

ASIS INTERNATIONAL
BOARD
RECERTIFICATION
GUIDE

CPP Certified
Protection
Professional
BOARD CERTIFIED IN SECURITY MANAGEMENT

PCI®
Professional Certified Investigator
Board Certified, ASIS International

PSP®
Physical Security Professional
Board Certified, ASIS International

ASIS INTERNATIONAL CONTACT INFORMATION

ASIS is here to help! This Guide covers all the information on ASIS' three certification programs. If you have questions after reviewing the Guide, please contact the Certification Team at:

EMAIL: certification@asisonline.org

PHONE: +1 703.519.6200

WEBSITE: asisonline.org

ADDRESS:

ASIS International
1625 Prince Street
Alexandria, Virginia
22314-2882, USA

OFFICE HOURS: Monday through Friday
9:00 am to 5:00 pm
Eastern Standard Time (except holidays).

This Guide includes the policies and procedures related to the recertification of your ASIS designation(s). It is your responsibility to be aware of the processes and procedures explained in this Guide, and to meet all required deadlines. This updated version of the ASIS Recertification Guide was released on July 1, 2018 and supersedes all previous versions.

IMPORTANT: ASIS CONTACTS YOU MAINLY VIA EMAIL. IF YOUR INFORMATION CHANGES, PLEASE BE SURE TO UPDATE YOUR ASIS ONLINE RECORDS AS SOON AS POSSIBLE.

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ASIS International Certification Program

ASIS certifications serve as a visible acknowledgment of your demonstrated mastery of core security principles and skills essential to the best practice of security management.

By earning a CPP®, PCI®, or PSP® your employer, clients, and colleagues recognize that you have the knowledge and skills to be a successful security professional. Earning an ASIS certification is a milestone accomplishment that will help you reach your career goals. Once certified, you are required to recertify your designation through continuing education activities every three years.

Why Recertify?

Recertifying your ASIS designation every three years demonstrates that you have made a commitment to stay informed about the current practices and emerging trends in the security industry.

Recertification Renewal Cycle

In 2018, ASIS is introducing updates to the recertification renewal cycle. 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 end three years later at the end of the month.

For example, a certificant who achieves certification on 14 April 2018 would be due to recertify by 30 April 2021. The subsequent recertification dates would begin on 1 June 2021 and end three years later on 30 June 2024.

Lapsed Certifications – New Policy

(Effective on 1/1/2019 - Lapsed policy changes from one year to three months)

Those whose certification end date was 31 December 2017 have until 31 December 2018 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 1 2018 and 31 December 2018**, a total of 68 credits is required to reinstate your designation.

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.

Expired Certification

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.

Promoting Your Certification

There are many ways to show your colleagues and peers that you have successfully earned your ASIS certification. We provide [information](#) on how to display your credential and how to use the ASIS board-certified logos

Digital Badges

Once you have earned your ASIS certification, you will receive an email from ProExam (<https://proexamvault.com>) with instructions on downloading your digital badge. Digital badges are portable, verifiable, and deter unauthorized reproductions of the CPP, PCI, and PSP designations. For more information on ASIS's digital badges, [click here](#).

Recertification Requirements

You will need to complete **60 Continuing Professional Education (CPE)** activities during your three-year certification cycle to remain certified.

All CPE activities must relate to security/business management, as defined by the body of knowledge of the relevant examination. Certificants must link each submitted activity to an exam Domain. **View the [CPP](#), [PCI](#), and/or [PSP](#) Exam Domains.**

Recertification credits are intended for security- or business-related learning, teaching, or service that **are not part of a certificant's regular job duties**. CPEs may be earned in the following categories:

- ◆ Membership
- ◆ Education
- ◆ Instructor
- ◆ Author
- ◆ Volunteer
- ◆ Certification, Standards, and Guidelines Program
- ◆ Public Service
- ◆ Other Accomplishments

Additional information about each of these categories and the documentation you'll need to report on your recertification application is explained below.

