# **ASIS Recertification Application – Step-by-Step Instructions**

### Sign in or create a new user account

1. Please sign-in to your account at <u>ASIS</u> International.

- In the upper right side of the screen, click on "My Information". From the dropdown box click on "My Account"
- 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.

|   | ✓ My Certifications |                 |                    |                  |                       |
|---|---------------------|-----------------|--------------------|------------------|-----------------------|
|   | Certification       | Certification # | Certification Date | Renewal Due Date |                       |
|   | CPP                 | 14924           | 01/20/2011         | 01/31/2021       | Certification Details |
| l |                     |                 |                    |                  |                       |

## **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)

| Current Application  | CPP Recertification   |                                |   |                                  |  |        |
|--|---|--------------------------------|---|----------------------------------|--|--------|
| Application Submission Date:   | 08/06/2020  |                                |   |                                  |  |        |
|  |   |                                |   |                                  |  |        |
| In Progress Ready  | to Submit   | Under Review                   |   |                                  |  |        |
|  |   |                                |   |                                  |  |        |
|  |   |                                |   |                                  |  |        |
|  |   |                                |   |                                  |  |        |
| Dashboard 👚 CPE Credits  | 🖌 App Fee 🖌   |                                |   |                                  |  |        |
|  |   |                                |   |                                  |  |        |
| CPP 60 Continuing Professional Ed  | ucation (CPE) Activities  |                                |   |                                  |  |        |
| All CPP, PCI, and PSPs must pursue p   | professional development and continuing e   | ducation in order to maintai   | in their credentials.   |                                  |  |        |
| IMPORTANT: Please click the Calcula  | ate Hours button before adding new CPE c  | redits in order to ensure you  | ur CPE total hours are co   | rrect. Please enter the last dat | e of the CPE activity in the Activity Date field. Only   |        |
| activities within the CPE term will cou  | int towards your reported total.  |                                |   |                                  |  |        |
| ASIS Sponsored Activities: Before u  | uploading CPE credits, please check to mak  | ke sure the activity has not a | already been reported by  | / ASIS.                          |  |        |
| Status: Credits Pending  |   |                                |   |                                  |  |        |
| Credits Pending  |   |                                |   |                                  | Le   |        |
|  |   |                                |   |                                  |  |        |
| CPE Period   |   |                                |   |                                  | CALCULATE HOUR   | s      |
|  |   |                                |   |                                  |  |        |
| StartDate  | EndDate   | Required                       | Reported  | Percenta                         | ge Reported  |        |
| 01/01/2018   | 01/31/2021  | 60.00                          | 103.00  | 1009                             | /o   |        |
|  |   |                                |   |                                  |  |        |
|  |   |                                |   |                                  |  |        |
| CPE Summary  |   |                                |   |                                  |  |        |
| CPE Summary CEU Type   | Required  |                                | Max Allowed   |                                  | Reported   |        |
| CPE Summary<br>CEU Type<br>Author  | Required  |                                | Max Allowed   |                                  | Reported   |        |
| CPE Summary CEU Type Author CertPgmSvc   | <b>Required</b><br>0.00<br>0.00   |                                | Max Allowed<br>60.00<br>60.00   |                                  | Reported<br>0.00<br>0.00   |        |
| CPE Summary CEU Type Author CertPgmSvc Dues  | Required<br>0.00<br>0.00<br>0.00  |                                | Max Allowed<br>60.00<br>60.00<br>24.00  |                                  | Reported           0.00           0.00           0.00  |        |
| CEU Type Cett Type CettPgmSvc Dues Education   | Required           0.00           0.00           0.00           0.00           0.00           0.00  |                                | Max Allowed<br>60.00<br>60.00<br>24.00<br>60.00   |                                  | Reported           0.00           0.00           0.00           0.00           46.00   |        |
| CPE Summary CEU Type Author CertPgmSvc Dues Education Instructor   | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00  |                                | Max Allowed<br>60.00<br>24.00<br>60.00<br>30.00   |                                  | Reported           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00  |        |
| CPE Summary CEU Type Author CertPgmSvc Dues Education Instructor Membership  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00  |                                | Max Allowed           60.00           24.00           60.00           30.00           24.00   |                                  | Reported           0.00           0.00           0.00           0.00           0.00           0.00           12.00   |        |
| CPE Summary CEU Type Author CertPgmSvc Dues Education Instructor Membership OtherAcc   | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00  |                                | Max Allowed<br>60.00<br>24.00<br>30.00<br>24.00<br>24.00<br>24.00   |                                  | Reported           0.00           0.00           0.00           0.00           0.00           0.00           12.00           0.00  |        |
| CPE Summary CEU Type Author CertPgmSvc Dues Education Instructor Membership OtherAcc PubService  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00                               |                                | Max Allowed           60.00           24.00           30.00           24.00           60.00           60.00           60.00           60.00           60.00           60.00           60.00           60.00   |                                  | Reported           0.00           0.00           0.00           0.00           0.00           12.00           0.00           0.00           0.00   |        |
