



PREFERRED CPE PROVIDER PROGRAM GUIDE



ASIS International
1625 Prince Street
Alexandria, VA 22314-2882
Main +1 703.519.6200
www.asisonline.org

Contents

INTRODUCTION	3
REQUIREMENTS FOR SUCCESSFUL PARTICIPATION	4
ACTIONS TO BE TAKEN ON BEHALF OF A SUBMITTING ORGANIZATION	4
KEY BENEFITS TO PROVIDER	5
APPLICATION PROCESS	5
PROVIDER FEES	6
CONTINUING EDUCATION OFFERINGS	6
AUDIT PROCESS	7
DENIAL AND REVOCATION	7
RENEWING AS A PROVIDER	8
APPENDIX A: APPLICATION	9
PROVIDER TERMS OF AGREEMENT	10
ACTIONS TO BE TAKEN ON BEHALF OF A SUBMITTING ORGANIZATION	11
CONTACT INFORMATION	12
ACTIVITY/COURSE SUBMISSION FORM	14
CHECKLIST	16
APPENDIX B: BODIES OF KNOWLEDGE AND DOMAINS	17
ASSOCIATE PROTECTION PROFESSIONAL (APP) BODY OF KNOWLEDGE	18
CERTIFIED PROTECTION PROFESSIONAL (CPP) BODY OF KNOWLEDGE	18
PROFESSIONAL CERTIFIED INVESTIGATOR (PCI) BODY OF KNOWLEDGE	18
PHYSICAL SECURITY PROFESSIONAL (PSP) BODY OF KNOWLEDGE	18
APPENDIX C: ADDITIONAL RESOURCES	19

INTRODUCTION

The [ASIS International Preferred CPE Provider Program](#) gives **organizations** the opportunity to provide pre-approved recertification continuing professional education (CPE) credits for their security- or business management-related continuing education offerings. With Preferred CPE Provider status, ASIS-approved activities can be easily identified by those searching for continuing education for their recertification requirements.

ASIS offers four security-related certifications including the Certified Protection Professional (CPP®), Professional Certified Investigator (PCI®), Physical Security Professional (PSP®), and Associate Protection Professional (APP).

There are more than 10,000 security professionals who hold one or more ASIS certifications. Each year, more than 1,000 of these certificants must recertify their designation by reporting 60 hours of continuing professional education. By becoming an ASIS Preferred CPE Provider, you'll be reaching these certificants as well as others seeking to increase their knowledge of the industry.

The ASIS Preferred CPE Provider Program offers two options for those organizations that provide educational programs:

1. **ASIS Annual Preferred CPE Provider** – for organizations that offer multiple educational activities a year.
2. **ASIS One-Time Preferred CPE Provider Event** – for organizations that only offer one educational activity a year. (A one-time event includes a course, one-day event, or one multi-day event.)

Becoming a Preferred CPE Provider will:

- help increase attendance at your courses and seminars.
- allow you to market your activities on the ASIS website (for Annual Preferred CPE Providers only).
- bring peace of mind to your attendees by removing the guesswork over which activities meet recertification requirements.

This guide is designed to facilitate the process of applying to become an [ASIS International Preferred CPE Provider](#) and to provide continued guidance throughout your participation in the program. This guide is periodically updated as the program is refined and is enforced accordingly.

We look forward to partnering with you!

ASIS International Preferred CPE Provider Team
+1 703.519.6200
preferredprovider@asisonline.org

REQUIREMENTS FOR SUCCESSFUL PARTICIPATION

The ASIS Preferred CPE Provider Program has been established for **organizations** that provide recertification continuing professional education (CPE) credits.