New Recertification Review and Application Process

(Effective 1 February 2018)

In 2018, ASIS launched an updated Certification portal. The portal allows you to load your CPEs as you earn them; however, ASIS staff will no longer review your submitted CPEs until you have submitted your recertification application.

Call or email ASIS if you have any questions about your CPEs. Also, we recommend (but do not require) that you submit additional CPEs if you have them.

Recertifying Early

Your recertification application may be submitted anytime in your second or third certification cycle. Once your CPEs have been reviewed, **your new certification cycle will start where your three-year cycle ended** (i.e., you will not get a new cycle start and end date). All CPEs must be earned during your three-year cycle; activities earned outside your cycle will not be accepted for future credit. If you recertify early, **any CPEs earned after you've recertified but before your new cycle starts will not be carried to your new certification cycle.**

New Automatic CPE Credit

(Effective 1 January 2018)

With the exception of ASIS membership, ASIS volunteer leadership, and the Global Security Exchange (GSX), formerly known as the ASIS Annual Seminar, all ASIS-related activities will no longer be “automatically” uploaded to your online 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.

Chapter/Region Events

Credits for activities at the ASIS Chapter/Region level are not automatically reported in your online account. At the Chapter/Region level, there are two options to provide confirmation of CPEs earned for attending a qualifying event. [Click here](#) for more information. (Spanish version)

Submitting Recertification Activities

ASIS's online CPE reporting system was recently enhanced, enabling you to report CPEs from your profile page in the “My Certifications” quick link. View [instructions](#) for uploading your CPEs and submitting your application.

Supporting Documentation

Supporting documentation for all activities is required (except CPEs automatically loaded into your record). All activities must align with the Domains and Knowledge and Task Statements for the designation you are recertifying. Your documentation may include a copy of a certificate/letter of completion and agenda, which includes the hours of classroom attendance completed. All supporting documentation must be in English and Spanish. Any foreign-language submissions must be accompanied with an English translation.

Documents submitted must include:

- ◆ Certificant name
- ◆ Topic name
- ◆ Program sponsor name
- ◆ Course description from program sponsor (this will be used to verify that the course is aligned with the designation's Domains)
- ◆ Date of attendance or completion (Must be within the 3-year period of certification)
- ◆ Number of instructional hours awarded or agenda
- ◆ Certificate/letter of completion

(Please see **CPE Categories and Required Documentation** below for specific documentation needed for each credit category.)

Recertification Notifications/Reminders

Your designation must be recertified every three years. Your end date is printed on your certificate and can also be found on your online profile.

ASIS makes every effort to keep you informed about your recertification deadlines. Email notifications will be sent to the primary email address from your online account. **Please make sure to keep your email address current and "whitelist" all emails from asisonline.org to help keep track of recertification reminders.** Ultimately, however, you are responsible for keeping up-to-date on recertification deadlines and submitting the appropriate documentation. Failure to receive ASIS notifications is not an acceptable reason for missing application deadlines.

Recertification Fees

ASIS Members: \$70

Non-members: \$90

Fees must be submitted in U.S. dollars and are subject to change.

Once you have met the required 60 CPEs you may submit your recertification application. You will be notified by email when your application has been reviewed.

CPE Categories and Required Documentation

Sixty (60) CPEs must be reported for every certification. If you hold more than one ASIS certification, you will need to submit a recertification application for each designation you hold. Note that in some cases, one CPE activity may be submitted for more than one designation provided the course description of the activity aligns with that designation's Domains.

With ASIS's new online application process, you will be required to submit supporting documentation with each CPE reported. See below for acceptable documentation per credit category.

