Application Process

eWEB – Customer Facing

1. From Profile click on My Certifications

MY PROFILE

‹ GO BACK

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

♥ EDIT DEMOGRAPHICS

∅ 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
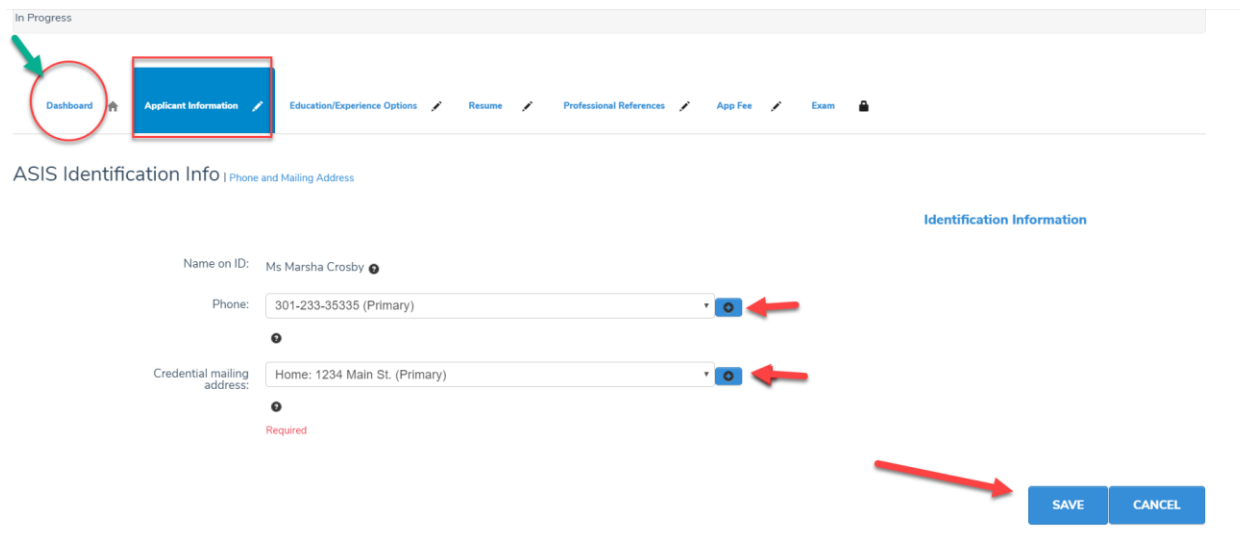
In Progress

- 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

Applicant Information Requirement

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

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

Degree Swtich 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.

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

Degree requirement

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

Professional References

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

- On Pop-up click choose file and then upload

Experience Requirement

- Click on the Experience tab

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.

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

- 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 anytime 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

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		Update

Application Fee and Submit Application

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

Application Submission Date: not submitted

SUBMIT APPLICATION

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 and the application/exam fee.

Dashboard | Applicant Information ✓ | Experience | Resume | Professional References | App Fee ✏ | Exam 🔒

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.

○   ○   ⭠ **Read the statements above and choose one.**
I have nothing to disclose. I have something to disclose.
Required

additional information:

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

⭢   **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: [English ▼] ❷
Required

Exam Media: [Computer Based Test ▼] ❷

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.

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.

[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:
	☐	1.00		PCI Application Fee	
	☐	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
☑	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 Required	**PCI Computer Based Test**	1.00 Required	350.00	0.00
⊛	100.00 Required	**PCI Application Fee**	1.00 Required	100.00	0.00

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 ▾   ✏ ⊕   → Confirm Name and Telephone Number is correct. Add or Edit information as needed.

Use this email: zzjanine.oney-schmitt@as ▾   ✏ ⊕

ADD EMAIL

Billing Information

Bill to: Oney-Schmitt Janine

Billing contact: ADD ADDRESS

Please select ▾   → Select billing contact name from drop down

Pick your billing address: Business: 1625 Prince Str ▾   ✏ ⊕

Required

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

Review Payment Information and Submit

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 Required	350.00 Required	350.00	**PCI Computer Based Test**
1.00 Required	100.00 Required	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

| Payment method: | Visa |
| Cardholder's name: | Janine Oney-Schmitt |