

Application Process

eWEB – Customer Facing

1. From Profile click on My Certifications

[MEMBERSHIP](#) [CERTIFICATION](#) [PROFESSIONAL DEVELOPMENT](#) [PUBLICATIONS & RESOURCES](#) [GET INVOLVED](#) [SECURITY MANAGEMENT](#)

MY PROFILE

Membership Status: **Non-Member** ([View Details](#))

NO PHOTO

Topeka, KS 33333

(555)555-1555

cbarn@xxxgmail.com

[EDIT CONTACT INFO](#)[EDIT SOCIAL LINKS](#)

Profile Details[EDIT PRIMARY INFO](#)

Name: Cully Barnaby

Contact ID: 18706675

Title: Security manager

Company: Cannon Security


444 Main St

Topeka, KS 33333

[ADD/EDIT BIO](#)

My Account Links

[My Profile](#)[My Full Profile](#)[My Full Contact Info](#)[My Memberships](#)[My Certifications](#)[My Social Links](#)[My Donations](#)[My Committees](#)[My Invoices](#)[My Events](#)[My Communication Preferences](#)[Change My Password](#)



2. My Certifications

- Applicant will see any open applications and they can view the details of the application if submitted but will not be able to enter any additional information.
- For applications that have not yet been submitted, the applicant will be able to continue entering application information.
- An applicant can apply for any certification for which they do not have an open application, or they are not certified in one of the certifications.


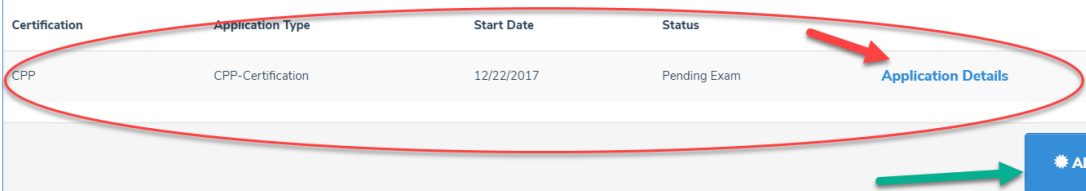
CERTIFICATION MANAGEMENT

[Back to My Profile](#) [My Account Menu](#)

My Open Applications

Certification	Application Type	Start Date	Status	
CPP	CPP-Certification	12/22/2017	Pending Exam	Application Details

[APPLY NOW](#)




To apply for a certification click Apply Now as shown above. The next screen will show certification application options available to the applicant.

3. To start the application, click on one of the certification types as shown below.

CERTIFICATION PROGRAMS


Credential: Professional Certified Investigator

The Professional Certified Investigator (PCI) credential provides demonstrable proof of an individual's knowledge and experience in case management, evidence collection, and preparation of reports and testimony to substantiate findings. Those who earn the PCI are ASIS board-certified in investigations.

 [PCI](#)

Credential: Physical Security Professional

The Physical Security Professional (PSP) credential provides demonstrable knowledge and experience in threat assessment and risk analysis; integrated physical security systems; and the appropriate identification, implementation, and ongoing evaluation of security measures. Those who earn the PSP are ASIS board certified in physical security.

 [PSP](#)


4. On the next screen click on Apply Now

CERTIFICATION APPLICATIONS

[← Back to My Profile](#) [My Account Menu ▾](#)

Applications

APPLICATION: **PSP CERTIFICATION**

 [APPLY NOW](#)

The Physical Security Professional (PSP) credential provides demonstrable knowledge and experience in threat assessment and risk analysis; integrated physical security systems; and the appropriate identification, implementation, and ongoing evaluation of security measures. Those who earn the PSP are ASIS board certified in physical security.

Eligibility Requirements:

- High school diploma, GED equivalent, or associate degree and six years of progressive physical security* experience


OR

- Bachelor's degree or higher and four years of progressive physical security* experience

- a. On the next screen you will see the application.
 - The progress bar will show the applicant their progress as they complete the application

Current Application PSP Certification

Application Submission Date: 01/21/2018



In Progress

Ready to Submit

Submitted

Under Review

Pending Exam

Certified

In Progress

- On the application Dashboard, the applicant will see the different sections of the application that need to be completed under the Requirement Heading and their progress under the Status heading.
- Click on the title under requirements to complete information

Requirement	Status
Applicant Information (Name and Contact Info) Please complete/confirm contact information. Save to continue.	In Progress
Degree Switch Applicant must have (1) six years of progressive physical security* experience with a high school diploma, GED equivalent, or associate degree or (2) four years of progressive physical security* experience with a bachelor's degree or higher.	In Progress
Resume Applicant must submit a copy of their resume.	Pending Resume Submission
Professional References You must provide three 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.	Pending Submission
PSP Certification Application Fee	Pending Payment