Category 1: Membership Credit

If you are an ASIS International member, 4 CPEs will be automatically loaded in to your online account once a year. You may also report membership in other security-related associations. In your three-year certification cycle, a maximum of 24 CPE credits (4 CPEs per membership per year) may be submitted for individual memberships in:

- ◆ Nonprofit professional security or security-related organization or association, and/or
- ◆ Nonprofit business management-related organization or association

Corporate memberships are not acceptable.

Required Documentation

- ◆ Receipt of paid membership dues that includes years of membership
- ◆ Letter from member organization confirming years of membership (must be on the organization's letterhead), and/or
- ◆ Copy of membership directory listing including your name and years of membership

Category 2: Educational Credit

Effective 1 July 2018, 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, if you attend a 90-minute session, you would report 1.5 clock hours. If you attended a 45-minute session, you would report 0.75 hours. **Time for meals, breaks, social gatherings, planning sessions, business meetings, and similar activities should not be included.**

CALCULATING CPE HOURS

Educational Activity	Actual Hours
9:00 a.m.– 5:00 p.m.	8
Less: Two 15-minute breaks	0.50
Less: Lunch	1
TOTAL	6.5

Educational credit may be earned for the following activities:

- ◆ Seminar/Conference: Single and multiple-day programs.
- ◆ Webinars (live or archived) purchased through ASIS (webinar subscription or single purchase) or webinars sponsored by others: Webinars must be security related and align with one of the domains of the certification for which you are recertifying. Certificate of completion (ASIS Webinars) or proof of attendance **and** description of session is required.

- ◆ ASIS International Chapter Meetings: Educational programs must have a formal speaker or facilitator and relate directly to the competencies (Domains) of the applicable certifications
- ◆ Correspondence, Web-Based, and Other Self-Study Courses: Preparation through an institution that requires a final examination and where the course sponsor issues a certificate of completion listing instructional hours attained.
- ◆ Accredited College Courses: Security management or business management-related accredited college courses may be claimed and computed at the rate of seven CPE credits for each semester hour completed. This includes Internet/distance learning and/or other self-study programs that result in accredited college or university credit. **Only 21 CPEs may be claimed per term for business management courses.**
- ◆ Exhibits-Only and Exhibitor Participation: Three CPE credits may be awarded for participation and/or attendance at each security-related exhibit.
- ◆ Archived GSX Educational Sessions: ASIS accepts a maximum of three CPEs per year for reviewing recordings of GSX educational sessions. Proof of purchase is required, and titles of three sessions viewed must be submitted.

Required Documentation

- ◆ A course description, certificate or letter of completion, and agenda that includes the hours of classroom time
- ◆ A transcript showing completion of the college courses
- ◆ Badge showing “Exhibit Only” or “Exhibitor”
- ◆ For archived webinars: a screen shot of the first and last page of presentation, or letter or certificate of completion.

Category 3: Instructor Credit¹

The topics of the courses must be relevant to the practice of security or business management (e.g., the Domains for each certification examination). **A maximum of 30 CPEs per certification term.**

CPEs	Instructor Activity
20	Per topic, initial preparation or major modifications of course work for serving as principal instructor or speaker for a security or business management-related course at an accredited college or university
12	Chapter Certification Study Courses: Planning the entire study course including multiple meetings

¹ Except as noted, CPEs cannot be accrued for instructor activities for which participation is inherently part of the participant’s job and/or assigned duties. Participation must be voluntary in nature.

9	Documented Chapter Certification Study Courses (mentoring a student through the entire study course or fulfilling a specific role in conduct of the course). Only ASIS-approved mentorship programs are allowed.
3	Per participant hour, as an instructor, speaker, or panelist at a security or business management-related educational program

Required Documentation

- ◆ Course syllabus to include learning objectives, time, date, and location of course
- ◆ Letter from chapter president affirming role of instructor
- ◆ A certificate or thank you letter from the sponsor of the program

Category 4: Author Credit

The topics must be relevant to the practice of security or business management (e.g., the Domains for each certification examination).

