

## Certification FAQs

### How do I know which exam is right for me?

The [Self-Assessment Guide](#) outlines the skills and knowledge statements for each certification and helps you determine which certification is best for you. The three certifications are as follows:

- The **Certified Protection Professional (CPP®)** program is designed for those who have demonstrated competency in all areas of security management.
- The **Professional Certified Investigator (PCI®)** program is designed for those whose responsibilities include case management, evidence collections, and preparation of reports and testimony to substantiate findings.
- The **Physical Security Professional (PSP®)** program is designed for those whose primary responsibility is to conduct threat surveys, design integrated security systems that include equipment, procedures and people, or install, operate and maintain those systems.

### What will I be tested on?

Each certification exam is based on a body of knowledge created by and for professionals in the security field. Click on the appropriate exam below for details about the exam content and the percentages of questions you'll have for each domain.

- [CPP Exam Domains](#)
- [PCI Exam Domains](#)
- [PSP Exam Domains](#)

### What are the eligibility requirements for each exam?

**Certified Protection Professional (CPP®)** – Candidates for the CPP examination must first satisfy the following requirements:

- Nine (9) years of security experience, at least three (3) years of which shall have been in responsible charge of a security function; **OR**
- Earned Bachelor's Degree or higher from an accredited institution of higher education and have seven (7) years of security experience, at least three (3) years of which shall have been in responsible charge of a security function.

**The Professional Certified Investigator (PCI®)** – Candidates for the PCI examination must first satisfy the following requirements:

- Five (5) years of investigations experience, including at least two (2) years in case management **AND** a high school diploma or GED equivalent.

**Physical Security Professional (PSP®)** – Candidates for the PSP examination must first satisfy the following requirements:

- Six (6) years of progressive physical security experience, and earned High School Diploma, GED equivalent, or Associate's degree; **OR**
- Four (4) years of physical security experience with an earned Bachelor's Degree or higher from an accredited institution of higher education.

**For all ASIS certification programs**, only full-time employment will qualify as eligibility experience. The years of experience are mandatory and will not be waived for any reason.

The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession, ASIS, or the certification program.

### **What are the application fees?**

The costs for submitting a CPP, PCI, or PSP certification application are:

- \$300 for ASIS members
- \$450 for nonmembers

If your application is denied for any reason, you will receive a refund of your application fee minus a \$100 nonrefundable processing fee.

Go to the [Board Certifications Handbook](#) for all of the policies and information regarding the certification program.

### **Where are exams offered?**

ASIS exams are offered at Prometric computer-based test (CBT) centers throughout the world. Go to <https://www.prometric.com/asis> to locate the nearest testing facility. Our CBT exams are offered year-round. Please remember that you cannot schedule your exam until you have been approved to take the exam and have received the *Authorization to Test* letter.

ASIS also offers paper-and-pencil exams at the following locations. (Paper-and-pencil exams are only offered on the first Saturday of May and November.)

- Australia (Queensland)
- Ecuador
- Jamaica
- Panama
- Paraguay

The application fees are \$200 for ASIS members and \$350 for nonmembers.

## **What is the process for applying for certification?**

The certification application may be filled out online by creating an ASIS profile or logging into ASIS account. Follow these [step-by-step instructions](#) to submit your application.

Once your application has been reviewed and approved, you will receive an *Authorization to Test* letter with instructions on how to schedule your exam. Please allow approximately two weeks for your application to be reviewed. The results of your application review will be emailed to you.

## **Is ASIS membership required to obtain a certification?**

No. Although we highly recommend that all security professionals join ASIS, membership is not required for certification. There are discounted fees for applying for the exam and to purchase ASIS study materials.

## **Can I apply for all three certifications at once?**

Yes, but you must submit a separate application for each exam and pay the applicable application/exam fees.

## **Once I'm approved to take the exam, how long do I have to take the exam?**

You have up to two years from the date you receive your *Authorization to Test* letter to take the exam. Once your two years have expired, you must reapply and pay all applicable fees.

## **How should I study for the exam?**

All examination questions are sourced from the list of [Reference Materials](#) and relate to one of the exam's content domains. Candidates are encouraged to use the reference materials as part of their exam preparation. Candidates are also encouraged to download the [Self-Assessment Guide](#) to help create a personalized study plan.

## **How much do the reference materials cost?**

Please go to the [Reference Sets \(Materials\)](#) on our website for fees. ASIS members are offered a discount for these purchases.

## **Are the study materials offered online?**

Yes, the ASIS's [Reference Sets \(Materials\)](#) are offered both in print and online. We also offer a discount for buying both versions together (POA Bundle).

## **How much time should I allow to study for the exam?**

Most candidates allow approximately three to six months for CPP preparation, approximately six weeks for PCI, and three months for PSP to review and study the suggested reading materials.

## **When will I find out the results of my exam?**

Those taking the exam at a computer-based testing center will get preliminary results at the test center. You will receive your official results from ASIS approximately three weeks after you take the exam.

If you take a paper-and-pencil exam, please allow approximately six weeks to receive your results.

Your certification status will remain pending until the results are imported into our database. Once the results are received by ASIS, we will update your status in your online records and you will be listed in the [Certificant Directory](#). Unfortunately, ASIS staff will not be able to verify your recent achievement until the results are received.

## **When will I receive my certification certificate?**

Official notification will be emailed to you upon receipt of exam results and certificate will be mailed approximately one month after passing.

## **Once I'm certified, how can I use my designation?**

Once you have earned the CPP, PCI, or PSP designation, wear it proudly! Add it to the end of your email signature, update your listings on your social media accounts, download your digital credential, and put on your business cards. For more tips, go to [Promoting Your Certification](#) to access certification logos and for ideas to help promote your certification achievements.

## **What are Digital Credentials?**

Digital credentials are portable, verifiable, and hinder unauthorized reproductions of the CPP®, PCI®, and PSP® designations by those who illegitimately try to display and/or claim that they have earned the credentials. Those with a digital badge indicate that an individual has earned an ASIS International certification.

## **How can I verify if someone is certified?**

Our [Certificant Directory](#) allows you to search for active certificants. You will need their first and last names to use this tool.

## **If I fail the exam, what is the waiting period before I can retake it?**

Candidates may take the exam up to three times in their two-year eligibility period. In addition, there must be 90 days between each testing date. Those who fail the exam three times may reapply to take exam after their eligibility period ends.

## **How do I re-take the exam?**

Log into your ASIS profile and go to your open certification application and click view details. You may then click the RETAKE button and complete the payment process to pay the Re-take fee. The re-take fee for computer-based testing is \$200 and \$100 for our paper-and-pencil exams.

To allow ample time for test scheduling and availability, candidates may submit the re-take fee after the previous exam results have been imported into your record and long as you are still with-in your 2-year eligibility period. Please note: You must pay for and sit for the exam retake within your 2-year eligibility period.

### **What is my PROMETRIC eligibility number?**

The eligibility number is a unique number that will be sent to you in the *Authorization to Test* email when your application has been approved or a re-take exam has been submitted and approved.

If you need certification program assistance, please send your inquiries to [certification@asisonline.org](mailto:certification@asisonline.org) and we will gladly assist you.