ASIS INTERNATIONAL SECURITY CERTIFICATIONS

Your competitive edge in the complex business of security

Advance Your Career

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www.asisonline.org/certification/index.xml

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Certified Protection Professional

Professional Certified Investigator

Physical Security Professional

ASIS INTERNATIONAL SECURITY CERTIFICATIONS

ACCEPTED AS THE STANDARD. WORLDWIDE.
About ASIS International

ASIS International (ASIS) is the preeminent organization for security professionals, with more than 34,000 members worldwide. Founded in 1955, ASIS is dedicated to increasing the effectiveness and productivity of security professionals by developing educational programs and materials that address broad security interests, such as the ASIS Annual Seminar and Exhibits, as well as specific security topics. ASIS also advocates the role and value of the security management profession to business, the media, governmental entities, and the general public. By providing members and the security community with access to a full range of programs and services, and by publishing the industry's number one magazine, Security Management, ASIS leads the way for advanced and improved security performance.

Learn More About ASIS Membership

703-519-6200
www.asisonline.org
Welcome to the Future of Security

The past few years have seen a fundamental shift in the security industry. As security is becoming increasingly globalized, it is being transformed into complex systems of interconnections and interdependencies. Unprecedented recent events have increased the demand for heightened security to protect people, facilities, assets, and data. This new security landscape presents both opportunities and challenges for today’s security practitioner.

Business as usual is no longer the key to career advancement and success. As the security job market becomes more competitive, certification of professional expertise becomes even more important. In the last several years, professional certification has become increasingly integrated into areas like employment requirements, the RFP process, and performance reviews.

Today’s employers are not just seeking security professionals, but the proven competence of board certified security practitioners. Companies now place a high degree of importance on hiring, contracting with, and promoting credentialed security practitioners prepared to tackle today’s tough security challenges and anticipate the challenges of tomorrow. There are attractive career opportunities for those prepared to capitalize on the demand for board certified security professionals.

The True Value of Any Security Certification is Credibility

Certification plays an important role in the security industry by identifying high professional standards. As an indicator of qualifications, certification is documented evidence of expertise and experience. It is an objective means of distinguishing highly competent security practitioners from those who claim to be. In today’s security environment, professional certification is required or preferred for those high-level security positions that are most sought after.

A proliferation of new security certifications has recently been introduced to take advantage of the increased demand for professional certification. Many
are offered by organizations with no previous link to security certification or security itself. The level of knowledge and experience required for these certifications varies widely. Some certifications require only organizational membership and a fee.

How should you choose a security certification? Professional certification can profoundly shape and impact your career, so it is essential to evaluate certification options carefully. A security certification that does not represent a meaningful measure of knowledge and skills is of little value—and recognized as such. Those professionals who choose a certification that represents a high level of competence and professionalism will reap the long-term benefits both professionally and personally.

**OVER A QUARTER CENTURY OF EXPERIENCE**

**ASIS INTERNATIONAL** (ASIS) has set standards for certification in the security profession for more than 25 years. ASIS certifications command respect because they are backed by the credibility of ASIS, the world’s leading organization for security professionals. Since its founding in 1955, ASIS has been at the forefront in advancing security worldwide. ASIS has more than 34,000 members and is the principal educator for security professionals.

Certifications from ASIS are highly valued because they are earned. They require time, effort, and personal commitment. Applicants must meet stringent education and work experience requirements before being approved to take an exam.

ASIS certifications are overseen by the independent Professional Certification Board (PCB). Exams are independently developed by leading board certified security professionals, subject matter experts, and testing professionals. ASIS performs continuing job analyses to ensure certification testing reflects the most current requirements of professional practice. The examination development process follows internationally accepted procedures for content validity and reliability of scores.

To maintain ASIS board certification and ensure that knowledge and skills stay up-to-date in a rapidly changing security environment, individuals must participate in professional development activities for recertification credits. Those holding ASIS International certification agree to abide by a Code of Professional Ethics. While membership in ASIS offers many professional benefits, those holding ASIS board certification do not have to be members of ASIS International.
THE STANDARD WORLDWIDE

Security has become a global issue and ASIS certifications are recognized and accepted worldwide as the standard of professional competency. In an era of globalization, they are transferable across international boundaries and cultures. ASIS certifications provide international business with a common language and ensure compliance with best security industry practices. Multinational companies increasingly seek board certified security professionals with internationally accepted security certifications.

Earning ASIS certification improves one’s marketability as a highly skilled security professional. For seasoned security professionals, certification validates knowledge and real-world work experience. For security professionals with minimal work experience, it establishes a professional goal to ensure a comprehensive understanding of the profession or a specialty area within the profession.