CPEs	Authored Articles and Publications (Unlimited)
45	Per security-related and/or business management book
9	Per security-related and/or business management article in recognized periodical
9	Per monograph, booklet, or contribution of chapter to book on security-related and/or business management topics
3	Acceptance by the ASIS Leadership and Management Practices Council for each case study submission
3	Each book review published in recognized periodical
1-2	Per translation of an article related to any security Domain that was originally and/or subsequently published in Security Management magazine or other security-related publication. ²

² No credit will be given for paid translation of articles. One CPE awarded for articles up to 1,000 words and two CPEs awarded for articles greater than 1,000 words. A maximum of four CPEs may be awarded per year, with a maximum of 12 CPEs per three-year recertification cycle. To receive credits, certificant must submit a copy of the original copy article, along with a copy of the translated published article. Both copies must clearly indicate the publication and date. To receive credit for a translation, the certificant must be named in or credited with the translation. If not, certificant must submit written verification from the publisher that the certificant was responsible for the translation.

Required Documentation

- ◆ Copy of the article to include name, date of publication, and author byline
- ◆ Letter from publisher (on letterhead) attesting to contribution

Category 5: Volunteer Service

CPEs (credits per year)	Volunteer Activities (a maximum of 30 CPEs per three-year certification cycle)
30	Member of an Executive Committee of a chartered security-related organization or association
25	Member of a national or international Board of Directors of a chartered security-related organization and President of the ASIS International PCB
21	Member of a Certification Board, on a national level, of a chartered security-related organization or association
18	Service as a Senior Regional Vice President or Council Vice President of a chartered security-related organization or association
15	Service as a Regional Vice President, Council Chairman, or Vice Chairman, or ASIS Standards & Guidelines Commission of a chartered security-related organization or association
12	Service as a Council Member, GSX Host Committee Chairman, or Assistant Regional Vice President of a chartered security-related organization or association Service as a duly elected or appointed Chairman, Vice Chairman, Secretary or Treasurer, on the local level, of a chartered security-related organization or association
9	Service as GSX Host Committee member for an annual or other major conference of a chartered security-related organization or association Service as a Committee Chairman, on the local level, of a chartered security-related organization or association

4	Service as a Committee member, on the local level, of a chartered security-related organization or association
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Required Documentation

- ◆ Letter from organization attesting to volunteer role and dates of service.

Category 6: Certification, Standards & Guidelines Program Service

CPEs (credits per year)	Certification and ASIS Standards & Guidelines (S&G) Activities
15	Per occurrence, Item Development Group (IDG) or role delineation (job analysis) preparation
12	Per occurrence, Pass Point study
5	Per occurrence, evaluation of ASIS International Annual Seminar Call for Presentations or completion of a role delineation questionnaire (job analysis)
2/meeting	Per occurrence, ASIS Standards and Guidelines Technical Committee members; attendance/participation is mandatory
1/meeting	Per occurrence, ASIS Standards and Guidelines Working Group members; attendance/participation is mandatory.

Required Documentation

- ◆ Letter from organization attesting to your volunteer role and dates of service.

Category 7: Public Service

At the discretion of the PCB, activities related to security or business management fields, as described in the Domains of each examination, may be eligible for credits. Eligible activities may include those for a charitable, religious, governmental and/or community entity that is performed pro-bono. Examples are security audits of public school buildings; security plan for fundraising event or other large activity; or evaluation of emergency management for a public

agency. The PCB will determine points to be awarded based on scope of activity, value to recipient, accomplishments vis-à-vis objectives, and time spent.

Required Documentation:

- ◆ Letter from the organization attesting to your public service role, dates of service, hours spent, a brief description of pro-bono service provided, and number of credits requested

Category 8: Other Accomplishments

At the discretion of the PCB, special activities related to security or business management fields as described in the Domains of each examination may be eligible for credits. The PCB will determine points to be awarded based on scope of activity and other relevant factors.