- The subject matter and learning objectives of your continuing education offerings **must** relate to knowledge and skills needed to be successful security professional, as defined by the Body of Knowledge (Appendix B) for each of ASIS's four designations. **(NOTE: It will be the responsibility of the organization to identify which of their classes are eligible for credit. Your course does not have to address every certification program's body of knowledge but must align with at least one.)**
- The organization must provide the resources, facilities, and administrative support to effectively deliver your Preferred CPE Provider programming.
- The organization must provide a participant evaluation process and solicit feedback to ensure continuous improvement in program content and quality.
- Continuing education offerings cannot be a part of a certificant's job duties, company-specific training, or a product endorsement session.

ACTIONS TO BE TAKEN ON BEHALF OF A SUBMITTING ORGANIZATION

- Submit a completed application (Appendix A), course details (could be examples of last year's courses or sample courses), and the appropriate fee(s).
- Identify a dedicated primary administrative contact for your organization. This primary contact must have an ASIS account to be able to upload an application. To create an ASIS account, please click [here](#). Also, it will be responsible for fielding questions about your courses, whether they are received directly or are forwarded from ASIS International. Any changes in contact information **must** be reported within 30 days so timely communications won't be missed.
- Become educated on the appropriate certification's Body of Knowledge to ensure that course offerings will be accepted for CPE credit. (See Appendix B). Your course's learning objectives must align with at least one of the four certification program's body of knowledge to be eligible for recertification credit.
- Clearly advertise which courses meet the criteria for CPE credits and adhere to the Preferred CPE Provider Program logo usage guidelines provided upon being approved.
- Provide participants with a certificate of attendance (sample in Appendix C) or a letter from host organization confirming attendance. This will be used by the attendee when submitting his/her recertification application.
- Provide the URL that goes **directly** to the provider's course offerings page (not the organization's home page) that includes the Preferred CPE Provider logo prominently featured at each pre-approved activity.
- Maintain a list of attendees, the program description, date, number of CPE credits, and presenters. This information must be kept for four years, because exam applicants may include education taken within a three-year certification cycle.

- Renew annually by completing an application to maintain Preferred CPE Provider status.

KEY BENEFITS TO PROVIDER

- Join with a select group of organizations authorized to offer CPEs pre-approved by ASIS International.
- Build recognition for your organization with your listing in [the Directory of Preferred CPE Providers](#) on the ASIS International [Preferred CPE Provider Program website](#) (for Annual Preferred Providers only).
- Expand the reach of your organization to attract more certified security professionals to your educational offerings.
- Elevate your commitment to providing continuing education for professional development and recertification activities.
- Stand out as an ASIS International Preferred CPE Provider by using the program logo on marketing materials.
- Gain increased exposure via ASIS marketing and brand recognition.
- Receive appropriate tools, resources, and support to ensure your participants can easily and properly receive CPE credit for participation.

APPLICATION PROCESS

- Apply by completing the application and paying the appropriate fee.
- Applications will be accepted on a rolling basis throughout the calendar year. Once approved, the Preferred CPE Provider status will be one year, starting on the day your application is approved.
- Provider-approved status expires in one year at month's end. For example, if an application is approved on 1 March 2019, the provider status would expire on 31 March 2020.
- Applications must be submitted in English.
- All course/activity submissions for approval must be submitted **eight weeks prior** to the event date. Submissions for events taking place less than eight weeks for date of submission, must pay the rush fee.
- Once applications are reviewed and approved or denied, the organization's primary administrative contact will be notified by email.
 - **If your application is approved:** A provider whose application is approved will be advised of specific ASIS International Preferred CPE Provider Program information, including but not limited to the start and end dates of the one-year Preferred CPE Provider status period and the Preferred CPE Provider logo for use on your website at the course descriptions, marketing materials, certificates of attendance, and letters of participation.

- **If your application is denied:** A provider whose application is denied will be advised of the reason for the denial and of any opportunity for appeal.
- Once approval is granted, the organization's listing in the Preferred CPE Provider Directory (for Annual Preferred CPE Providers only) will link **directly** to its course offerings page (not the website home page) using the URL submitted on the application. Each pre-approved activity must prominently feature the Preferred CPE Provider logo.
- Provider renewal reminders will be emailed directly to the primary administrative contact 90, 60, and 30 days before the expiration date. Please make sure that your administrator's email address is current.

