Uploading CE credits and Submitting Recertification Application

1. Log in to your ASIS 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 Details](image)

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

![CPE Credits](image)

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.

![Calculate Hours](image)
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.
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.
• 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.

### 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.

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.
3. **On the Submit Application – Terms and Conditions page**

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

4. **Submit Application – Add Application Fee**

Click Checkout

5. **Shopping Cart**

Click Checkout
6. Add Payment information

ONLINE STORE SHOPPING CART

Customer Information

Customer: Ms Holly L Weinhold
Use this phone: (123)123-1237
Use this email: holly.weinhold@asiconline.

Billing Information

7. The next page will be your payment confirmation.