Required Documentation

- ◆ Letter to the PCB attesting to your special activity, dates of activity, and number of credits requested

Appealing a Declined Application

Appeals will be considered within 30 days of a certificant's recertification application or CPE activity denial, with day one being the date of the applicant's notification email. Please follow these instructions when filing an appeal:

- ◆ Appeals should be sent by mail or email to the Professional Certification Board (PCB) Certificant Relations Committee, address below. If sent by mail, ASIS suggests using a traceable delivery method (e.g., certified or express mail).
- ◆ Appeals must identify the adverse decision and state the reasons for the appeal. Also, any new or additional information for consideration should be submitted with the appeal.

Appeals should be sent to:

PCB Certificant Relations Committee
c/o ASIS International
1625 Prince Street
Alexandria, VA 22314
Attn: Certification Department
certification@asisonline.org

PCB Certificant Relations Committee Appeal Process

The PCB Certificant Relations Committee will evaluate and consider a properly filed appeal via teleconference or during one of its meetings.

When necessary, the PCB Certificant Relations Committee has the authority to seek legal advice regarding any aspect of the applicant's appeal.

ASIS, on behalf of the PCB Certificant Relations Committee, will notify the applicant of the PCB Certificant Relations Committee's decision, and the reasons therefore, as specified in the appeals time frame. (An initial response should be provided within 30 days, acknowledging receipt of complaint. There is a 60-day investigative review process, renewable for another 60-day period based on findings.)

The PCB decision is final.

Lifetime Certification (Retired)

ASIS offers lifetime certification to certificants who:

- ◆ Hold a CPP, PCI, or PSP in good standing (e.g., not lapsed or expired)
- ◆ Have maintained a single certification for 12 consecutive years preceding the date of application
- ◆ Have retired (defined as complete cessation from any security-related employment or practice or representation of any such employment or practice) and have no legal, financial, or business interest with any form of security-related employment or practice, as defined by the applicable certification exam domain (CPP, PCI, PSP)
- ◆ Have paid the recertification fee for the current term

If a lifetime certificant returns to professional practice after the end of the last term of their regular certification, they must submit a recertification application demonstrating the successful completion of sixty (60) CPEs within the previous three-year period, or they must retake and successfully pass the appropriate certification exam. Lifetime certificants are automatically eligible to sit for the exam of their prior certification, without the need to submit additional supporting materials.

To apply for lifetime certification, please contact the Certification Department at certification@asisonline.org.

If you are granted a Lifetime Certification, you will receive a new certificate with your new designation. To display this new designation, you will use the following: CPP – Life Certified (Retired), PCI – Life Certified (Retired), or PSP – Life Certified (Retired). You cannot use the designation without these qualifying descriptions.

Per ANSI ISO 17024 Standards, ASIS reserves the right to revoke your Lifetime Certification should it be discovered that you are no longer retired. If your Lifetime Certification is revoked, you will be required to return your Lifetime certificate.

Become an ASIS Volunteer

ASIS relies on volunteers for all aspects of its certification programs (e.g. exam development, score setting, job analysis). All aspects of the CPP, PCI, and PSP are created and then maintained by the dedicated professionals who provide their expertise and time to ensure our programs reflect the knowledge and skills needed to be a security management professional.

To become a volunteer, you must:

- ◆ Be ASIS-certified
- ◆ Agree to abide by the ASIS Code of Professional Responsibility

- ◆ Sign a Do Not Disclose contract
- ◆ Not participate, coordinate, host, or teach an ASIS certification review or prep class, and agree not to for at least two years after your volunteer assignment is complete
- ◆ Agree not to apply for or take an ASIS certification exam for at least two years after your volunteer assignment is complete

ASIS periodically recruits volunteers to:

- ◆ Write or review exam questions
- ◆ Sit on a job analysis study panel
- ◆ Sit on a standards-setting panel
- ◆ Lend their expertise on special projects

All those chosen to be volunteers for the ASIS certification program will receive CPEs for their involvement.