A Credential that Employers Recognize, Respect, and Demand

ASIS Certification is an individually owned credential that expands career options. It is a designation that’s fully transportable across the public and private sectors. Earning board certification increases the potential for career advancement, higher-level responsibilities, and economic rewards. ASIS certification gives the security professional the respect and credibility needed to effectively interact with other decision makers.

Earning ASIS certification increases both short-term and long-term job security. For government, military, or law enforcement professionals planning to leave the public sector, ASIS certification provides a way to build on previous security experience, develop a proactive orientation, and transition to a successful second career in the private sector.

Building a career in security is an undertaking that requires vision and focus. Security professionals who actively plan their careers will gain a significant competitive edge in the complex business of security. ASIS certification is one of the most important steps a security professional can take in developing a satisfying and rewarding security career.

ASIS International offers three security certifications, including two specialty certifications. Choose the certification for which you are best suited, based on your knowledge, experience, aptitude, and interests.
Certified Protection Professional

BOARD CERTIFICATION IN SECURITY MANAGEMENT

The Certified Protection Professional designation is awarded to experienced security practitioners who have demonstrated in-depth knowledge and management skills in eight key areas of security. Those who have earned the CPP are ASIS board certified in security management.

Established in 1977, the CPP is widely acknowledged as the highest recognition of security professionals. The credential is given to individuals who have demonstrated expertise in security management principles, concepts, technology, and best practices. The CPP provides independent confirmation of a practitioner’s ability to assume leadership responsibilities and address broad security concerns.

ELIGIBILITY REQUIREMENTS

Applicants must meet one of the following requirements to be accepted as a CPP candidate:

**Work Experience:**
Nine (9) years of security experience, including at least three (3) years in responsible charge of a security function

OR

**Work Experience:**
Seven (7) years of security experience, including at least three (3) years in responsible charge of a security function

**Education:**
An earned bachelor's degree or higher from an accredited institution of higher education

Eligibility requirements also include no prior conviction of any criminal offense that would reflect negatively on the security profession or on ASIS International and its certification programs.

EXAM STRUCTURE AND CONTENT

Candidates must pass a comprehensive examination consisting of approximately 200 multiple-choice questions testing their knowledge of eight major areas (domains) of security management before being awarded the CPP designation.

The importance of each domain, and the tasks, knowledge, and skills within it, determines the specifications of the CPP examination. The relative order of importance of the domains determines the percentage of total exam questions. Detailed information about the following content areas of the CPP exam is available at www.asionline.org/certification/cpp/steps/newdomain.doc.

**Physical Security (24.4%)**
- Survey facilities to manage/evaluate status of physical security, fire detection, and emergency/restoration capabilities.
Select, design, implement, and manage security measures to reduce risk of loss.

Assess effectiveness of security measures by testing and monitoring.

Security Principles and Practices (22.8%)

Plan, organize, direct, and manage the organization’s security program to avoid/ control losses and apply the processes to provide a secure work environment.

Develop, manage, or conduct threat/vulnerability analyses to determine the probable frequency and severity of natural and man-made disasters and criminal activity on the organization’s profitability and/or ability to deliver products/services.

Evaluate methods to improve security and loss prevention systems on a continuous basis through auditing, review, and assessment.

Develop and manage external relations programs with public sector law enforcement or other external organizations to assist in achievement of loss prevention objectives.

Develop and present employee security awareness programs to achieve organizational goals and objectives.

Investigations (12.4%)

Develop and manage investigative programs.

Manage or conduct the collection and preservation of evidence to support post-investigation actions (employee discipline, criminal or civil proceedings, arbitration).

Manage or conduct surveillance processes.

Manage or conduct investigative interviews.

Business Principles and Practices (11%)

Develop and manage budgets and financial controls to achieve fiscal responsibility.

Develop, implement, and manage policies, procedures, plans, and directives to achieve organizational objectives.

Develop procedures/techniques to measure and improve organizational productivity.

Develop, implement, and manage staffing, leadership, training, and management programs in order to achieve organizational objectives.

Personnel Security (9.9%)

Develop, implement, and manage background investigations in coordination with other departments and agencies to identify individuals for hiring and/or promotion.

Develop, implement, manage, and evaluate policies, procedures, programs, and methods for personnel protection (excluding executive protection) to provide a secure work environment.

Develop, implement, and manage executive protection programs to reduce security risks to executives and to ensure continued viability of the organization.

Support the organization’s efforts to reduce substance abuse in the workplace.

Emergency Practices (8.5%)

Mitigate potential consequences of emergency situations by identifying and prioritizing potential hazards and risks and developing plans to manage exposure to loss.

Prepare and plan how the organization will respond in an emergency.

Manage activation of the emergency response plan to reduce loss.

