assigning one domain or task to each person for “teaching” the others in the group.
 - * Ask questions of you colleagues and practice explaining concepts and practices.

*** Seek the support**

* An excellent way to build confidence on a topic is through problem solving exercises. The intent of the exercise is to present a series of questions based on a particular Domain task and allow students to address the questions and provide supporting materials. This could be a group task with each group reporting out their solution and rationale.

CPP Domain 02

BUSINESS PRINCIPLES & PRACTICES

Task 02/03

Develop procedures/techniques to measure and improve organizational productivity

Knowledge of:

02/03/01

techniques for quantifying productivity/metrics/key performance indicators (KPI)

02/03/02

data analysis techniques and ROI

Problem Solving Exercises

The industry continues to develop new standards through the International Standards Organization (ISO), and American National Standards Institute (ANSI) among others. While compliance to standards is often voluntary, the standards set a level of practice to improve security.

Why are Standards important to your business practice?

What techniques might be used to measure against a standard?

How do the indicators promote change or improvement?

- * **Guidance:** The group may wish to cite a specific Standard to examine the questions. The use of site-specific examples is encouraged. Students should prepare to show a rationale for their answers.
- * **Evaluation through Discussion:** The Instructor/leader should look for an understanding of the Standards and how it is applied to a situation. Is it properly used? Were the measures well thought through? Are there additional/different measures that could be employed more effectively? Did the group show milestones that could be used as decision-making points for change? Was a schedule for measurement presented?

* **Problem Solving cont.**

- The certification review courses serve as another means of studying.
 - Ensures you have covered all exam content.
 - Allows you to take an assessment or practice exam.
- Reviews are not a replacement for knowing the content and self study.
 - Do not expect to be ready for the exam just because you took the review.
 - Allow time after the Review for further study of weak areas.

***Take a classroom or
online review**

- * Pass rates vary on designations and fluctuate often.
 - * Takers must understand the rigors of the exam.
 - * Each Designation measures different skills.
 - * CPP = Security Management
 - * PSP = Project Management
 - * PCI = Case Management
- * Passing scores
 - * Age, education, activities are not related to passing.
 - * Weeks of study improves pass rate (but not over 20 weeks)
 - * Up to 40 hours in a study group improves the rate.

* Reality of Exam

- In order to maintain test integrity, the Professional Certification Board produces multiple forms of the CPP®, PCI®, and PSP® examinations
 - each with a unique combination of items
 - no two forms are identical
 - Each time the examination is offered, a different version is administered.
 - questions are randomly selected from an approved question bank according to the content specifications of the Role Delineation Study.
- Individual scores are reported as "scaled scores" to ensure that the different forms have the same meaning.
 - derived from raw scores (number correct)
 - scores from different forms are reported on a common scale
 - represent the same level of competence

*Exam Scoring

- Approved candidates should arrange for a test date and location by calling Prometric at 800-699-4975
 - Monday-Friday 8:00 am - 8:00 pm (EST)
 - Saturday 8:00 am - 4:00 pm (EST)
- A Prometric representative will help a candidate
 - select the optimal test date
 - test location
 - provide specific instructions
 - driving directions
- The candidate will receive a confirmation number to be taken to the testing center at the time of the exam.
- Exam can also be scheduled through a secure website <http://securereg3.prometric.com/>

*Scheduling an Exam