Applicant Information Requirement

- Applicant enters telephone number and mailing address for certificate – Both fields are required.
- Click save
- Click on Dashboard

In Progress

Dashboard Applicant Information Education/Experience Options Resume Professional References App Fee Exam

ASIS Identification Info | Phone and Mailing Address

Identification Information


Name on ID: Ms Marsha Crosby

Phone: 301-233-35335 (Primary)

Credential mailing address: Home: 1234 Main St. (Primary)

Required

SAVE CANCEL

- To add an additional address or telephone number click on the  Complete the information on the pop-up screen as shown below:

Phone Information

Phone type:

Please select 

Required

Country:

UNITED STATES 

Required

Phone number:

Required

Ext:

Unlisted?

☐

Primary?

☐



SAVE

CANCEL

Degree Switch Requirement

From the Application dashboard, click on the Degree Switch requirement.

- Applicant will choose one of the following from the Highest Level of Education drop down:
 - I have a high school diploma, GED Equivalent or Associates Degree and six years of progressive Physical Security experience
 - I have a bachelor's degree or higher and four years of progressive Physical Security experience.
 - Click save.

ASIS

COMMUNITY
CAREER HQ
STORE

JOIN ASIS
CREATE ACCOUNT
SIGN IN

MEMBERSHIP
CERTIFICATION
PROFESSIONAL DEVELOPMENT
PUBLICATIONS & RESOURCES
GET INVOLVED
SECURITY MANAGEMENT


Degree Switch


Applicant must have (1) six years of progressive physical security* experience with a high school diploma, GED equivalent, or associate degree or (2) four years of progressive physical security* experience with a bachelor's degree or higher.

Status: In Progress

In Progress

Switch Requirement | [Make Selection](#)

Highest Level of Education: Please select 



SELECT

LOREM IPSUM DOLOR SIT
Morbi id elit quis tellus faucibus
Cras vitae ipsum arcu
Proin iaculis ex non
Maecenas eu nunc

LOREM IPSUM DOLOR SIT
Morbi id elit quis tellus faucibus
Cras vitae ipsum arcu
Proin iaculis ex non
Maecenas eu nunc

LOREM IPSUM DOLOR SIT
Morbi id elit quis tellus faucibus
Cras vitae ipsum arcu
Proin iaculis ex non
Maecenas eu nunc

LOREM IPSUM DOLOR SIT
Morbi id elit quis tellus faucibus
Cras vitae ipsum arcu
Proin iaculis ex non
Maecenas eu nunc

The application tabs will change depending on how the Degree switch information has been answered.

If the choice is Bachelor's degree or higher, the tabs and requirements on the dashboard will change

Resume' Requirement

- Click on the resume' requirement or the resume' tab
- Click on Add Document

In Progress

Ready to Submit

Submitted

Under Review

Pending Exam

Certified

In Progress

Dashboard

Applicant Information

Resume

Degree

Professional References

Experience

App Fee

Exam

Resume

Applicant must submit a copy of their resume.

Status: Pending Resume Submission

ADD DOCUMENT

Pending Resume Submission

Documents

Document	Description	Uploaded
18692511--2		12/22/2017

Degree requirement

Click Add Degree. Complete information on degree pop-up form, upload degree transcript and click save.

In Progress

Dashboard

Applicant Information

Resume

Degree

Professional References

Experience

App Fee

Exam

Education

Status: Pending Education

ADD DEGREE

Pending Education

Degrees

Institution Name	Degree Earned	Major	Graduation	Verified	Transcript
University of Maryland	Bachelor's or higher		05/30/2006		Transcript Hyperlink

Add - AGS Degree (eweb)

full name:

degree earned:

Please select

Required

transcript file:

Choose File No file chosen

Required

ASIS reserves the right to request an official transcript.

file category:

Transcript

date earned:

Required

institution name:

Required

SAVE CANCEL

Professional References

- Click on the Professional References Tab
- Click on Add Document

Application Submission Date: 01/21/2018

In Progress Ready to Submit Submitted Under Review Pending Exam Certified

In Progress

Dashboard Applicant Information Resume Degree Professional References Experience App Fee Exam

Professional References

You must provide three 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.

Status: Pending Submission

Pending Submission

ADD DOCUMENT

- On Pop-up click choose file and then upload

Aggs File Upload

Select an File for Upload

Choose File Testing References.docx Upload Cancel

Experience Requirement

- Click on the Experience tab

Dashboard
Applicant Information
Resume
Degree
Professional References
Experience
App Fee
Exam

Work Experience - 4 Years

Must have four years of progressive physical security* experience with a bachelor's degree or higher.