PROVIDER FEES

Fee Type	Amount
Annual Fee – Corporations	\$950 (includes \$100 nonrefundable application processing fee)
Annual Fee – Non-Profits	\$450 (includes \$100 nonrefundable application processing fee)
One-Time Event Fee (A one-time event includes a course, one-day event, or one multi-day event.)	\$250 (includes \$100 nonrefundable application processing fee)
Rush Fee (For urgent requests for approval that are submitted <u>LESS THAN</u> eight weeks prior to the event date.)	\$350 (annual and one-time event) (This is in addition to regular fees noted above.)
ASIS Chapters	\$250 (Click here for more information)

- ASIS International reserves the right to alter these and other Preferred CPE Provider Program requirements without notice.
- If an application is denied, the annual fee will be refunded, minus the nonrefundable application processing fee.

CONTINUING EDUCATION OFFERINGS

All course offerings will be reviewed during the initial application process after receipt of the submitted application, Activity/Course Submission Form(s), and fee. Please allow up to four weeks for this review. Once approved, ASIS will monitor the use of the Preferred CPE Provider Program to ensure it is being used correctly.

To qualify for CPEs, the organization's continuing education offerings must demonstrate current subject matter and learning objectives that relate to security or business management, as defined by the Body of Knowledge for each designation (See Appendix B).

Acceptable methods of course delivery include:

- Seminars or conferences
- Webinars (live or archived)
- Chapter meetings (educational portion only)
- Web-based and other self-study courses
- Higher-level academic courses

NOT ELIGIBLE to Receive CPE Credit
Offerings provided by a single individual, not an organization
Product or service pitches or endorsements
Offerings that are part of a certificant's job duties or company-related training
Offerings that are less than 30 minutes in length

AUDIT PROCESS

- All course offerings will be reviewed during the initial application process.
- In subsequent renewing years, provider offerings will be subject to random audits performed to ensure program quality, integrity, and compliance.

DENIAL AND REVOCATION

- A provider whose application is denied will be advised of the reason for the denial and of any opportunity for appeal and resubmission. Appeals will be considered within 30 days of notification of an adverse decision, with day one as the date of the organization's notification email. Appeals must be sent by email to preferredprovider@asisonline.org and include the action being requested, as well as any new or additional information for consideration. ASIS will consider the appeal and reply within 30 days of receipt. **All appeals decisions are final.**
- ASIS reserves the right to revoke a Preferred CPE Provider's approval status if it is determined that the provider is in violation of one or more of the terms of this agreement. A provider may appeal the revocation of an education program or the ability to claim provider status to ASIS International within 30 days of notification. Appeals must be sent by email to preferredprovider@asisonline.org and include the action being requested, as well as any new or additional information for consideration. ASIS will consider the appeal and reply within 30 days of receipt. **All appeals decisions are final.**
- If a provider's status is revoked, it must immediately remove the ASIS International Preferred CPE Provider logo from all education offerings and cease using it on any marketing materials, certificates of attendance, or letters of participation. If the provider is an annual provider, it will be removed from the Directory of Preferred CPE Providers.
- If a provider's status is revoked, it is not eligible to submit a Preferred CPE Provider application for 12 months following notice of revocation of approval status.
- It is expected that all providers conduct their business and operations in a legal, ethical, and professional manner. ASIS International reserves the right to revoke a provider's status should it determine that a provider has violated any of these principles, without refund of annual fee.
- Any disputes or legal proceedings should be governed under the Commonwealth of Virginia.

