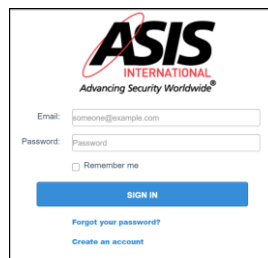
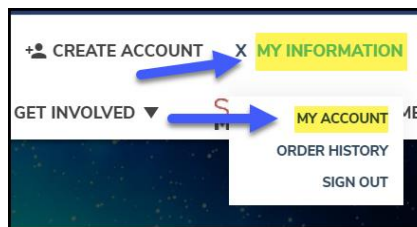


ASIS Certification Application – Step-by-Step Instructions

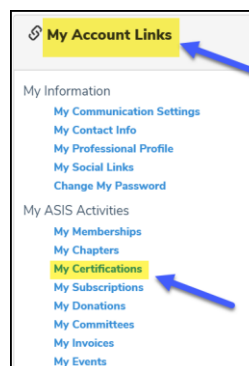
1. Please sign in or create a new user account at [ASIS International](#). If you are creating an account, please ensure your name is the same as what appears on your government-issued identification that you will present on exam day. See the Check-in ID Requirements section in the [Certification Handbook](#)



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**” link.



4. Select the certification exam that you are applying by clicking on **APPLY NOW**

CERTIFICATION PROGRAMS

[← BACK TO CERTIFICATION](#)

Credential: Associate Protection Professional

The **Associate Protection Professional (APP)** designation is intended for those with 1-4 years of security management experience. The exam will measure the professional's knowledge of security management fundamentals, business operations, risk management, and response management.

NOTE: Those already certified as a CPP are ineligible to apply and sit for the APP Exam.

The APP Certification is only offered in the English language at this time.

[→](#) **APP - APPLY NOW**

Credential: Professional Certified Investigator

The Professional Certified Investigator (PCI) credential provides demonstrable proof of an individual's knowledge and experience in case management, evidence collection, and preparation of reports and testimony to substantiate findings. Those who earn the PCI are ASIS board-certified in investigations.

[→](#) **PCI - APPLY NOW**

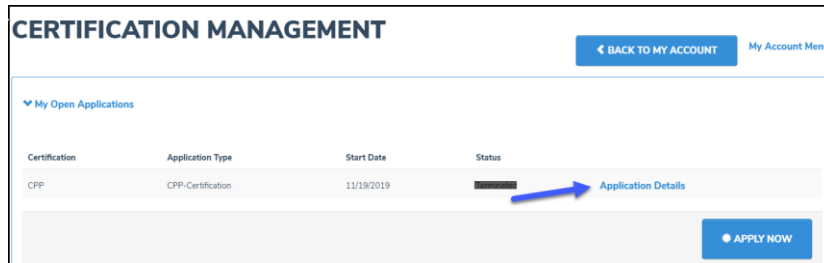
Credential: Physical Security Professional

The Physical Security Professional (PSP) credential provides demonstrable 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 earn the PSP are ASIS board certified in physical security.

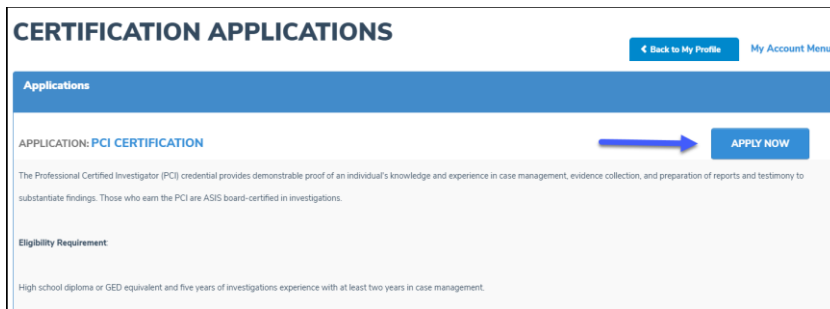
[→](#) **PSP - APPLY NOW**

ALREADY STARTED AN APPLICATION (skip this section, if not applicable)

- For applications that have not yet been submitted, the applicant will be able to continue entering application information by clicking on “[Application Details](#)”
- Applicant will see any open applications and they can view the details of the application if submitted but will not be able to enter any additional information.