| CPE Summary CEU Type Author CertPgmSvc Dues Education Instructor Membership OtherAcc PubService Volunteer  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00 |                                | Max Allowed           60.00           24.00           60.00           20.00           20.00           24.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00   |                                  | Reported           0.00           0.00           0.00           0.00           0.00           12.00           0.00           0.00           0.00           0.00  |        |
| CPE Summary CEU Type Author CertPgmSvc Dues Education Instructor Membership OtherAcc PubService Volunteer  | Required           0 00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00  |                                | Max Allowed           60.00           24.00           60.00           24.00           60.00           24.00           60.00           24.00           60.00           24.00           60.00           24.00           60.00           20.00   |                                  | Reported           0.00           0.00           0.00           0.00           0.00           12.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00   |        |
| CPE Summary  CEU Type  Author  CertPgmSvc  Dues  Education Instructor  Membership OtherAcc PubService Volunteer  CPE Code  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00   |                                | Max Allowed           60.00           24.00           60.00           20.00           20.00           20.00           20.00           20.00           20.00           30.00           30.00   |                                  | Reported           0.00           0.00           0.00           0.00           0.00           12.00           0.00           0.00           0.00           0.00           0.00           0.00  |        |
| CPE Summary  CEU Type  Author  CertPgmSvc  Dues  Education  Instructor  Membership  OtherAcc  PubService  Volunteer  CPE Credit  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00  |                                | Max Allowed           60.00           24.00           60.00           24.00           60.00           24.00           60.00           24.00           60.00           24.00           60.00           30.00           60.00   |                                  | Reported           0.00           0.00           0.00           0.00           12.00           0.00           0.00           0.00           0.00           0.00           0.00   | E      |
| CPE Summary  CEU Type  Author  CertPgmSvc  Dues  Education  Instructor  Membership  OtherAcc  Volunteer  CPE Credit  ActivityDate  Artivity  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00   | ActivityTure                   | Max Allowed           60.00           24.00           60.00           24.00           60.00           24.00           60.00           24.00           60.00           20.00           6 | Domain                           | Reported         OCO           0.00         0.00           0.00         0.00           46.00         0.00           12.00         0.00           0.00         0.00           0.00         0.00           12.00         0.00           0  | E      |
| CPE Summary  CEU Type  Author  CertPgmSvc  Dues  Education  Education  Membership  OtherAcc  PubService  Volunteer  CPE Credit  ActivityOate  Activity  0101/2020  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00  | ActivityType                   | Max Allowed           60.00         -           60.00         -           24.00         -           60.00         -           20.00         -           20.00         -           30.00         -           30.00         -           30.00         -           Credit V         -           Automatication         -   | Domain Sta                       | Reported       Image: State Stat | E      |
| CPE Summary  CEU Type  Author  CertPgmSvc  Dues  Education  Instructor  Membership  OtherAcc  PubService  Volunteer  CPE Credit  ActivityDate  Activity  01/01/2020  09/12/2019  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00   | ActivityType                   | Max Allowed           60.00           24.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00           20.00   | Domain Sta                       | Reported       Image: State Stat | 5      |
| CPE Summary  CEU Type  Author  CertPgmSvc  CortPgmSvc  Cous  Education  Instructor  Membership  CotherAcc  PubService  Volunteer  CPE Credit  ActivityOate Activity  01/01/2020  09/01/2019  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00  | ActivityType                   | Max Allowed           60.00         -           60.00         -           24.00         -           60.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -   | Domain Sta                       | Reported       Image: State Stat | E<br>3 |
| CPE Summary CEU Type CetU Type Author CetPgmSvc Dues Education Education Membership OtherAcc Volunteer CPE Credit Colunteer CPE Credit Colunteer COUNTEER CO | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00                               | ActivityType                   | Max Allowed           60.00         -           60.00         -           24.00         -           60.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           20.00         -           4.00         Membership           21.00         Volunteer   | Domain Sta                       | Reported       Image: State Stat | 3      |
| CPE Summary  CEU Type  Author  CertPgmSvc  Dues  Education  Education  CotherAcc  Volunteer  Volunteer  CPE Credit  ActivityDate  ActivityDate  Activity  O  Solo 1/2/2019  ActivityDate  ActivityDate  ActivityDate  Activity  Activity  ActivityDate  Activity  Acti | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00                               | ActivityType                   | Max Allowed           60.00           24.00           20.00   | Domain Sta                       | Reported       I         0.00       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I  | 3      |
| CPE Summary  CEU Type  Author  CertPgmSvc  Cuthor  ContPgmSvc  Cuthor  | Required           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00           0.00                | ActivityType                   | Max Allowed           60.00         -           24.00         -           20.00         -           30.00         -           24.00         -           30.00         -           30.00         -           30.00         -           30.00         -           4.00         -           4.00         -           2.000         -           2.000         -           2.000         -           2.100         Volunteer           1.200         Volunteers  | Domain Sta                       | Reported       I         0.00       I       I         12.00       I       I         0.00       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I       I       I         I   | E<br>3 |



