Application Process

Instructions for submitting certification application

- Log in to your ASIS Account

- In the upper right side of the screen, click on My Information. A dropdown box will appear. From the dropdown box click on My Information.

- From Profile click on My Certifications
• 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.
  • Applicants that are currently CPP certified, are ineligible to apply for the APP certification.

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

• 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.

Credit: 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.
• On the next screen click on Apply Now

**CERTIFICATION APPLICATIONS**

APPLICATION: PSP CERTIFICATION

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

NOTE: If you have chosen the wrong application, you may choose the Start Over button. This will delete the application you started and take you back to the section so you can apply for the correct certification.

You will be asked to confirm your choice:

Your application will be restarted and all your progress will be lost. Please confirm you want to continue.

• On the application Dashboard, you will see the different sections of the application that need to be completed under the Requirement Heading and their progress under the Status heading.
o 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
To add an additional address or telephone number click on the Complete the information on the pop-up screen as shown below:

Qualification Requirement

From the Application Dashboard, click on the Qualification requirement.

- Applicant will choose one of the following from the Highest Level of Education drop down:
  - I do not currently hold the APP Credential
  - I currently hold the APP Credential
- Click select

NOTE: If the incorrect choice was made, click on the Qualifications tab and click the reset button.
You can then choose the correct option and continue.

**Education/Experience Options**

From the Application dashboard, click on the Education/Experience Options. (Options will change depending on the certification you are applying for and the choice made in the Qualifications section)

- Applicant will choose one of the following from the Highest Level of Education drop down:
  - I have at least 9 years of security work experience
  - I have a bachelor’s degree or higher and at least 7 years of security work experience
- Click select.

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

**NOTE:** If the incorrect choice was made, click on the Education/Experience tab and click the reset button.

You may then choose the correct option and continue.
Experience Requirement

- Click on the Experience tab

- 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 any time until the application is submitted.
- They cannot delete information.
- After submission, the applicant may not change any information.

When you are finished entering work experience totaling the number of months required, click on the Education Tab.

Education requirement

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

- Click on the resume’ requirement tab
- Click on Add Document

Upload resume’ document, enter a description and click save.
Professional References

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

On Pop-up click choose file, enter a description and click save.

Application Fee and Submit Application

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

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 - Attestation

- Applicant reads attestation and types in their first and last name. The name must match what ASIS has on file.
- Click agree.
Submit Applications – Exam Options

Submit Application | Exam Options

Exam: Professional Certified Investigator
Language: English
Exam Media: Computer Based Test

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.

Submit Application – Application Fee

• Click next

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
Fees

<table>
<thead>
<tr>
<th>Product</th>
<th>Price</th>
<th>Member Type</th>
<th>Category</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCI Computer Based Test (Non-Member)</td>
<td>350.00</td>
<td>(Any)</td>
<td></td>
<td>USD</td>
</tr>
</tbody>
</table>

350.00

Total

Submit Application - Confirm

- Click Checkout

Submit Application | Confirm

Bundles

<table>
<thead>
<tr>
<th>Bundle Component Information</th>
<th>product name</th>
<th>quantity</th>
<th>discount amt</th>
<th>discount percent</th>
<th>flat rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCI Application Fee</td>
<td>PCI Application Fee</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCI Computer Based Test</td>
<td>PCI Computer Based Test</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Checkout

Shopping Cart

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

Shopping Cart | View

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Item</th>
<th>Quantity</th>
<th>Net total</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>350.00</td>
<td>PCI Computer Based Test</td>
<td>1.00</td>
<td>350.00</td>
<td>0.00</td>
</tr>
<tr>
<td>100.00</td>
<td>PCI Application Fee</td>
<td>1.00</td>
<td>100.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Cart Total

- Subtotal: 450.00
- Total discount: 0.00
- Total tax: 0.00
- Total shipping: 0.00
- Total: 450.00
Online Store Shopping Cart – Payment Information

- Confirm name and telephone number
- Choose billing contact name

ONLINE STORE SHOPPING CART
Review Payment Information and Submit

**ONLINE STORE SHOPPING CART**

**Shopping Cart** | Confirm your order

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

<table>
<thead>
<tr>
<th>Order Line Items</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>quantity</td>
<td>price</td>
<td>net total</td>
<td>Item</td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>350.00</td>
<td>350.00</td>
<td>PCI Computer Based Test</td>
<td></td>
</tr>
<tr>
<td>1.00</td>
<td>100.00</td>
<td>100.00</td>
<td>PCI Application Fee</td>
<td></td>
</tr>
</tbody>
</table>

**Billing/Shipping Information**

Customer name: **Onsey-Schmitt Janine**

Billing name: **Onsey-Schmitt Janine**

Phone: **(703)516-1505**

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

Contact: **Onsey-Schmitt Janine**

**Ship to:**

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

**Bill to:**

Janine Onsey-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**
Order is not complete. Press "Submit Order" to complete.