5. This will display the certification exam selected, proceed to click on “[APPLY NOW](#)”



NOTE

- Applicants that are currently CPP certified, are ineligible to apply for the APP certification
- An applicant can apply for any certification for which they do not have an open application, or they are not certified in one of the certifications.

START APPLICATION PROCESS

- A. In Progress Bar:** shows the applicant how far along in the application process
- B. Start Over:** If you have chosen the wrong application, click the **Start Over** button. This will delete the application and take you back to the CERTIFICATION PROGRAMS page so you can select the correct certification exam
- C. Dashboard:** Pencil icon means sections not completed. Thumbs up icon means completed
- D. Requirement column:** application sections that must be completed
Status column: its progress

Current Application: PCI Certification
 Application Submission Date: not submitted

B START OVER


A In Progress Submitted Under Review Pending Exam Certified

A Submit Application button will appear in the top right of this page once all required information is provided.

C Dashboard Applicant Information Qualifications Resume Professional References App Fee Exam

Requirement	Status
<p>E Applicant Information (Name and Contact Info)</p> <p>Please complete/confirm contact information. Save to continue.</p>	In Progress
<p>F APP-PCI Switch</p> <p>Please select the most applicable qualification from the option below.</p>	In Progress
<p>G Resume</p> <p>Applicant must submit a copy of their resume.</p>	Pending Resume Submission
<p>H Professional References</p> <p>You must provide three professional references. Only the full name, email address and telephone number for each reference is required. Professional references must have personal knowledge of 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 Professional Certification Board, or ASIS staff as references.</p>	Pending Submission
<p>I PCI Certification Application Fee</p> <p>\$335 ASIS members \$485 nonmembers</p> <p>If you are not currently a member and want to receive the member rate, please leave this certification application and complete and submit a membership application first before completing your exam application.</p> <p>To complete your exam application, a submit button will appear in the upper right when all required information has been provided. Click the button to pay fee and complete the process.</p>	Pending Payment
<p>PCI Certification Exam</p> <p>The PCI examination consists of 125 multiple-choice questions and may also contain 15 "pre-test" questions (unscored) randomly distributed throughout the examination for a total of 140 questions. The time allowed takes into consideration the review of pre-test items.</p> <p>The exam covers tasks, knowledge, and skills in three primary domains that have been identified by professional investigators as required areas of competency in this field.</p>	Pending Exam Eligibility

E. Applicant Information (Name and Contact Info):

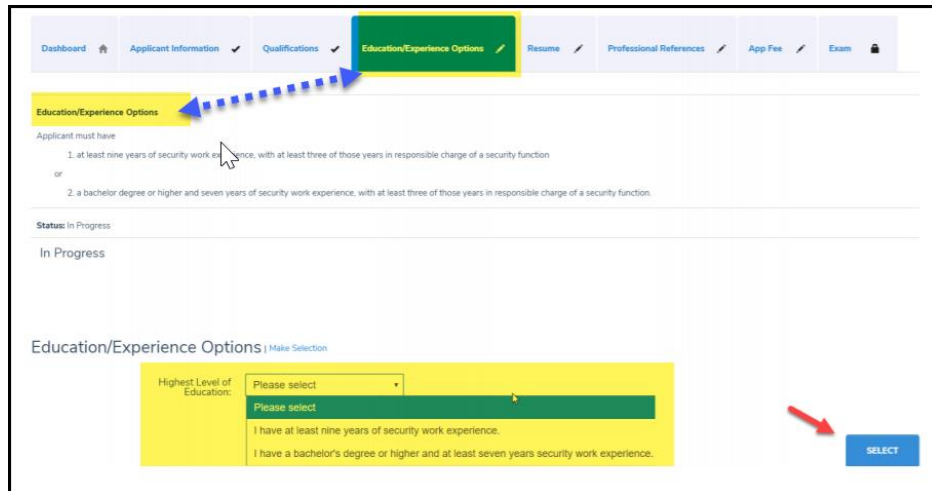
- Complete or confirm required fields
- To add an additional address or telephone number click on  icon
- Click save (Bottom right side of screen)

F. APP-XXX Switch/Qualifications:

- Click on down arrow next to “Please Select” and select one of the options:
 - I do not currently hold the APP Credential
 - I currently hold the APP Credential
- Click select (Bottom right side of screen)

NOTE: If selected wrong option, click on the **Qualifications** tab, and click the reset button.