Status: Pending Experience

Pending Experience

ADD EXP

Units	Required	Reported	Accepted	Balance
month	48.00		0.00	48.00

Employer	Title	Supervisor	From	To	Hours/Week	Current	Status
----------	-------	------------	------	----	------------	---------	--------

- Click add experience
 - If It is the current position the Supervisor information will be required and the work from date only will appear as shown below.

employer name

Cyclone Security

Required

current employer?

☒

job title

Security Manager

street address

123 Main St.

city

Frederick

country

United State

supervisor name

Jimmy John

Required

supervisor email

JJohn@xxxgmail.com

Required

supervisor title

Director of Security

Required

supervisor phone

301-123-1357

Required

I give permission to ASIS to contact

☒

Job summary (2000 chars)

Enter job description here

Includes Responsible Charge/Case Management

☐


employed from

1/1/2005

SAVE

CANCEL

- If the work experience is not current, the form will appear as below:

employer name Required 

current employer? ☐


job title



street address



city state


country

Job summary (2000 chars)

Includes Responsible Charge/Case Management ☐ 

employed from  

employed to  



- After entering and saving the work experience the work experience section will show the number of months reported.
 - The applicant can update the information at any time until the application is submitted.
 - They cannot delete information. (this has been reported to Abila).
 - After submission the applicant may not change any information.
- Once Experience has been entered and saved, click on the Dashboard.

Work Experience - 4 Years

Must have four years of progressive physical security* experience with a bachelor's degree or higher.

Status: Requirement Submitted


Requirement Submitted

					<input type="button" value="ADD EXP"/>		
Units	Required	Reported	Accepted	Balance			
month	48.00	157.00	0.00	48.00			

Employer	Title	Supervisor	From	To	Hours/Week	Current	Status
Cyclone Security	Security Manager		1/1/2005 12:00:00 AM	11/30/2017 12:00:00 AM	40.00	0	<input type="button" value="Update"/>

Application Fee and Submit Application

- Click on the App Fee requirement
- Click on Submit Application

Application Submission Date: not submitted 

In Progress > Submitted > Under Review > Pending Exam > Certified

Thank you for your application. To apply for ASIS PCI certification, you must complete all requirements before you can submit the application/exam fee.

PCI Certification Application Fee

PCI Application Fee

Status: Pending Payment

Pending Payment

Submit Application – Disclosure Page – Eligibility Questions

- Read the eligibility questions
- Choose one option:
 - I have nothing to disclose
 - I have something to disclose
 - Provide explanation in text box if this option is chosen

Submit Application | [Disclosure](#)

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?

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)?

3. Have you ever been censured or disciplined by any professional body or organization?

If you answered yes to any of the questions, you must submit a complete explanation of the circumstances surrounding the proceedings, including a narrative describing the items outlined below 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 offense that would reflect negatively on the security profession or the certification program.



I have nothing to disclose.

Disclosed



I have something to disclose.

additional information:

If applicant chose - I have something to disclose,
provide explanation in this text box

Read the statements above and
choose one.



NEXT

CANCEL

- Click Next.

Submit Application – Attestation

- Applicant reads attestation and types in their first and last name. The name must match what ASIS has on file.

- Click agree.

Submit Application | [Terms And Conditions](#)

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 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.

I agree that by typing my first name and last name constitutes my electronic signature and understand it is legally binding:

Marsha

first name:

Crosby

last name:

AGREE

CANCEL

Submit Applications – Exam Options

Submit Application | [Exam Options](#)

Exam: Professional Certified Investigator

Language:

Required

Exam Media:

Review and choose Language Option and Exam Media
PBT -Paper-Based Exams are only offered in country's
that do not have CBT -Computer-Based Testing.

ASIS exams are offered at Prometric computer-based test (CBT) centers throughout the world. Our CBT exams are offered year-round. Selecting the option may require travel to the nearest computer-based testing facility.

NEXT

CANCEL

Submit Application – Application Fee

- Click next

Submit Application | [Application Fee](#)

Bundle Components

Bundle: **PCI Computer Based Test**

Bundle Items					
Flat rate:	Calculate?	Quantity:	Discount amt:	Product name:	Discount percent:
	<input type="checkbox"/>	1.00		PCI Application Fee	
	<input type="checkbox"/>	1.00		PCI Computer Based Test	

 **NEXT** **CANCEL**

Submit Application – Registration – ADA Requirements

- Check ADA requirement box if applicable
 - Provide ADA requirements.
 - After submission, you will be contacted to provide documentation.
- Click Next

Submit Application | [Registration](#)

Event Information

Event: **PCI Computer Based Test**

Initial Exam

Registrant name: **Oney-Schmitt Janine**

Email: **zzjanine.oney-schmitt@asisonline.orgzz**

ADA & Special Dietary Needs

Please check here if special testing accommodations are requested?