RENEWING AS A PROVIDER

- The Preferred CPE Provider designation is valid for one year, with day one being the day the application is approved.
- At 90, 60, and 30 days before the expiration date, renewal reminders will be emailed directly to your primary administrative contact. (ASIS is not responsible for organizations not receiving this email. **Please make sure to keep your administrator's email current.** Ultimately it is the responsibility of the Preferred CPE Provider to meet all deadlines. Make sure to “whitelist” any emails from @asisonline.org.
- It is the primary administrative contact's responsibility to submit a completed application within 30 days prior to the expiration date.
- Those renewing their subscription only need to fill the “Providers Term of Agreement” (pgs. 10-12).



APPENDIX A: APPLICATION



PROVIDER TERMS OF AGREEMENT

Be sure to save this form to your desktop prior to filling out.

I am applying as a(n):

- ☐ Annual Preferred CPE Provider
- ☐ One-Time Preferred CPE Provider Event
- ☐ Rush fee (for sessions that are being offered less than 8 weeks from date of application submission)
- ☐ Renewing as a Preferred CPE Provider
- ☐ ASIS Chapter (click [here](#) for information)

This agreement is between ASIS International and _____
("Preferred CPE Provider organization's name") regarding the Provider's participation in the ASIS International Preferred CPE Provider Program. This agreement goes into effect when signed by the provider and approved by ASIS International. In submitting this Preferred CPE Provider Program application, our organization fully understands that it is an application only and does not guarantee Preferred CPE Provider status.

The Provider agrees to the following:

- The ASIS Preferred CPE Provider Program has been established for **organizations** that provide recertification continuing professional education (CPE) credits.
- The subject matter and learning objectives of continuing education offerings must relate to security or business management, as defined by the Body of Knowledge for each designation (See Appendix B).

- The organization must provide the resources, facilities, and administrative support to effectively deliver your Preferred CPE Provider programming.
- The organization must have a participant evaluation process in place and solicit feedback to ensure continuous improvement in program content and quality.
- Continuing education offerings cannot be a part of a certificant's job duties, company-specific training, or a product endorsement session.

ACTIONS TO BE TAKEN ON BEHALF OF A SUBMITTING ORGANIZATION

- Submit a completed application, course details (could be examples of last year's courses or sample courses), and the appropriate fee(s).
- Become educated on the appropriate certification's Body of Knowledge to ensure course offerings will be accepted for CPE credit. (See Appendix B)
- Identify a dedicated primary administrative contact for your organization. This primary contact must have an ASIS account to be able to upload an application. To create an ASIS account, please click [here](#). The primary contact is also responsible for answering questions about courses, whether they are received directly or forwarded from ASIS International. Any changes in contact information **must** be reported within 30 days so timely communications will not be missed.
- Clearly advertise to the general public which courses meet the criteria for CPE credits and adhere to the Preferred CPE Provider Program logo usage guidelines provided upon being approved. For multi-session events, all approved courses must be marked on programs and other marketing materials. If the Preferred CPE Provider logo cannot be placed directly on the course description, the organization must clearly show which sessions are available for credit. For instance, a key can be placed in the program that says:
 - ✓ Denotes sessions that have been approved through ASIS Preferred CPE Provider Program and are pre-approved for recertification credit. Candidates will need to provide proof of attendance when self-reporting this activity.
- Provide participants with a certificate of attendance or a letter from the organization confirming participation (See Appendix C).
- Provide ASIS with the URL that links **directly** to the course offerings page (not the organization's home page) that includes the Preferred CPE Provider logo prominently featured at each pre-approved activity.
- Maintain a list of attendees, the program description, date, number of CPE credits, and presenters. This information must be kept for four years, because exam applicants may include education taken within a three-year certification cycle.

The Provider understands:

- Preferred CPE Provider status is an annual process, and every organization must complete an application yearly to renew provider status. Provider renewal reminders will be emailed directly to the primary administrative contact 90, 60, and 30 days before the expiration date.