Education and/or Experience tabs: From the dashboard, click on the **Education/Experience Options**. (Options will change depending on the certification you are applying for and the choice made in the Qualifications section above)

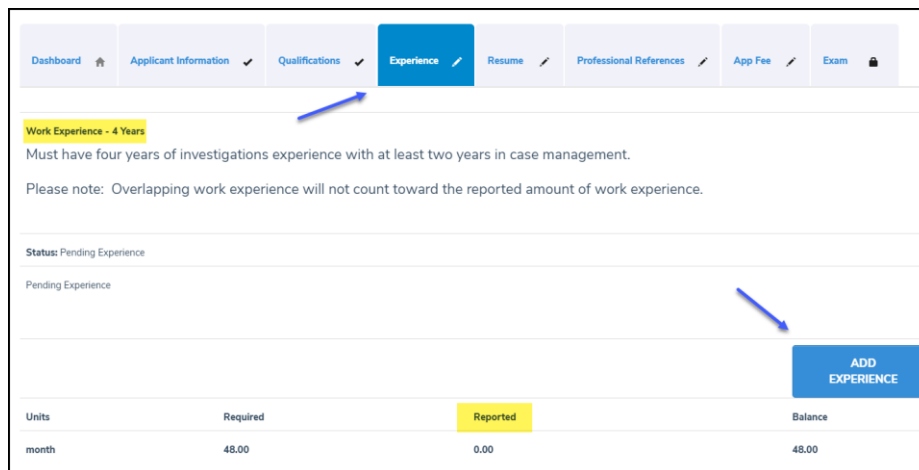


NOTE: If selected wrong option, click on the **Education/Experience Option** tab, and then click the reset button. You may then select the correct option and continue.



Experience Requirement:

- Click **“Add experience”** button to enter work experience.
- After adding your work experience, the number of months will display under **reported** column



- Complete all **required** fields and click “SAVE” (see screen shots below)

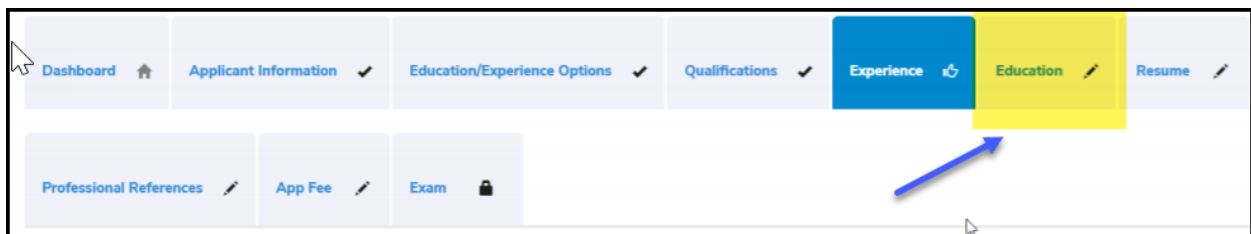
➤ if adding **current position**, check box next to “Current Employer”

➤ If adding **previous employment**, the form will display as follow

NOTE: Until application is submitted, changes can be made but information cannot be deleted. After application is submitted, the applicant may not change any information.

Education Requirement: If applying with education, follow steps below. (skip this section, if not applicable)

- Dashboard will display the “**Education**” tab
- Click “**Add degree**” button to upload transcript



- Complete all **required** fields and click “SAVE”

full name: [yellow box]
 degree earned: [Please select] [red arrow]
 Required
 transcript file: [Choose File] No file chosen [red arrow]
 Required
 ASIS reserves the right to request an official transcript.
 file category: [Transcript]
 date earned: [] [red arrow]
 Required
 institution name: [] [red arrow]
 Required
 [SAVE] [CANCEL] [red arrow]