Recover from emergency situations through management of the restoration of vital services and facilities to minimum standards of operations and safety.

Information Security (5.5%)

Survey information facilities, processes, and systems to evaluate current status of: physical security, procedural security, information systems security, employee awareness, and information destruction and recovery capabilities.

Develop and implement policies and standards to ensure information is evaluated and protected against all forms of unauthorized/adventitious access, use, disclosure, modification, destruction, or denial.

Develop and manage a program of integrated security controls and safeguards to ensure confidentiality, integrity, availability, authentication, non-repudiation, accountability, recoverability, and audit ability of sensitive information and associated information technology resources and assets.

Evaluate the effectiveness of the information security program’s integrated security controls, to include related policies, procedures, and plans to ensure consistency with organization strategy, goals, and objectives.

Legal Aspects (5.3%)

Develop and maintain security policies, procedures, and practices that comply with relevant elements of criminal, civil, administrative, and regulatory law to minimize adverse legal consequences.

“From years of security work, I believed that to compete in this industry, having CPP certification was a must. These three letters say all that needs to be said about my professional knowledge and skills.”

—James S. Derry, CPP —Owner Derry & Associates International Eagle River, Alaska
Provide coordination, assistance, and evidence such as documentation and testimony to support legal counsel in actual or potential criminal and/or civil proceedings.

Provide advice and assistance to management and others in developing performance requirements and contractual terms for security vendors/suppliers and establish effective monitoring processes to ensure that organizational needs and contractual requirements are being met.

Develop and maintain security policies, procedures, and practices that comply with relevant laws regarding investigations, personnel security, and information security.

EXAM ADMINISTRATION

U.S. and Canada: The CPP exam is computer-based and administered at local Prometric Testing Centers. The exam may be scheduled and taken at any time.

International (non-U.S. and Canada): The International CPP exam is offered in English and Spanish as a paper-and-pencil exam with multiple-choice questions. The exam is administered in May and November at multiple international locations and in September prior to the ASIS International Annual Seminar and Exhibits.

PREPARING FOR THE EXAM

The CPP exam is a self-study exam and candidates choose their own method of preparation. Preparation is a major factor in exam success. Candidates are advised to prepare a study plan and make the necessary commitment of time to prepare adequately. Recent data suggest that a preparation time of at least 16 weeks appears to be a critical factor in CPP exam success.

Approved candidates have a two-year period of eligibility to schedule and pass the exam. Candidates should take advantage of several preparation resources and not rely on one preparation method. Because the CPP exam is comprehensive, it is strongly advised that candidates not rely solely on previous work experience.

APPLYING FOR CERTIFICATION

U.S. and Canada: An application may be submitted at any time.

Application Fee (includes exam fee):
- ASIS members: $300
- Nonmembers: $450

International (non-U.S. and Canada): An application must be submitted prior to the following deadlines for the three scheduled international exams.

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<tr>
<th>Application Deadline</th>
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Application Fee (includes exam fee):
- ASIS members: $200
- Nonmembers: $350

RECERTIFICATION REQUIREMENTS

Practicing CPPs are required to participate in professional development activities and submit reports every three (3) years to maintain active certification. It is the CPP’s responsibility to ensure that recertification credits claimed conform to the guidelines established by the Professional Certification Board. More information on CPP recertification is available at www.asisonline.org/certification/recertification.htm.
Professional Certified Investigator

BOARD CERTIFICATION IN INVESTIGATIONS

The Professional Certified Investigator designation is a specialty certification awarded to security practitioners who have demonstrated knowledge and experience in case management, evidence collection, and preparation of reports and testimony to substantiate findings. Those who have earned the PCI are ASIS board certified in investigations.

The PCI is evidence of specialized skills in security investigations, including case evaluation and review of options for case management strategies. The credential confirms an individual’s ability to collect information through the effective use of surveillance, interviews, and interrogations. PCIs have demonstrated qualifications in physical and electronic research and data analysis.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements to be accepted as a PCI candidate:

**Work Experience:**
Five (5) years of investigations experience, including at least two (2) years in case management

**Education:**
An earned high school diploma or GED equivalent

Eligibility requirements also include no prior conviction of any criminal offense that would reflect negatively on the security profession or on ASIS International and its certification programs.

EXAM STRUCTURE AND CONTENT

Candidates must pass a comprehensive examination consisting of multiple-choice questions in three major areas (domains) of security investigations before being awarded the PCI designation.

The importance of each domain, and the tasks, knowledge, and skills within it, determines the specifications of the PCI examination. The relative order of importance of the domains determines the percentage of total exam questions. Detailed information about the following content areas of the PCI exam is available at www.asisonline.org/certification/pci/pcistructructure.xml.