☐

 **Check the box if you require ADA accommodations.**

All ASIS programs comply with the Americans with Disabilities Act and are non-discriminatory. If specific testing arrangements are needed due to a disability condition, candidates may request special accommodations by checking this box. Requests are reviewed and are handled on a case-by-case basis. Please review the Testing Accommodations section of the ASIS International Board Certifications 2017 Handbook for specific information.

ADA requirements:

 **List ADA accommodations in this text box. You will be contacted to provide documentation.**

Fees

Product	Price	Member Type	Category	Currency
<input checked="" type="checkbox"/> PCI Computer Based Test (Non-Member)	350.00	[Any]		USD

350.00

TOTAL

[Calculate Total Amount to Pay](#)

 **NEXT** **CANCEL**

Submit Application - Confirm

- Click Checkout

Submit Application | [Confirm](#)

Bundles

Bundle: **PCI Computer Based Test**

Bundle Component Information



product name:	quantity:	discount amt:	discount percent:	flat rate:
PCI Application Fee	1.00			
PCI Computer Based Test	1.00			



CHECKOUT

CANCEL

Shopping Cart

- Review order
- Click Checkout at either the top or bottom of the screen

Shopping Cart | [View](#)



CHECK-OUT

Line Items



	Price	Item	Quantity	Net total	Discount:
⊕	350.00	PCI Computer Based Test	1.00	350.00	0.00
	Required		Required		
⊕	100.00	PCI Application Fee	1.00	100.00	0.00
	Required		Required		

Cart Total

Subtotal: **450.00**

Total discount: 0.00

Total tax: 0.00

Total shipping: 0.00

Total: **450.00**

Discounts

Discount:

APPLY

Discounts applied:



CHECK-OUT

Online Store Shopping Cart – Payment Information

- Confirm name and telephone number
- Choose billing contact name

ONLINE STORE SHOPPING CART

Shopping Cart | [Payment](#)

CONTINUE

Customer Information

Customer: Janine Oney-Schmitt

Use this phone: [ADD PHONE](#)

(703)518-1505

Use this email: zzjanine.oney-schmitt@as

[ADD EMAIL](#)

Confirm Name and Telephone Number is correct. Add or Edit information as needed.

Billing Information

Bill to: Oney-Schmitt Janine

Billing contact: [ADD ADDRESS](#)

Please select

Pick your billing address: Business: 1625 Prince Str

Required

Select billing contact name from drop down

Bill to:

Janine Oney-Schmitt
Certification Specialist
ASIS International
1625 Prince Street
Alexandria, VA 22314

Ship to:

Janine Oney-Schmitt
Certification Specialist
ASIS International
1625 Prince Street
Alexandria, VA 22314

Payment Information

Payment amount: 450.00

Payment method: Please select

Required

Invoice total: 450.00

Cardholder's name:

Required

Credit card number:

Required

Expiration date:

Please select

Required

CVV:

Invoice total: 450.00

CONTINUE

ONLINE STORE SHOPPING CART

Shopping Cart | [Confirm your order](#)

EDIT PAYMENT

SUBMIT ORDER

Order is not complete. Press "Submit Order" to complete.

Order Line Items			
quantity	price	net total	item
1.00 <small>Required</small>	350.00 <small>Required</small>	350.00	PCI Computer Based Test
1.00 <small>Required</small>	100.00 <small>Required</small>	100.00	PCI Application Fee

Billing/Shipping Information

Customer name:

Oney-Schmitt Janine

Billing name:

Oney-Schmitt Janine

Phone:

(703)518-1505

Email:

zzjanine.oney-schmitt@asisonline.orgzz

Contact:

Oney-Schmitt Janine

Ship to:

Janine Oney-Schmitt
Certification Specialist
ASIS International
1625 Prince Street
Alexandria, VA 22314

Bill to:

Janine Oney-Schmitt
Certification Specialist
ASIS International
1625 Prince Street
Alexandria, VA 22314

Payment Information

Total discount:

0.00

Credit to apply:

0.00

Net applied:

450.00

Total tax:

0.00

Net-balance:

0.00

Total shipping:

0.00

Payment amount:

450.00

Payment method: Visa

Cardholder's name: Janine Oney-Schmitt

account number:

credit card display: 41*****1111

Expiration date: 2019/06

Email Confirmation? ☒

Order is not complete. Press "Submit Order" to complete.

EDIT PAYMENT

SUBMIT ORDER

