



## Recertification FAQs

### What is a "recertification term?"

The recertification term (also called "certification cycle") is the period of time between passing the CPP®, PCI®, or PSP® examination, and the deadline for submitting sufficient continuing education credits and payment to recertify. Remember that recertification terms are as follows:

- Those who passed the certification exam prior to 2018 will need to recertify their designation on 31 December every three years. For example, if you passed the exam on 30 April 2017, your recertification application is due on 31 December 2020.
- Those who pass the exam in 2018 and beyond will have their three-year certification cycle begin at the time of notification of passing the certification examination and will end three years later at the end of that month. For example, a certificant who achieves certification on 15 January 2018 would be due to recertify by 31 January 2021. The subsequent recertification dates would begin on 15 January 2021 and end three years later on 31 January 2024.

### How can I renew my recertification?

Renewing your certification requires earning and reporting 60 CPE hours any time during your three-year certification cycle. The portal allows you to load your CPEs as you earn them.

Your recertification application may be submitted anytime in the third year of your certification cycle. All CPEs must be earned during your three-year cycle; activities earned outside your cycle will not be accepted for future credit. Also, we recommend (but do not require) that you submit additional CPEs if you have them.

**Important Notice:** ASIS staff no longer reviews your submitted CPEs until you have submitted your recertification application and fee. Also, if you recertify early, your certification cycle will still begin where your last cycle ends. If you earn credits after you've submitted your application but before your next cycle begins, they cannot be applied to your next cycle.

### How do I add (report) CPE hours?

Our CPE reporting system has recently been enhanced and certified individuals are now able to report CPEs as they are earned. Please review this [quick tour](#) of the new recertification application process [step-by-step Instructions](#).

### **What type of supporting documentation is required?**

You must submit proof that you attended the activity (name badge, registration confirmation, certificate of completion) and a description of the learning objectives (course objectives, conference program, syllabus). The course description must be from the host organization and allows our review team to confirm that the learning objectives of the activity align with the certification's domains). Please do not submit self-created descriptions.

You can only submit one document for each CPE reported. We recommend making a pdf that includes both your attendance and course description. Please see review the [Recertification Guide](#), *CPE Categories and Required Documentation*, pages 6-9, for specific documentation needed for each credit category

### **How would I know if the activity submitted will be approved for CPE credits?**

All CPE activities must relate to security/business management, as defined by the certification's body of knowledge. Certificants must link each submitted activity to an exam domain. These domains can be found on the ASIS website and in the [Certification Handbook](#) (called "Body of Knowledge"). Note that you only need to align the activity to one domain, even if more than one domain applies.

### **How many CPEs are awarded per activity?**

The number of CPEs awarded varies by activity type. Note that some activity types have a maximum number of CPEs you can earn. It is highly recommend that you read the [Recertification Guide](#), which will assist you in understanding the recertification process more thoroughly

### **Are ASIS-related activities automatically reported?**

With the exception of ASIS membership, GSX Conference; and ASIS Volunteer Positions; all ASIS-related activities will no longer be "automatically" uploaded to your certification account. You will receive a certificate of completion for all other ASIS-related activities from your ASIS leader. This certificate, which you'll upload into your account, will be guaranteed CPE credit.

### **I've let my certification lapse. What can I do now?**

Those whose certification cycle end date **was 31 December 2017** is the last group that have one full "lapsed" year to submit their recertification applications.

- If you submit your recertification CPEs between 1 January 2018 and 30 June 2018, a total of 64 credits is required to reinstate your designation
- If you submit your recertification CPES between 1 July 2018 and 31 December 2018, a total of 68 credits is required to reinstate your designation.

### **Effective on 1 January 2019 - Lapsed policy changes from one year to three months**

Beginning 1 January 2019, all certificants have three months (*not one year*) after their certification end date to recertify. During this three-month grace period, you will be permitted to submit your application; however, all 60 CPEs must be completed in your three-year

certification cycle. You may not use the three-month grace period to accumulate additional CPEs. A \$40 late fee will be applied in addition to the recertification fee, at the time of submission. **IMPORTANT INFORMATION:** If your recertification application is not submitted by the end of your three-month grace period, your certification will expire, and you will need to apply, take, and pass the exam to be certified again.

**When will I receive an invoice?**

An invoice will no longer be generated. Once you have submitted the required 60 CPEs, you will be prompted to complete the recertification application process and submit it with your recertification fee. You may print out the receipt after you submit the fee. A step-by-step instructions is available [here](#).

**What is the value of a digital credential?**

Digital credentials are portable, verifiable and hinders unauthorized reproductions of the CPP, PCI, and PSP designations by those who illegitimately try to display and/or claim that they have earned the credentials. The digital badge is a more reliable means of verifying that an individual has earned an ASIS International certification.

**I have never received the notification email to claim my digital badge?**

Please contact [certification@asisonline.org](mailto:certification@asisonline.org) so the "Claim Your Badge" link can be resent.

**I already claimed my digital badge, but I don't remember the site?**

To access/view your already claimed digital badge, visit <http://proexamvault.com>.

**How to I apply for Lifetime Certification?**

There are very specific policies regarding who is eligible for a Lifetime certification. Please review page 9 of the [Recertification Guide](#) for information about eligibility and how to apply.