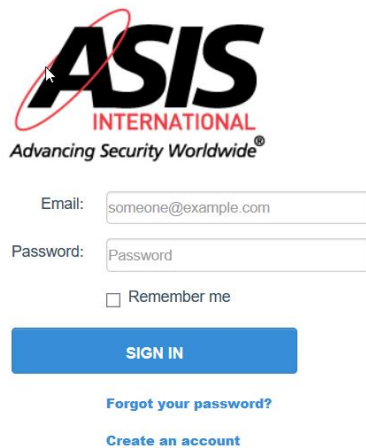


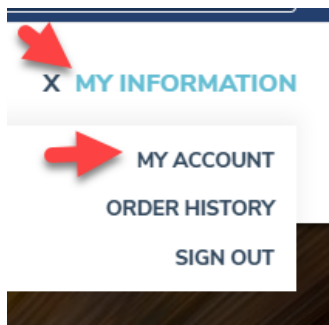
Uploading CE credits and Submitting Recertification Application

1. Log in to your ASIS Account

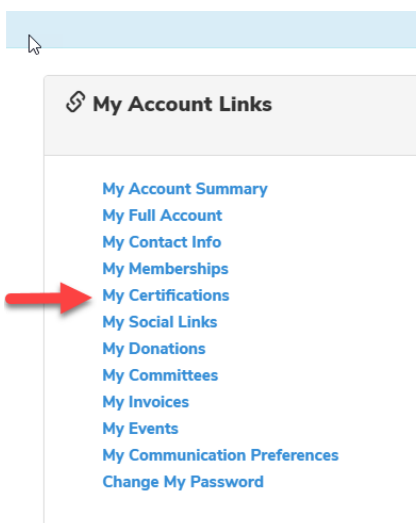


The image shows the ASIS International login page. At the top is the ASIS International logo with the tagline "Advancing Security Worldwide". Below the logo are two input fields: "Email:" with the placeholder "someone@example.com" and "Password:" with the placeholder "Password". There is a checkbox labeled "Remember me" below the password field. A blue "SIGN IN" button is centered below the fields. Below the button are two links: "Forgot your password?" and "Create an account".

2. In the upper right side of the screen, click on **My Information**. A dropdown box will appear. From the dropdown box click on **My Information**.



3. On the My Account page, click on the **My Certifications** link



4. On the Certification Management page you can view current certifications.
Click **Certification Details** to view your CPEs in the recertification application.

My Certifications

| Certification | Certification # | Certification Date | Renewal Due Date | |
|---------------|-----------------|--------------------|------------------|---------------------------------------|
| CPP | 20438 | 02/12/2018 | 02/28/2021 | Certification Details |

5. On the recertification application, click the **CPE Credits** tab

Current Application: CPP Recertification
 Application Submission Date: not submitted

In Progress > Ready to Submit > Submitted > Under Review > Approved

In Progress

Dashboard | **CPE Credits** | App Fee

6. Before uploading new CPE credits, click the Calculate Hours button. This will sync up and total hours submitted in the prior system that are within the current certification 3-year term.

Dashboard | **CPE Credits** | App Fee

CPP 60 Continuing Professional Education (CPE) Activities

All CPP, PCI, and PSPs must pursue professional development and continuing education in order to maintain their credentials.

IMPORTANT: Please click the Calculate Hours button before adding new CPE credits in order to ensure your CPE total hours are correct. Please enter the last date of the CPE activity in the Activity Date field. Only activities within the CPE term will count towards your reported total.

Status: Credits Submitted

Credits Submitted

CPE Period

CALCULATE HOURS

To add new CPE credits

1. Scroll down to the CPE credit section and click on **Report CE**

CPE Credit

REPORT CE

| ActivityDate | Activity | ActivityType | Credit | CreditType | Domain | Status | ReportedDate |
|--------------|----------|--------------|--------|------------|--------|--------|--------------|
|--------------|----------|--------------|--------|------------|--------|--------|--------------|

2. Enter the following information for each activity:

- Credit Type
- Domain
- Provider/Sponsor
- Activity Name (Name of webinar, Name of Annual Meeting, etc.)
- Number of Credits
- Activity Date
- Activity Details – a short description of the activity
- Upload documentation – Certificate of completion, Agenda with dates and times of sessions attended and copy of name badge. Documentation should have the name of event or session, date completed, Attendees name and number of CE credits earned

Click save.