G. Resume Requirement

- Click on “Resume” tab display on the dashboard
- Click “Add document” button

Dashboard [Home] Applicant Information [check] Education/Experience Options [check] Qualifications [check] Experience [lock] Education [lock] **Resume [check]**
 Professional References [lock] App Fee [lock] Exam [lock]
 Resume
 Applicant must submit a copy of their resume.
 Status: Pending Resume Submission [red arrow]
 Pending Resume Submission [ADD DOCUMENT]

- Click “Choose File” to upload resume (Word or PDF Formats)
- Enter a description under “Document Description” box and click “Save”

file name:
 Choose File No file chosen
 Required
 document description: [] [red arrow]
 [SAVE] [CANCEL] [red arrow]

H. Professional References

- Click on the “Professional References” Tab
- Click on “Add Document”

Dashboard [Home] Applicant Information [check] Qualifications [check] Education/Experience Options [check] Experience [lock] Education [lock] Resume [lock] **Professional References [check]**
 App Fee [lock] Exam [lock]
 Professional References
 You must provide three professional references. Professional references must have personal knowledge of 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 Professional Certification Board, or ASIS staff as references.
 Status: Pending Submission [ADD DOCUMENT]

- Click “Choose File” to upload resume (Word or PDF Formats)
- Enter a description under “Document Description” box and click “Save”

I. **XXX Certification Application Fee:** Before payment is submitted, the **Disclosure, Attestation, Exam Options, Fee, Registration (ADA), and Confirm sections** must be completed.

- Click on the “App Fee” tab,
- And then, click on “Submit Application” (upper right side of the screen)

- **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)
 - Click Next

- **Submit Application Attestation:** Read and sign by entering
 - First and last name (name must match what ASIS has on file)
 - Click **“Agree”**

Submit Application | Terms And Conditions

By my signature, I attest that the information I submit herein or in any required accompanying or subsequent documentation is true and accurate to the best of my knowledge.

I understand that persons who apply for certification as a Certified Protection Professional (CPP), Professional Certified Investigator (PCI), or Physical Security Professional (PSP) or persons who have been certified by ASIS International, are subject to ASIS International's eligibility requirements for certification, recertification and to the ASIS Certification Code of Professional Responsibility.

I understand that in order to maintain my certification, I must re-certify every three years by reporting a specified number of Continuing Professional Education (CPE) credits, in accordance with ASIS policy and procedures for submitting such reports. I understand that CPE credits may be earned through education programs and courses and other activities, and that all CPEs must conform to the requirements specified in ASIS International's Recertification Guide. I further understand that from time-to-time ASIS International may amend its requirements, Policies, and procedures to include: initial certification, recertification, and the Code of Professional Responsibility.

I also understand that I may be subject to audit at any time and that ASIS International reserves the right to take action for failure to comply with the audit procedures.

While holding ASIS International certification, I agree to notify ASIS International in writing immediately if I fail to comply with any of the requirements for gaining or maintaining certification or recertification, such as, but not only limited to, no longer being in the profession, no longer holding Lifetime Retired status due to returning to full-time employment, failing to earn the number of CPE credits needed to maintain certification or to be recertified, or having been disciplined – including suspension, expulsion or loss of the credential – as a result of having been found in violation of the Code of Professional Responsibility. I also agree to notify ASIS International in writing of any address or name change(s) within thirty (30) days after the change becomes effective.

If requested to do so, ASIS International may verify my certification status.

I attest that I have completed all certification and/or recertification requirements.

I agree that by typing my first name and last name constitutes my electronic signature and understand it is legally binding:

Marsha
 first name: →

Crosby
 last name: →

→

- **Submit Application Exam Options:**
 - *Language:* click on the down arrow to select English or Spanish
 - *Exam Media:* Computer Based Test
 - Click **“Next”**

Submit Application | Exam Options

Exam: Professional Certified Investigator

→ Language: ▼ ⓘ

Required

→ Exam Media: ▼ ⓘ

NOTE: ASIS now offers two options for test-takers: remote or in-person proctoring. Your approval letter will include instructions on how to select the option the suits you best.