- ASIS International reserves the right to revoke a Preferred CPE Provider's approval status if the provider is in violation of one or more of the terms of agreement.
- If a provider's status is revoked, it is not eligible to submit a Preferred CPE Provider application for 12 months following notice of revocation of approval status. A provider may appeal the revocation of an education program or the ability to claim provider status to ASIS International.
- If a provider's status is revoked, it must immediately remove the ASIS International Preferred CPE Provider logo from all education offerings and cease using it on any marketing materials, certificates of attendance, or letters of participation. If the provider is an annual provider, its listing will be removed from the Directory of Preferred CPE Providers.
- It is expected that all providers conduct their business and operations in a legal, ethical, and professional manner. ASIS International reserves the right to revoke a provider's status should it determine that a provider has violated any of these principles, without refund of annual fee.
- Any disputes or legal proceedings should be governed under the Commonwealth of Virginia.

☐ I understand and agree to follow the terms of use of the ASIS Preferred CPE Provider Program.

First and Last Name (please PRINT) _____

Title _____ Organization _____

Signature _____ Date Signed _____

CONTACT INFORMATION

Please complete all sections. If necessary, attach required supporting documentation in PDF, document.

PROVIDER CONTACT INFORMATION

Organization Type: ☐ Corporation ☐ Non-Profit ☐ ASIS Chapter

Organization Name _____

Address _____

City, State, Country, Zip/Postal Code _____

Website _____ Phone Number _____

PRIMARY ADMINISTRATIVE CONTACT

An ASIS account is required to upload an application.

ASIS Contact ID #: _____

Contact Name _____

Contact Email _____

Contact Phone Number _____

URL (**Must** link **directly** to educational offerings, not the organization's home page.)

PLEASE ANSWER THE FOLLOWING

1. Indicate on which of the following document(s) the ASIS International Preferred CPE Provider logo will be displayed (check all that apply):

☐ Website course description page

☐ Marketing materials

☐ Certificate of attendance

☐ Letter of attendance

☐ Other _____

2. Approximately how many different security or business management continuing education activities do you anticipate conducting during the upcoming calendar year?

Number of programs _____

3. Are your organization's continuing education programs approved by another entity?

☐ Yes

☐ No

If yes, please list the entity _____

ACTIVITY/COURSE SUBMISSION FORM

Those renewing their subscription do not need to fill this section out.

Please complete all the information requested below. Incomplete information will delay the processing of your application. If additional space is needed, please submit the documentation on a separate sheet. Be sure to save this form to your desktop prior to filling out.

SESSION TOPIC AND CONTENT _____

COURSE DELIVERY METHOD:

- ☐ Seminar or conference
- ☐ Webinar (live or archived)
- ☐ Chapter meeting (educational portion only)
- ☐ Web-based and other self-study courses
- ☐ Higher-level academic courses

Course title _____

Brief course description (50 words or more) _____

BODY OF KNOWLEDGE

For each session, please list how the learning objectives of the session(s) aligns with one or more of ASIS's four certification programs. Please refer to the certification's Body of Knowledge (Appendix B), for each certification program's domains, knowledge, and skill statements. (Note: Your session(s) may align with more than one ASIS certification.)

Certification Program: ☐ CPP ☐ PCI ☐ PSP ☐ APP

Domain (s): _____

CRITERIA FOR CONTINUING PROFESSIONAL EDUCATION (CPE) CREDITS

Those recertifying may claim the direct amount of time spent in an educational activity. ASIS accepts whole and partial hours but all sessions must be at least 30 minutes in length. For instance, a 90-minute session would be reported as 1.5 CPEs. Time for meals, breaks, social and networking gatherings, planning sessions, business meetings, and similar activities are not included.

Number of credits expected to be awarded _____
(ASIS International reserves the right to revise this number.)

LEARNING OBJECTIVES

State at least three clearly relevant learning objectives or industry-related purposes for the program. A learning objective completes the phrase, "At the end of the program, the learner will be able to..."