The screenshot shows a web form titled "Report CE" with a close button in the top right corner. The form is divided into two main sections: "Activity Information" and "Activity Details".

Activity Information:

- Credit type:** A dropdown menu with "Please select" as the current selection. A red arrow points to this field.
- Domain:** A dropdown menu with "Please select" as the current selection. A red arrow points to this field.
- Provider/Sponsor:** A text input field. A red arrow points to this field.
- Activity Name:** A text input field. A red arrow points to this field.
- Number of credits:** A text input field. A red arrow points to this field.
- Activity date:** A date picker field with a calendar icon. A red arrow points to this field.

Activity Details:

- Activity Details:** A large text area with the placeholder text "Enter description of activity". A red arrow points to this field.
- Status:** A dropdown menu with "Pending" as the current selection.
- File Path:** A text input field with "Choose File" and "No file chosen" next to it. A red arrow points to this field.
- Upload documentation:** A button labeled "Upload documentation" with a red arrow pointing to it.

At the bottom of the form, there are two buttons: "SAVE" and "CANCEL". A red arrow points to the "SAVE" button.

You may upload CPE credits as you receive them during your term and they will be stored in the application.

You may report more than the minimum number of CPEs required and are encouraged to do so.

- Once you have met or exceeded the minimum number of CPE hours, the progress bar will turn green.


| StartDate | EndDate | Required | Reported | Balance | Percentage Reported |
|------------|------------|----------|----------|---------|---|
| 02/12/2018 | 02/28/2021 | 60.00 | 67.00 | 60.00 | <div style="width: 100%; background-color: green; text-align: center;">100%</div> |

Submitting your Recertification Application

- You will then see the Submit Application button on the top right side of the application.

Current Application: CPP Recertification

Application Submission Date: not submitted


 **SUBMIT APPLICATION**

Click the Submit Button.

- On the **Submit Application – Disclosure** page you will see the eligibility questions. At the bottom of the page you will choose one of the following:
 - I have nothing to disclose
 - I have something to disclose
 - enter details in text box.

Click Next.

All application materials that are submitted remain confidential. The application approval time is dependent upon the completeness of the information provided. The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession or the certification program.

I have nothing to disclose. I have something to disclose.  **Choose one**

Required

additional information:

If you chose - I have something to disclose - Enter details here.

 **NEXT** **CANCEL**

3. On the Submit Application – Terms and Conditions page

Enter your electronic signature exactly as it appears on the page.

Holly
first name:

Weinhold
last name:

4. Submit Application – Add Application Fee

Click Checkout

[Submit Application](#) | [Add Application Fee](#)

Add to Cart

Product Name: CPP Recertification Fee
Price: **90.00**
Quantity: 1.00

5. Shopping Cart

Click Checkout

[Shopping Cart](#) | [View](#)

| Line Items | | | | | |
|----------------------------------|-------------------------|--|-----------|-----------|--|
| Price | Item | Quantity | Net total | Discount: | |
| 90.00 <small>Required</small> | CPP Recertification Fee | <input type="text" value="1.00"/> <small>Required</small> | 90.00 | 0.00 | |

6. Add Payment information

ONLINE STORE SHOPPING CART

Shopping Cart | [Payment](#)

Add Payment information and click continue



CONTINUE

Customer Information

Customer: Ms Holly L Weinhold

Use this phone:

ADD PHONE

(123)123-1237

Use this email:

holly.weinhold@asisonline.

ADD EMAIL

Billing Information

7. The next page will be your payment confirmation.