



# PREFERRED CPE PROVIDER PROGRAM



## APPENDIX A: APPLICATION



## PROVIDER TERMS OF AGREEMENT

I'm applying as a(n):

- Annual Preferred CPE Provider
- or -
- One-Time Preferred CPE Provider Event
- Check here if this is a rush request
- Renewing as a Preferred CPE Provider

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.
- 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).

- Identify a dedicated primary administrative contact for your organization. This primary contact is responsible for fielding questions about courses, whether they are received directly or they 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 course offerings will be accepted for CPE credit. (See Appendix B)
- 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.
- 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 will 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 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, it 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.

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, Excel, or Word document. Be sure to save this form to your desktop prior to filling out.

### PROVIDER CONTACT INFORMATION

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Country, Zip/Postal Code \_\_\_\_\_

Website \_\_\_\_\_ Phone Number \_\_\_\_\_

### PRIMARY ADMINISTRATIVE CONTACT

When necessary, be sure to update this information with ASIS International within 30 days.

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

## FOR ANNUAL PREFERRED CPE PROVIDER PROGRAM ONLY

On a separate sheet, please provide details of upcoming events or a sample of previous educational offerings if current details are not yet finalized.

## FOR ONE-TIME PREFERRED CPE PROVIDER EVENT ONLY

Please provide details of the event on the submission form below.

Incomplete forms may be rejected or denied approval. If additional space is needed, please submit the documentation in PDF, Excel, or Word document. Be sure to save this form to your desktop prior to filling out.

## SESSION TOPIC AND CONTENT

Course title \_\_\_\_\_

Brief course description (50 words or more)

## 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

## BODY OF KNOWLEDGE

Per the approved certification's Body of Knowledge (Appendix B), list all applicable domains for this course.

## 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 clock hours. Time for meals, breaks, social 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
- Completed Activity/Course Submission Form (for one-time Preferred CPE Providers only).

For Annual Preferred CPE Providers, provide details of your upcoming events on a separate sheet or a sample of your previous educational offerings if current details are not yet finalized.

- 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)

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

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