If you are interested in becoming a volunteer, please contact certification@asisonline.org

Professional Code of Conduct

ASIS board certified security professionals and applicants for certification must adhere to the Professional Code of Conduct, agreeing to:

- ◆ Perform professional duties in accordance with the law and the highest moral principles. Noncompliance includes any acts or omissions amounting to unprofessional conduct and deemed prejudicial to the certification
- ◆ Observe the precepts of truthfulness, honesty, and integrity
- ◆ Be faithful, competent, and diligent in discharging their professional duties
- ◆ Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure
- ◆ Not maliciously injure the professional reputation or practice of colleagues, clients, or employees

Any act deemed prejudicial to the certification may result in denial of approval to take the certification examination or disciplinary action by the Professional Certification Board (PCB), up to and including revocation of certification. Such acts may include, but are not limited to:

- ◆ Providing false or misleading statements or information when applying to take the certification examination or to recertify
- ◆ Any act or omission that violates the provisions of the ASIS Certification Code of Professional Responsibility
- ◆ Any act that violates the criminal or civil laws of any jurisdiction
- ◆ Any act that is the proper basis for suspension or revocation of a professional license
- ◆ Any act or omission that violates the PCB Disciplinary Rules and Procedures.

- ◆ Failure to cooperate with the PCB in performance of its duties in investigating any allegation against an applicant or current certificant
- ◆ Making any false or misleading statements to the PCB regarding an applicant or current certificant

Per ANSI ISO 17024 Standards, if your ASIS Certification is revoked, you will be required to return your certificate.

Filing A Complaint

Complaints regarding the eligibility requirements, test scheduling, policies, and procedures of the ASIS certification program, certification personnel, or another certificant may be filed in writing to the Certification Director within 90 days of the incident's occurrence. Please submit your complaint in writing and mail or email to certification@asisonline.org. Complaints made anonymously will not be reviewed.

Please provide sufficient objective evidence to substantiate the complaint. All complaints will be reviewed by the Certification Director and/or members of the PCB Certificant Relations Committee. Receipt of your complaint will be sent to you and will include actions taken by ASIS to remedy the situation. When the complaint has been resolved, the person filing the complaint will be notified with the results of the review.

ASIS Certificates

All certificates related to the CPP, PCI, and PSP designations are the sole property of ASIS International. Suspended and revoked certificates must be returned to ASIS International Certification Directors within 15 days of notice of suspension and/or revocation. The formerly certified individual should immediately cease from using the ASIS International designations and removed them from all printed, electronic or other forms of communications.

Statement of Impartiality

The ASIS Professional Certification Board (PCB) and certification staff understand the importance of impartiality and conflicts in the management of certification activities. When undertaking dealings with members and nonmembers, all involved in the certification process will maintain a high level of ethical conduct and avoid conflicts of interest in connection with the performance of their duties.

There shall be an avoidance of any actions and/or commitments that might create the appearance of:

- ◆ Using positions for personal gain
- ◆ Giving improper preferential treatment
- ◆ Impeding efficiency
- ◆ Losing independence or impartiality
- ◆ Affecting adversely the confidence of ASIS constituents in the integrity of certification operations

The PCB and certification staff will ensure that in its dealings with constituents they are, and will remain, impartial and confidential.

About ASIS Professional Certification Board (PCB)

The ASIS certification programs are governed by the Professional Certification Board (PCB). The PCB establishes all policies related to the program including eligibility requirements, exam content (body of knowledge), and exam development. All PCB members are ASIS certified.

Members of the PCB manage the certification programs by ensuring that standards are developed and maintained, quality assurance is in place, and the exams accurately reflect the duties and responsibilities of security professionals in the areas of security management, investigations, and physical security. The PCB is a committee of the ASIS Board of Directors. Members of the PCB are chosen through a nomination process. The board meets three times per year.