The <u>Recertification Guide</u> 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

| Activity Information |  | This will open<br>expanding of                          | a new window<br>frop down mer                    | w with a list of<br>nus for each           |
|----------------------|--|---|--|--|
| Credit type:         | Please select 🗸  |   | credit type.                                     |  |
| Domain:              | Please select  | This will open<br>expanding<br>resp                     | a new window<br>drop down me<br>ective certifica | w with a list of<br>enus for the<br>ation. |
| Provider/Sponsor:    | Please select  | This will open  | a new window                                     | w with a list of                           |
| Activity Name:       | Required   | ASIS Pref   | erred Provider                                   | Options                                    |
| Number of credits:   | Required   |   |  |  |
| Activity date:       | Required   |   |  |  |
| Activity Details:    |  | for the second set                                      |  |  |
|                      | Diner descrip  | tion is required  |  | le   |
| Status:              | Pending  |   |  |  |
| File t               | Proof Documentation (1 upload required)<br>hoose File No file chosen | To upload suppor<br>click "choose file",<br>attach to : | ting document<br>, to locate the<br>submission   | tation<br>file to                          |
|                      | Add Additional Proof Documentation (optional. In                     | mit of 2 additional docs                                | 1  |  |
| File 2               | hoose File No file chosen  |   |  |  |
| File 3:C             | hoose File No file chosen  |   |  |  |
|                      |  |   |  |  |
|                      |  |   |  |  |
|                      |  | _   | SAVE   | CANCEL                                     |

### 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).

| StartDate  | EndDate    | Required | Reported | Balance | Percentage Reported |
|------------|------------|----------|----------|---------|---------------------|
| 02/12/2018 | 02/28/2021 | 60.00    | 67.00    | 60.00   | 100%                |

- 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:
  - I have nothing to disclose
  - I have something to disclose (if this option is chosen, an explanation is needed)

| o Click Next  |
|---|
| Al 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 internation provided. The applicant must not have been convicted of any criminal have nothing to disclose. The application provided is the something to disclose. The application provided is the something to disclose - Enter details here. |
| NEXT CANCEL   |

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

|             | Holly    |
|-------------|----------|
| first name: | ←        |
|             | Weinhold |
| last name:  | ←        |
|             |          |
|             |          |
|             |          |

• Submit Application – Add Application Fee

• To get to the "Online Store Shopping Cart" page, click "Checkout" twice

| Submit App                           | licatio                  | N   Add Application F |                         |          |           |           |       |
|--------------------------------------|--------------------------|-----------------------|-------------------------|----------|-----------|-----------|-------|
| Add to Cart                          |                          |                       |                         |          |           |           |       |
| Product Name:<br>Price:<br>Quantity: | CPP Rec<br>90.00<br>1.00 | ertification Fee      |                         |          |           |           |       |
|                                      |                          |                       |                         |          |           | СНЕСКОИТ  | CANC  |
| Shopping (                           | Cartıv                   | w                     |                         |          |           |           |       |
|                                      |                          |                       |                         |          |           | -         | CHECK |
| 2                                    | Line Item                | 5                     |                         |          |           | ×         |       |
|                                      |                          | Price                 | Item                    | Quantity | Net total | Discount: |       |
|                                      | ۲                        | 90.00                 | CPP Recertification Fee | 1.00     | 90.00     | 0.00      |       |

### Final Step - Online Store Shopping Cart

- o Review Payment information and Submit
- Press "Submit Order" to finalize the application process
- Next page will display your payment confirmation

| Order is not complete. Press "Submit Order" to complete. |              |              |
|--|--------------|--------------|
|  |              | 4            |
|  | EDIT PAYMENT | SUBMIT ORDER |
| $\square$  |              |              |