**Case Management (40%)**
- Evaluate cases on a continuing basis for potential ethical conflicts.

**Evidence Collection (40%)**
- Conduct surveillance by physical and electronic means to obtain relevant information.
- Conduct interviews/interrogations of subjects to obtain relevant information.
- Determine needs and develop strategies by reviewing options.
- Implement strategies by utilizing the investigative resources necessary to address case objectives.
THE PCI CREDENTIAL IS APPLICABLE TO A WIDE RANGE OF SPECIALIZED INVESTIGATIONS

- Healthcare fraud
- Insurance fraud
- Threat assessment
- Workplace violence
- Arson
- White collar crime
- Loss prevention
- High tech crime
- Narcotics
- Property & casualty
- Child abuse
- Gaming
- Forensics

Collect and preserve objects and data for future assessment and analysis.

Conduct research by physical and electronic means and analyze data to obtain relevant information.

Case Presentation (20%)

- Prepare reports to substantiate investigative findings.
- Prepare and present testimony by reviewing case files, meeting with counsel, and presenting relevant facts.

EXAM ADMINISTRATION

U.S. and Canada:

PCI exams are computer-based and administered at local Prometric Testing Centers. The test may be scheduled and taken at any time.

International (non-U.S. and Canada):

An international PCI exam is not offered, since exam content must be customized to address the legal requirements of each nation. If you are interested in undertaking the customization process, please e-mail certification@asisonline.org.

APPLYING FOR CERTIFICATION

U.S. and Canada:

An application may be submitted at any time.

Application Fee (includes exam fee)

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PREPARING FOR THE EXAM

The PCI exam is a self-study exam and candidates choose their own method of preparation. Preparation is a major factor in exam success. Candidates are advised to prepare a study plan, allow adequate time for preparation, and use a variety of study methods. Approved candidates have a two-year period of eligibility to schedule and pass the exam.

RECERTIFICATION REQUIREMENTS

Practicing PCIs are required to participate in professional development activities and submit reports every three (3) years to maintain active certification. It is the PCI’s responsibility to ensure that recertification credits claimed conform to the guidelines established by the Professional Certification Board. More information about PCI recertification is available at www.asisonline.org/certification/recertification.htm.

“The PCI certification brings credibility to my position, especially when dealing with other colleagues and public law enforcement agents. It’s also helpful in front of a judge and jury when I testify in a case.”

—Matt L. Aldy, PCI, Senior Special Investigator
Mutual of Omaha Insurance Company
Omaha, Nebraska
The Physical Security Professional designation is a specialty certification awarded to security practitioners who have demonstrated knowledge and experience in threat assessment and risk analysis; integrated physical security systems; and the appropriate identification, implementation, and ongoing evaluation of security measures. Those who have earned the PSP are ASIS board certified in physical security.

The PSP credential allows practitioners to demonstrate expertise in conducting physical security surveys to identify vulnerabilities and performing cost analysis for the selection of integrated physical security measures. The PSP officially recognizes specialized knowledge in systems procurement, final acceptance testing, and implementation procedures.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements to be accepted as a PSP candidate:

**Work Experience:**
Five (5) years of experience in the physical security field

**and**

**Education:**
An earned high school diploma or GED equivalent

Eligibility requirements also include no prior conviction of any criminal offense that would reflect negatively on the security profession or on ASIS International and its certification programs.

EXAM STRUCTURE AND CONTENT

Candidates must pass a comprehensive examination of approximately 125 multiple-choice questions in three major areas (domains) of physical security before being awarded the PSP designation.

The importance of each domain, and the tasks, knowledge, and skills within it, determines the specifications of the PSP examination. The relative order of importance of the domains determines the percentage of total exam questions. Detailed information about the following content areas of the PSP exam is available at

[www.asisonline.org/certification/psp/pspstructure.xml](http://www.asisonline.org/certification/psp/pspstructure.xml)

**Physical Security Assessment (41%)**

- Identify assets to determine value and criticality.
- Assess the nature of threats so that the scope of the problem can be determined.
- Conduct a physical security survey to identify vulnerabilities of the organization.
Perform a risk analysis so that appropriate countermeasures can be developed.

Selection of Integrated Physical Security Measures (24%)
- Identify measures and components to match requirements of the solution or recommendation.
- Perform cost analysis of proposed integrated measures to ensure efficiency of implementation and operation.
- Outline and document recommendations with relevant reasons for presentation to a facility so that appropriate choices can be made.

Implementation of Physical Security Measures (35%)
- Outline criteria for pre-bid meetings to ensure comprehensiveness and appropriateness of implementations.
- Procure systems and implement recommended solutions to solve identified problems.
- Conduct final acceptance testing and implement procedures for ongoing monitoring and evaluation of the measures.

