ASIS Certification Application – Step-by-Step Instructions

1. Please sign in or create a new user account at ASIS International. If you are creating an account, please ensure your name is the same as what appears on your government-issued identification that you will present on exam day. See the Check-in ID Requirements section in the Certification Handbook.

2. In the upper right side of the screen, click on “My Information”. From the dropdown box click on “My Account”.

3. From the “My Account Links” box on the right side of the screen, click on “My Certifications” link.

4. Select the certification exam that you are applying by clicking on APPLY NOW.
ALREADY STARTED AN APPLICATION (skip this section, if not applicable)

- For applications that have not yet been submitted, the applicant will be able to continue entering application information by clicking on "Application Details"
- 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.

5. This will display the certification exam selected, proceed to click on "APPLY NOW"

NOTE
- Applicants that are currently CPP certified, are ineligible to apply for the APP certification
- 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.
START APPLICATION PROCESS

A. **In Progress Bar**: shows the applicant how far along in the application process

B. **Start Over**: If you have chosen the wrong application, click the **Start Over** button. This will delete the application and take you back to the CERTIFICATION PROGRAMS page so you can select the correct certification exam

C. **Dashboard**: Pencil icon means sections not completed. Thumbs up icon means completed

D. **Requirement column**: application sections that must be completed

E. **Status column**: its progress

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**Detail on Requirement column**

**Applicant Information (Name and Contact Info)**
- Please complete/confirm contact information. Save to continue.
- Status: In Progress

**APP-PCI Switch**
- Please select the most applicable qualification from the option below.
- Status: In Progress

**Resume**
- Applicant must submit a copy of their resume.
- Status: Pending Resume Submission

**Professional References**
- You must provide three professional references. Only the full name, email address and telephone number for each reference is required. 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

**PCI Certification Application Fee**
- $335 ASIS members
- $405 nonmembers
- If you are not currently a member and want to receive the member rate, please leave this certification application and complete and submit a membership application first before completing your exam application.
- Status: Pending Payment

**PCI Certification Exam**
- The PCI examination consists of 125 multiple-choice questions and may also contain 15 "pre-test" questions (unscored) randomly distributed throughout the examination for a total of 140 questions. The time allowed takes into consideration the review of pre-test items.
- Status: Pending Exam Eligibility

The exam covers tasks, knowledge, and skills in three primary domains that have been identified by professional investigators as required areas of competency in this field.
E. **Applicant Information (Name and Contact Info):**
   - Complete or confirm required fields
   - To add an additional address or telephone number click on icon
   - Click save (Bottom right side of screen)

F. **APP-XXX Switch/Qualifications:**
   - Click on down arrow next to “Please Select” and select one of the options:
     o I do not currently hold the APP Credential
     o I currently hold the APP Credential
   - Click select (Bottom right side of screen)

**NOTE:** If selected wrong option, click on the Qualifications tab, and click the reset button.
**Education and/or Experience** tabs: From the 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 above)

![Diagram](image1.png)

**NOTE**: If selected wrong option, click on the **Education/Experience Option** tab, and then click the reset button. You may then select the correct option and continue.

![Diagram](image2.png)

**Experience Requirement**:
- Click **“Add experience”** button to enter work experience.
- After adding your work experience, the number of months will display under **reported** column

![Diagram](image3.png)
• Complete all **required** fields and click “SAVE” (see screen shots below)

➢ if adding **current position**, check box next to “Current Employer”

➢ If adding **previous employment**, the form will display as follow

**NOTE**: Until application is submitted, changes can be made but information cannot be deleted. After application is submitted, the applicant may not change any information.

**Education Requirement**: If applying with education, follow steps below. (skip this section, if not applicable)

• Dashboard will display the “**Education**” tab

• Click “**Add degree**” button to upload transcript
• Complete all **required** fields and click “SAVE”

G. Resume Requirement
• Click on “Resume” tab display on the dashboard
• Click “Add document” button

• Click “Choose File” to upload resume (Word of PDF Formats)
• Enter a description under “Document Description” box and click “Save”

H. Professional References
• Click on the “Professional References” Tab
• Click on “Add Document”
• Click “Choose File” to upload resume (Word of PDF Formats)
• Enter a description under “Document Description” box and click “Save”

I. XXX Certification Application Fee: Before payment is submitted, the Disclosure, Attestation, Exam Options, Fee, Registration (ADA), and Confirm sections must be completed.
  o Click on the “App Fee” tab,
  o And then, click on “Submit Application” (upper right side of the screen)

• Submit Application Disclosure: Read and answer the disclosure questions by clicking on:
  o I have nothing to disclose
  o I have something to disclose (if this option is chosen, an explanation is needed)
  o Click Next
• **Submit Application Attestation:** Read and sign by entering
  o First and last name (name must match what ASIS has on file)
  o Click “Agree”

  ![Submit Application Attestation](image)

  ![Submit Application Exam Options](image)

• **Submit Application Exam Options:**
  o *Language:* click on the down arrow to select English or Spanish
  o *Exam Media:* Computer Based Test
  o Click “Next”

**NOTE:** ASIS now offers two options for test-takers: remote or in-person proctoring. Your approval letter will include instructions on how to select the option that suits you best.
• **Submit Application - Application Fee:** Click Next

![Submit Application - Application Fee](image1)

• **Submit Application – Registration (ADA Requirements)**
  - Check box if applicable, if not skip to next section
  - Explain accommodations needed in the text box below
  - Click “Next”

![Submit Application - Registration (ADA Requirements)](image2)

  - Click “Next”

• **Submit Application – Confirm**
  - Click “Check Out”: it will take you to the “Shopping Cart” page

![Submit Application - Confirm](image3)
Shopping Cart
- Review order and click “Check Out”
- On the next page, confirm name and telephone number
- Choose billing contact name
- Enter credit card information
- Click “Continue”

Final Step - Online Store Shopping Cart
- Review Payment information and Submit
- Press “Submit Order” to finalize the application process