ASIS Recertification Application – Step-by-Step Instructions

Sign in or create a new user account

1. Please sign-in to your account at ASIS International.

2. In the upper right side of the screen, click on “My Information”. From the dropdown box click on “My Account”

3. From the “My Account Links” box on the right side of the screen, click on “My Certifications”

Access Recertification Application

Certification Management: this page lists all current certifications

- Click Certification Details link to view/upload your CPEs in the recertification application.
Report new CPE credits

A. 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.

B. Recertification application, click **CPE Credits** tab to start the application process

C. Next, scroll down to the CPE credit section and click on **Report CE**. (Continue to next page for more details)
The Recertification Guide provides detailed explanations for each of the categories and the documentation you’ll need to include to prove you completed each CPE.

- Some categories have a maximum amount of CPEs you can claim.
- All required fields must be completed

Submitting your Recertification Application

- Once you have met or exceeded the minimum number of CPE hours (60+), the progress bar will turn green. (Please make sure that you have not exceeded the number of CPEs allow for the Membership, instructor, or volunteer credit type).

- If you are in the last of year of your recertification cycle, the Submit Application button will display on the upper right side of the screen.

- Click “Submit Application”
• **Submit Application Disclosure**: Read and answer the disclosure questions by clicking on:
  o I have nothing to disclose
  o I have something to disclose (if this option is chosen, an explanation is needed)
  o Click Next

![Submit Application Disclosure](image)

• **Terms and Conditions**: Enter your electronic signature exactly as it appears on the ASIS Profile

![Terms and Conditions](image)

• **Submit Application – Add Application Fee**
  o To get to the “Online Store Shopping Cart” page, click “Checkout” twice

![Submit Application – Add Application Fee](image)

**Final Step - Online Store Shopping Cart**
  o Review Payment information and Submit
  o Press “Submit Order” to finalize the application process
  o Next page will display your payment confirmation