PREPARING FOR THE EXAM

The PSP exam is a self-study exam and candidates may choose their own method of preparation. Preparation is a major factor in exam success. Candidates are advised to prepare a study plan, allow adequate time for preparation, and use a variety of study methods. Approved candidates have a two-year period of eligibility to schedule and pass the exam.

APPLYING FOR CERTIFICATION

U.S. and Canada: An application may be submitted at any time.

Application Fee (includes exam fee):
- ASIS members: $300
- Nonmembers: $450

International (non-U.S. and Canada): An application must be submitted prior to the following deadlines for the three scheduled international exams.

Application Deadline       Exam Administered
March 1                   May
August 1                  September
September 1               November

Application Fee (includes exam fee):
- ASIS members: $200
- Nonmembers: $350

RECERTIFICATION REQUIREMENTS

Practicing PSPs are required to participate in professional development activities and submit reports every two (2) years to maintain active certification. It is the PSP’s responsibility to ensure that recertification credits claimed conform to the guidelines established by the Professional Certification Board. More information about PSP recertification is available at

Steps to ASIS Certification

1. Decide which certification is right for you and determine if you are eligible.

2. Submit an application.
   Complete and return the application at the back of this handbook, along with any supporting documentation and the application fee in U.S. dollars to: ASIS International, Attn: Finance Department, 1625 Prince Street, Alexandria, VA 22314-2818, or via fax to 703-518-1473. An application may be downloaded at www.asisonline.org/certification/handbook.

   Applicants receive notification regarding their acceptance as a candidate within two or three weeks after a review of their qualifications. Only applicants who have been approved as candidates may schedule and take the exam.

3. Prepare for the exam.
   Candidates have a two-year period of eligibility from the date of application approval to prepare for and pass the exam. Candidates are encouraged to fully prepare for the exam using several methods. Further information about exam preparation resources is available at www.asisonline.org/certification/activities.xml.

4. Schedule the exam.
   Candidates may schedule the exam anytime within their two-year eligibility period.

   **U.S. and Canada:** CPP, PCI, and PSP exams are administered at local Prometric Testing Centers. An exam date and location may be scheduled through Prometric at www.prometric.com or by calling 800-699-4975, Monday-Friday, 8:00 am-8:00 pm ET or Saturday 8:00 am-4:00 pm ET. Candidates receive a confirmation number, instructions, and directions to their test location at the time of scheduling.

   **International (non-U.S. and Canada):**
   - The international CPP exam is administered in English and Spanish in May and November at multiple international locations and in September prior to the ASIS International Annual Seminar and Exhibits. An exam date and location may be scheduled at www.asisonline.org/certification/cpp/steps/internationalTestCenters.xml.
   - The international PSP exam is administered in English in May and November.

5. Take the exam.

6. Receive your exam results.

7. Recertify to maintain your active certification status.
in multiple international locations and in September prior to the ASIS International Annual Seminar and Exhibits. An exam date and location may be scheduled at www.asisonline.org/certification/dates.sml.

International candidates receive confirmation of their scheduled test date and location and accompanying instructions via e-mail.

5. Take the exam.

Candidates may take the exam anytime within their two-year eligibility period.

**U.S. and Canada:** Exams are computer-based. CPP candidates should allow approximately four (4) hours to complete their exam. PCI and PSP candidates should allow approximately 2½ hours to complete their exam.

**International (non-U.S. and Canada):** Exams are administered in paper-and-pencil format. International CPP candidates should allow approximately four (4) hours to complete their exam. International PSP candidates should allow approximately 2½ hours to complete their exam.

6. Receive your exam results.

**U.S. and Canada:** Candidates receive their privately scored results, including results for each domain, within minutes after completing the exam. However, scores do not become official until they are verified and transmitted to ASIS at the beginning of the following month.

Candidates who successfully pass their certification exam receive official notification from the Professional Certification Board in a sealed, confidential envelope approximately 4-6 weeks following the test date. Certificates are mailed at approximately the same time under separate cover.

**International (non-U.S. and Canada):** Exam results for CPP and PSP candidates are sent via express mail in approximately 20 business days following the test date to the local ASIS chapter contact person for distribution to the exam candidate. Certificates are mailed at approximately the same time under separate cover.

7. Recertify to maintain your active certification status.

Recertification terms expire at the end of the calendar year. For example, the recertification deadline for an individual who passed the exam in April is December 31 of the recertification year and remains December 31 for subsequent years. It is recommended that recertification activities and credits be reported as they occur. For details, visit www.asisonline.org/certification/recertification.htm.

