

## Uploading CE credits and Submitting Recertification Application

1. Log in to your ASIS Account



**ASIS**  
INTERNATIONAL  
Advancing Security Worldwide®

Email:

Password:

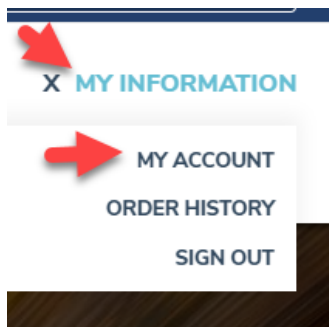
Remember me

[SIGN IN](#)

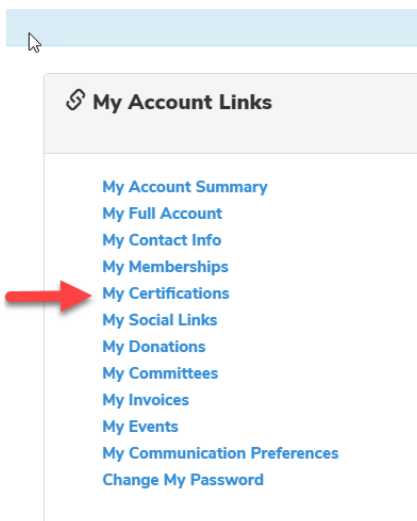
[Forgot your password?](#)

[Create an account](#)

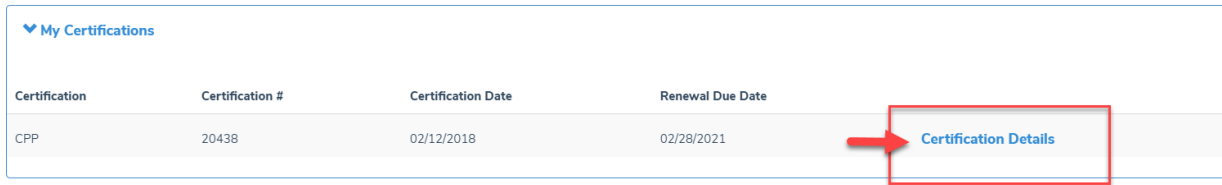
2. In the upper right side of the screen, click on **My Information**. A dropdown box will appear. From the dropdown box click on **My Information**.



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

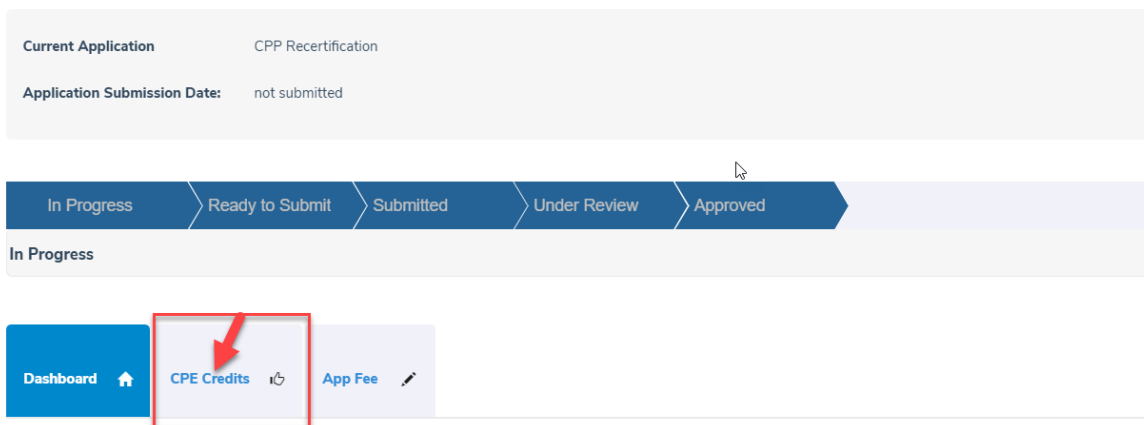


4. On the Certification Management page you can view current certifications.  
Click **Certification Details** to view your CPEs in the recertification application.



