



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.

Please contact us for credit card payments at +1.703.519.6200.

Submit or download an application online at 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, transcript (official or unofficial) or verification of degree must be submitted by the educational institution to:

ASIS International
Certification Department
1625 Prince Street
Alexandria, VA 22314-2882
USA

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

Experience

Show the progressive history of your security career, documenting the years of experience required for certification.

List each full-time assignment, beginning with your present position. Summarize each assignment, giving sufficient detail to signify the nature of the decisions you were required to make, and additional duties required by the position.

Responsible charge* is defined as the charge exercised by an individual in a management position who makes decisions for the successful completion of objectives without reliance upon directions from a superior as to specific methods. However, an applicant need not have held a supervisory position, as long as the positions on which the application relies have specifically included responsibility for independent decisions or actions. If "responsible charge" is not based on supervisory responsibilities, then security program management responsibilities and duties must be clearly shown. Generally, this excludes such positions as patrol officer or the equivalent.

Case management* is the coordination and direction of an investigation utilizing various disciplines and resources, the findings of which would be assessed to establish the facts/findings of the investigation as a whole; the management process of investigation.

1.

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

Number of personnel under your supervision

Name and title of immediate supervisor

Email address of immediate supervisor

Business telephone of immediate supervisor

Address of immediate supervisor

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.)

2.

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.)

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.)

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.)

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

2.

Name

Job title

Professional relationship

How long known

Address

Home phone

Business phone

3.

Name

Job title

Professional relationship

How long known

Address

Home phone

Business phone

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.

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.

Signature (signature must be in ink)

Date

Payment info on reverse side ►

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 Certification Department at +1.703.519.6200, or refer to the ASIS website at 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 include your 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

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
- Ecuador
- Panama
- Costa Rica
- Jamaica
- Trinidad/Tobago

For more information, visit www.asisonline.org/handbook

Prices are subject to change. Check the ASIS website at www.asisonline.org for current prices.

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 or call +1.888.442.4551 and request VA Form 22-1990.

Please note: Submitted applications that are not approved will expire after one year 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 review of the application can be completed.

Extension Policy for Exam Eligibility and Recertification

Candidates who have not tested within their two-year eligibility period will forfeit their fees and 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.

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 have read the certification handbook and 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 Professional Responsibility.

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 Code of Professional Responsibility. 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.

Print name: _____ ASIS ID#: _____

Date: ____/____/____
Month Day Year

This page is part of the certification application. Please return with your application.