Demonstrate your expertise to others as you lay a foundation for continued professional improvement and advancement. ASIS certification will strengthen and showcase your professional abilities as no other certification can.

Apply for ASIS certification today!

ADDITIONAL INFORMATION

Exam Integrity and Scoring

Following internationally accepted procedures for exam integrity, the ASIS Professional Certification Board develops multiple forms of the CPP, PCI, and PSP examinations, each with a unique combination of questions. No two forms of the exam are identical and a different version is administered each time the examination is offered.

A job analysis study is undertaken approximately every five years to ensure that ASIS certification exams reflect the critical areas of responsibility for effective performance and are consistent with current job functions in a security position.

**Ineligible Applicants**

Upon request, an application will be held up to two years for any applicant found to be ineligible because of insufficient work experience.

**Refunds**

The application portion of the fee is nonrefundable. However, applicants found ineligible for reasons other than insufficient work experience will receive a refund for the exam portion of the fee. The refund is $200 for ASIS members and $250 for nonmembers in the U.S. and Canada; for international applicants, the refund is $100 for ASIS members and $150 for nonmembers.

**Retest**

The exam may be taken up to three times within the two-year period of eligibility. If a second exam is required, it must be taken at least three months after the date of the first exam. If a third exam is required, it must be taken at least six months after the date of the second exam. Candidates who wish to
Retest must submit a retest exam fee and a new application (only name, address, contact information, current employment, and conviction information need be provided, along with a signed and dated applicant declaration).

**Retest Exam Fee**

**U.S. and Canada**
- ASIS members: $200
- Nonmembers: $200

**International (non-U.S. and Canada)**
- ASIS members: $100
- Nonmembers: $100

**Reapplication**
Candidates who do not pass an exam in three attempts during their two-year period of eligibility must wait five years before submitting a new application for the same certification.

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**AMERICANS WITH DISABILITIES ACT**

All ASIS programs comply with the Americans with Disabilities Act and are non-discriminatory. Eligibility for certification and recertification is denied only when an individual does not meet the eligibility requirements, when an individual has violated the Code of Professional Responsibility, or when an applicant has committed an act that would reflect negatively on ASIS International or the certification program.

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**FINANCIAL ASSISTANCE**

**Allan J. Cross Award for CPP Review**

The award provides 25 annual tuition scholarships for the CPP Review Course scheduled prior to the Annual ASIS Seminar and Exhibits. Applicants are nominated by local ASIS chapters and must be members of ASIS International. Only one nomination per chapter is considered. Applications must be submitted between June 1 and June 30. Details are available at [www.asisonline.org/foundation/scholarships.xml](http://www.asisonline.org/foundation/scholarships.xml).

**VA Benefits/G.I. Bill**

Qualified applicants may receive reimbursement for the cost of CPP, PCI, and PSP certification exams through the G.I. Bill education benefits administered by the Department of Veterans Affairs (VA). The maximum benefit of $2,000 applies only to testing and retesting fees. An online application is available at [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-442-4551 and request VA Form 22-1990.
Although the Professional Certification Board (PCB) does not produce, sponsor, or endorse any exam preparation materials to help individuals attain ASIS certification, it does encourage thorough preparation for the exams. This is because the process of certification is based on a mastery of the body of knowledge of the subject matter.

ASIS International offers study guides and review courses that give an indication of the scope and range of subject areas tested on the exams. These resources can help identify areas of strength, as well as those requiring further study. Certification materials are continually updated, so be sure to use the current version. Reliance on only one source for preparation is not recommended.

REFERENCE MATERIALS

REFERENCE SETS
A set of reference materials has been assembled for each certification, comprised of publications that are the source of all exam questions.

- CPP Reference Set—available with or without the four-volume Protection of Assets Manual (POA).
- PCI Reference Set
- PSP Reference Set

Purchase: Complete reference sets, as well as the individual publications that comprise them, are available from the ASIS Bookstore. Detailed descriptions and order information are available at www.asisonline.org or 412-741-1495.

POA order information is available at www.protectionofassets.com.

Loan and Rental: Exam candidates who are ASIS members may borrow or rent reference materials, depending on availability, from the ASIS Information Resources Center (IRC). More information is available at 703-518-1472, www.asisonline.org/library/member-secure/lendingpolicy.xml, or e-mail circulation@asisonline.org.

CPP STUDY GUIDE
Chapters cover the eight major subject areas of the CPP exam. This supplement to the official reference books is available from the ASIS Bookstore at www.asisonline.org or 412-741-1495.


ASIS CHAPTER STUDY GROUPS
Many local ASIS chapters offer organized study programs, a lending library of reference materials, and/or other resources. Examples of ASIS chapter study materials are available at www.asisonline.org/certification/chapterStudyMaterials.xml.