Certification	Certification #	Certification Date	Renewal Due Date	
CPP	20438	02/12/2018	02/28/2021	<a href="#">Certification Details</a>

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



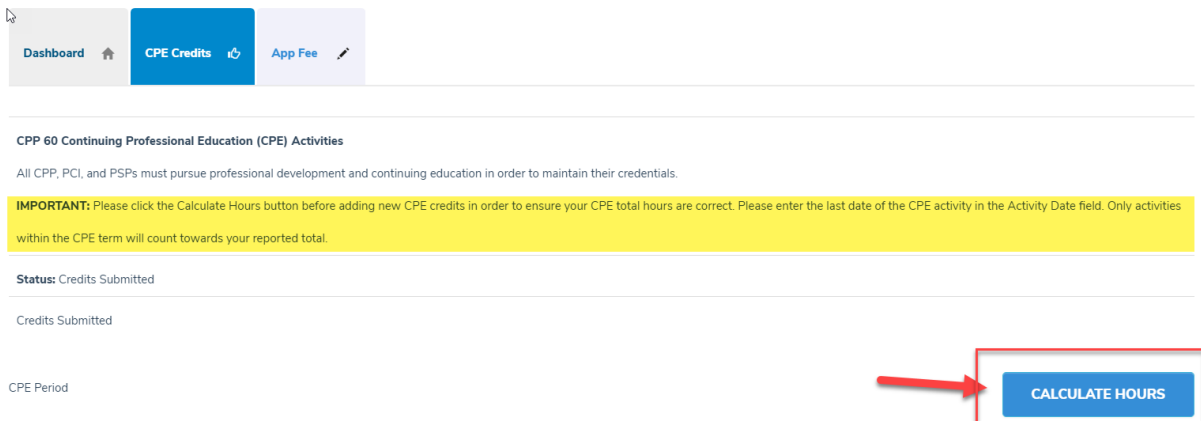
Current Application: CPP Recertification  
Application Submission Date: not submitted

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

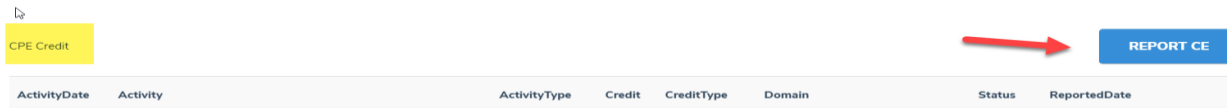
Credits Submitted

CPE Period

**CALCULATE HOURS**

## To add new CPE credits

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



2. Enter the following information for each activity:

- Credit Type
- Domain
- Provider/Sponsor
  - if not an ASIS Preferred Provider, choose the option – Not an ASIS Preferred Provider
    - Enter Provider/Sponsor
  - If Provider/Sponsor is an ASIS Preferred Provider, choose the Preferred Provider from the listing in the drop down.
- 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
- Up to three documents can be uploaded.
  - The name of the document uploaded is shown

Click save.

A screenshot of the 'Report CE' form. The form is titled 'Report CE' and has a close button. It contains several required fields, each marked with a red arrow and the word 'Required' in red text. The fields are: 'Credit type' (dropdown menu with 'Education' selected), 'Domain' (dropdown menu with 'Application, Design and Inte' selected), 'Provider/Sponsor' (dropdown menu with 'Not an ASIS Preferred Provi' selected), 'Non-ASIS Preferred Provider' (text input field with 'dsaa' entered), and 'Activity Name' (text input field with 'test1' entered).

Number of credits:

25.00

Required

Activity date:

5/1/2018

Required

Activity Details:

eeerre

Enter description of activity

Required

Status:

Pending

**Proof Documentation (1 upload required)**

File 1:

Browse...

TEST Educationa...79c.docx

**Add Additional Proof Documentation (optional,**

**limit of 2 additional docs)**

File 2:

Browse...

Testing Transcr...bb7.docx

File 3:

Browse...

SAVE

DELETE

CANCEL

- From the CE section, you may click on the uploaded files to view them.
- You may also edit the activity to upload additional documentation or correct information prior to submission.

05/01/2018

dsaa: test1

Self Reported

25.00

Education

Application, Design and Integr

Pending

11/15/2019



EDIT

Applicant can upload up to three docs. Applicant can view uploaded docs. Applicant can click the edit button to add docs or edit number of credits prior to submission.

- 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.
3. 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	100%

### Submitting your Recertification Application

1. Once the minimum CPE credits have been met and you are in your last of your certification cycle, you 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.

2. 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.