- **Submit Application - Application Fee:** Click Next

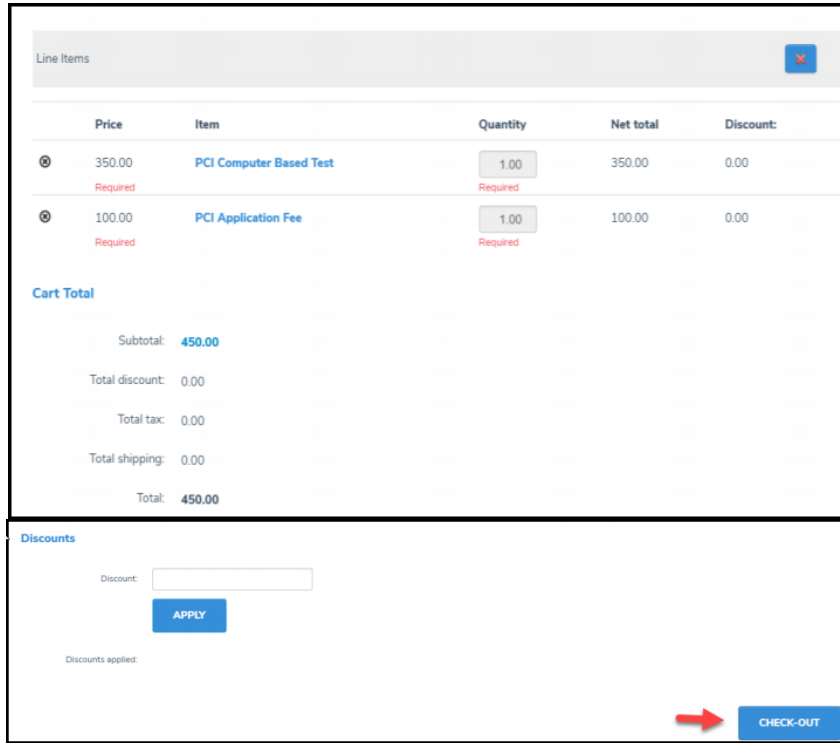
- **Submit Application – Registration (ADA Requirements)**
 - Check box if applicable, if not skip to next section
 - Explain accommodations needed in the text box below
 - Click “Next”

- Click “Next”

- **Submit Application – Confirm**
 - Click “Check Out”: it will take you to the “Shopping Cart” page

Shopping Cart

- Review order and click “[Check Out](#)”
- On the next page, confirm name and telephone number
- Choose billing contact name
- Enter credit card information
- Click “[Continue](#)”



The screenshot displays a shopping cart interface. At the top, there is a 'Line Items' section with a close button. Below this is a table with columns for Price, Item, Quantity, Net total, and Discount. Two items are listed: 'PCI Computer Based Test' and 'PCI Application Fee', both with a quantity of 1.00 and a net total of 350.00 and 100.00 respectively. Below the table is a 'Cart Total' section showing a subtotal of 450.00, total discount of 0.00, total tax of 0.00, total shipping of 0.00, and a final total of 450.00. At the bottom, there is a 'Discounts' section with an input field and an 'APPLY' button. A red arrow points to a 'CHECK-OUT' button in the bottom right corner.

Price	Item	Quantity	Net total	Discount:
350.00 <small>Required</small>	PCI Computer Based Test	1.00 <small>Required</small>	350.00	0.00
100.00 <small>Required</small>	PCI Application Fee	1.00 <small>Required</small>	100.00	0.00

Cart Total

Subtotal: 450.00
Total discount: 0.00
Total tax: 0.00
Total shipping: 0.00
Total: 450.00

Discounts

Discount:
APPLY

Discounts applied:

CHECK-OUT

Final Step - Online Store Shopping Cart

- Review Payment information and Submit
- Press “[Submit Order](#)” to finalize the application process



The screenshot shows a final step in the online store shopping cart process. A yellow banner at the top contains the text: "Order is not complete. Press 'Submit Order' to complete." Below the banner, there are two blue buttons: "EDIT PAYMENT" and "SUBMIT ORDER". A red arrow points to the "SUBMIT ORDER" button. A mouse cursor is visible near the bottom center of the page.

Order is not complete. Press "Submit Order" to complete.

EDIT PAYMENT **SUBMIT ORDER**