REVIEW COURSES
Exam review courses are a thorough recap of the subject areas covered on the exam and are based on reference materials that are the source of exam questions. Practice tests included do not contain questions from the actual exam. Information about upcoming review courses and registration is available at www.asisonline.org/store/calendar.xml#05.

CLASSROOM REVIEWS
- CPP Review
- PCI Review
- PSP Review

Taught by experienced faculty, classroom reviews are offered in February, April, and in September prior to the ASIS Seminar and Exhibits. CPP Review participants receive a complimentary copy of the CPP Study Guide.

CPP Spanish Review taught by Spanish-speaking, experienced faculty is offered in September prior to the ASIS Seminar and Exhibits.

ONLINE REVIEWS
CPP Review Online subscribers may select individual modules or purchase all eight. A subscription includes 24/7 online access for one year. Information and registration are available at www.asisonline.org/certification/cppreviewonline.htm.

ASIS International Certification Exam Application

I am applying to take the exam for:

- [ ] Certified Protection Professional
- [ ] Professional Certified Investigator
- [ ] Physical Security Professional

Name:  First  Middle initial  Last
Prefix (Mr., Mrs., Ms.)  ASIS member number (if applicable)

Please send certification mail to:  [ ] Business Address  [ ] Home address

Title

Business/company name

Street address  Room no. or P.O. box

City, state, or province if applicable, country, ZIP/postal code

Business phone (include country/city/area code)

E-mail  Fax (include country/city/area code)

Home address

City, state, or province if applicable, country, ZIP/postal code

Home phone (include country/city/area code)

Please provide the name of the person who encouraged you to apply for certification. This person will be considered your mentor.

Name  Mentor’s phone number or employer

Indicate whether this information reflects a change of address to use in updating your ASIS membership record:

- [ ] Business
- [ ] Home address

Please check here if you are disabled or require special services. Indicate your needs or requirements:

Education

If education is used to meet qualifications, an official certified transcript or verification of degree must be submitted by the educational institution to the ASIS Certification Program Office: 1625 Prince Street, Alexandria, VA 22314-2818. Official verification must be received prior to testing. Please provide the following information for the institution from which you earned your highest degree.

Institution Name

Institution Address

Attended:  From (Mo./Yr.)  to (Mo./Yr.)

Academic years completed  (CPP requirement only) Degree earned (must be a B.A. or higher)

- [ ] H.S. Diploma
- [ ] GED

Have you requested a copy of your official transcript to be sent to the Certification Program Office?  [ ] Yes  [ ] No
Experience

Show the progressive history of your security career, documenting the years of experience required for certification.

List each full-time assignment, beginning with your present position. Complete information is required; job title alone is not sufficient. Summarize each assignment, giving sufficient detail to signify the nature of the decisions you were required to make, and additional duties required by the position.

CPP Security Management Experience:

Professional protection experience must include a minimum of nine (9) years of security experience, with at least three (3) years in responsible charge of a security function or seven (7) years of security experience, with at least three (3) years in responsible charge of a security function when applying with an earned bachelor’s degree or higher from an accredited institution of higher education. Part-time or secondary positions do not meet the experience or responsible charge requirements.

PCI Professional experience in investigations:

Account for a minimum of five (5) years of investigations experience, with at least two (2) years in case management.

PSP Professional experience in physical security:

Account for a minimum of five (5) years of physical security experience.

1Experience is defined as the individual having been personally engaged in security or loss prevention on a full-time basis, or as a primary duty. Included is:

- a. Experience as a security professional in the protection of assets, in the public or private sector, criminal justice system, government intelligence, or investigative agencies.

- b. Experience with companies, associations, government, or other organizations providing services or products, including consulting firms, provided the duties and responsibilities substantively relate to the design, evaluation, and application of systems, programs, or equipment, or development and operation of services, for protection of assets in the private or public sectors.

- c. Experience as a full-time educator on the faculty of an accredited educational institution, provided the responsibilities for courses and other duties relate primarily to knowledge areas pertinent to the management and operation of protection of assets programs in the public or private sectors.

2Responsible charge is defined as the charge exercised by an individual in a management position who makes decisions for the successful completion of objectives without reliance upon directions from a superior as to specific methods. However, an applicant need not have held a supervisory position, as long as the positions on which the application relies have specifically included responsibility for independent decisions or actions. If “responsible charge” is not based on supervisory responsibilities, then security program management responsibilities and duties must be clearly shown. Generally, this excludes such positions as patrol officer or the equivalent.

3Physical security is defined as the various physical measures designed to safeguard personnel, property, and information.