1. _____
2. _____
3. _____

FEEDBACK

Describe the process used by your organization to monitor and provide feedback for the facilitators and program. Provide a sample.

CHECKLIST

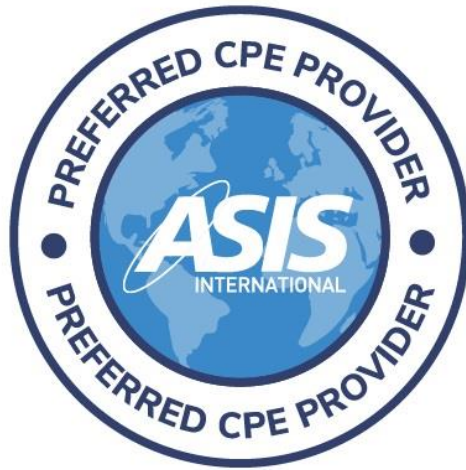
Below please find a checklist to make sure you have completed and are submitting all that is requested to apply to the ASIS International Preferred CPE Provider Program.

Your completed application and all required documents must be included in **one PDF before uploading online.**

ALL COMPLETED APPLICATIONS SHOULD INCLUDE:

- ☐ Signed Provider Terms of Agreement
- ☐ Completed Contact Information, including URL where courses are listed on your website.
- ☐ Completed Activity/Course Submission Form
- ☐ Online Submission of Appropriate Fee:
 - Annual Preferred CPE Provider (**Corporations**) fee:
\$950 (includes \$100 nonrefundable application fee)
 - Annual Preferred CPE Provider (**Non-Profits**) fee:
\$450 (includes \$100 nonrefundable application fee)
 - **One-time** Preferred CPE Provider Event (online course, event, activity, etc.):
\$250 (includes \$100 nonrefundable application fee)
 - **Rush fee:**
\$350 (for activities that are being held less than eight weeks from submission)
 - ASIS Chapter fee:
\$250 (includes \$100 nonrefundable fee)

If you have any questions, please contact the ASIS Preferred CPE Provider Program Team at +1.703.519.6200 or preferredprovider@asisonline.org.



APPENDIX B: BODIES OF KNOWLEDGE AND DOMAINS

ASIS International
1625 Prince Street
Alexandria, VA 22314-2882
Main +1.703.519.6200
www.asisonline.org

BODIES OF KNOWLEDGE AND DOMAINS



Associate Protection Professional (APP) Body of Knowledge



Certified Protection Professional (CPP) Body of Knowledge



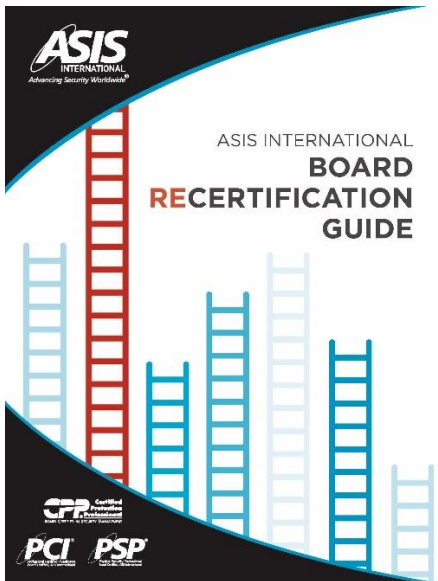
Professional Certified Investigator (PCI) Body of Knowledge



Physical Security Professional (PSP) Body of Knowledge



APPENDIX C: ADDITIONAL RESOURCES



The [RECERTIFICATION GUIDE](#) explains the policies and procedures for recertifying your CPP, PCI, PSP, and APP designation.



[Sample Certificate of Attendance](#)

- ◆ Certificant name
- ◆ Topic name
- ◆ Program sponsor name
- ◆ Date
- ◆ Number of instructional hours