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<tr>
<th>Dates of employment:</th>
<th>From (Mo./Yr.)</th>
<th>to (Mo./Yr.)</th>
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<td>Name of Employer</td>
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<td>Address</td>
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<td>Position title/rank/civilian grade</td>
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<td>Name and title of immediate supervisor</td>
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<td>Business telephone of immediate supervisor</td>
<td>Number of personnel under your supervision</td>
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<td>Major product or service of this employer</td>
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Major product or service of this employer

Responsible charge/case management  ☐ is claimed  ☐ is not claimed

Summary of work assignment (Do not use this space merely to refer to an attachment.)

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Professional References

Professional references must be individuals who have personal knowledge of and can validate your security expertise, current and previous work history, and the degree of responsibility held in the performance of your job. You should not use anyone as a reference who falls under your supervision. Do not use relatives, members of the PCB, or ASIS staff as references. Three professional references are required.

1. Name

   Job title

   Professional relationship  How long known

   Address

   Home phone  Business phone

---

2. Name

   Job title

   Professional relationship  How long known

   Address

   Home phone  Business phone

---

3. Name

   Job title

   Professional relationship  How long known

   Address

   Home phone  Business phone
Did you remember…

- To order official college transcripts (if required)?
- To include your signature and date?
- To include payment in U.S. dollars?

Eligibility Information

1. Have you ever been convicted of a crime (or in military service convicted by a general court-martial) or is there any criminal charge now pending against you?
   - YES  ❑  NO
   If answer is YES, explain fully on a separate sheet.

2. Have you ever had a professional membership, license, registration, or certification denied, suspended, or revoked (other than for lack of minimum qualifications or failure of an exam)?
   - YES  ❑  NO
   If answer is YES, explain fully on a separate sheet.

3. Have you ever been censured or disciplined by any professional body or organization?
   - YES  ❑  NO
   If answer is YES, explain fully on a separate sheet.

If the answer to one or more of these questions is YES, explanations on signed and dated separate sheet(s) may be placed in a sealed envelope for confidentiality. This information will not be circulated outside the Professional Certification Board. An affirmative answer does not necessarily mean rejection of your application. (Please omit minor traffic violations and offenses committed before your 18th birthday.) The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession, or the certification program.

Application Declaration

I certify that all information I have provided in this application, including any attachments, is accurate and complete to the best of my knowledge. I also understand that I must adhere to the Code of Professional Responsibility. I give consent for all referenced persons to provide information concerning me and/or my application, and I release each such person from liability for providing information to ASIS, the PCB, and its agents. Any false or misleading statement, misrepresentation, or concealment or material omission of the information I have provided or failed to provide on my application and attachments may be ground for rejection of my application, or if already certified, my certification designation.

Signature (signature must be in ink)     Date

Fees and Payment Submission

Application fee must accompany this application. Make checks payable to ASIS International in U.S. dollars; checks* must be drawn on a U.S. bank. Wire transfers: Applications with wire payments are due one month prior to the deadline date accompanied by a copy of transfer document.

* A charge of $25 (U.S.) will be assessed on returned checks.

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<td>Retest</td>
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<td>Retest: $100</td>
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</table>

Please charge my:  ❑ American Express  ❑ MasterCard  ❑ Visa  ❑ Discover

Amount $_________

Applications returned by fax must include credit card payment.

Account No.     Exp.

Cardholder Name (as it appears on card)

Cardholder Signature

Mail or fax completed application with any supporting documentation to:

ASIS International
Attn: Finance Department
1625 Prince Street
Alexandria, VA  22314-2818
Fax: 703-518-1473

Prices are subject to change. Check the ASIS Web site at www.asisonline.org/certification/index.xml for current prices.
security certifications
from asis international

the international standard

applicant handbook

contents

Certified Protection Professional / CPP . . . . . . . . page 4
Professional Certified Investigator / PCI . . . . . . . . page 7
Physical Security Professional / PSP . . . . . . . . page 9
Steps to ASIS Certification . . . . . . . . . . . . . . . page 11
Exam Preparation Resources . . . . . . . . . . . . . . page 14
Application Form . . . . . . . . . . . . . . . . . . . . . . . . page 15

about asis international

ASIS International (ASIS) is the preeminent organization for security professionals, with more than 34,000 members worldwide. Founded in 1955, ASIS is dedicated to increasing the effectiveness and productivity of security professionals by developing educational programs and materials that address broad security interests, such as the ASIS Annual Seminar and Exhibits, as well as specific security topics. ASIS also advocates the role and value of the security management profession to business, the media, governmental entities, and the general public. By providing members and the security community with access to a full range of programs and services, and by publishing the industry’s number one magazine, Security Management, ASIS leads the way for advanced and improved security performance.

learn more about asis membership

703-519-6200
www.asisonline.org
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