

Instructions:

- 1. Type or clearly print using black ink.
- 2. Complete all sections in full.
- 3. Application fee must accompany this application. Submit check or money order payable to ASIS International in U.S. dollars and drawn on a U.S. bank. Applications returned via fax must include credit card payment.

Please check if this is a re-examination application.

Submit an application online at www.asisonline.org/ store/certApp1.xml or download an application at www.asisonline.org/ certification/application

ASIS International Certification Exam Application

I am applying to take the exam for:

Certified Protect Professional	ion Professiona Investigato		Physical Security Professional
	PC	®	PSP °
First name	Middle name	Last name	
Prefix (Mr., Mrs., Ms.)	ASIS member number (if	applicable)	
Please send certification	mail to: 🛛 Business	🖵 Home	address
Title			
Business/Company name			
Business address		Room no.	or P.O. box
City	State/province	ZIP/postal	code
Business phone (include c	ountry/city/area code)		
E-mail address	Fax (include co	ountry/city/area	a code)
Home address			
City	State/province	ZIP/postal	code
Home phone (include cour	atry/city/area.code)		

Home phone (include country/city/area code)

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 for CPP, an official certified transcript or verification of degree must be submitted by the educational institution to:

ASIS International **Certification Department** 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	e earned (must be a B.A. or higher)
🖵 H.S. Diploma 🛛 🔾 GE	D	
Have you requested a copy Certification Department?		to be sent to the

Experience

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

1.

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 Experience¹: Professional protection experience must include a minimum of nine (9) years of security experience, with at least three (3) years in responsible charge² of a security function <u>OR</u> 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 investigations³: Account for a minimum of five (5) years of investigations experience, with at least two (2) years in case management⁴.

PSP Professional experience in physical security⁵: Account for a minimum of five (5) years of physical security experience.

Experience 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.

² Responsible 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.

Investigation is the logical collection of information through inquiry and examination for the purpose of developing evidence leading to problem resolution.

4 Case management is the coordination and direction of an investigation utilizing various disciplines and resources, the findings of which would be assessed to establish the facts/ findings of the investigations as a whole; the management process of investigation.

⁵ Physical security is defined as the various physical measures designed to safeguard personnel, property, and information.

Dates of employment:	from (Mo./Yr.)	te	o (Mo./Yr.)
Name of employer			
Address			
Position title/rank/civilian	grade	Т	otal months in this assignment
Major product or service of	this employer		
Number of personnel under	r your supervisio	n	
Name and title of immediat	te supervisor		
E-mail address of immediat	e supervisor		
Business telephone of imm	ediate superviso	r	
Address of immediate supe	rvisor		
Responsible charge/case r	nanagement	\Box is claimed	\Box is not claimed
Detailed description of w	ork experience		
2.			
Dates of employment:	from (Mo./Yr.)	te	o (Mo./Yr.)
Name of employer			
Address			
Position title/rank/civilian	grade	T	otal months in this assignment
Major product or service of	this employer		
Responsible charge/case r	management	\Box is claimed	\Box is not claimed
Detailed description of w	ork experience		

Experience Cont...

3.

Dates of employment:	from (Mo./Yr.)	to	o (Mo./Yr.)
Name of employer			
Address			
Position title/rank/civilian	n grade	Tc	otal months in this assignmen
Major product or service o	of this employer		
Responsible charge/case	management	\Box is claimed	\Box is not claimed
Detailed description of	work experience		
4.			
	from (Mo./Yr.)	to	o (Mo./Yr.)
Dates of employment:	from (Mo./Yr.)	to	o (Mo./Yr.)
Dates of employment: Name of employer	from (Mo./Yr.)	to	o (Mo./Yr.)
Dates of employment: Name of employer Address			
Dates of employment: Name of employer Address Position title/rank/civilian	n grade		
Dates of employment: Name of employer Address Position title/rank/civilian Major product or service o	n grade of this employer		
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4. Dates of employment: Name of employer Address Position title/rank/civilian Major product or service of Responsible charge/case Detailed description of v	n grade of this employer n management	To	otal months in this assignmen
Dates of employment: Name of employer Address Position title/rank/civilian Major product or service o Responsible charge/case	n grade of this employer n management	To	otal months in this assignmen

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

Critical Infrastructure/Key Resources Information (U.S. Members Only)

Please put a check next to the one box that best describes the industry sector or sub-sector in which you work currently. This data will be used to contact you with important information from the federal government regarding threats to your industry. It also will enable ASIS to reach out to you when the federal government needs information regarding issues affecting security in your industry. This may be important, particularly in an emergency.

Agriculture and Food

- 35 Food processing
- 37 Food production
- □ 38 Food sales
- **Banking and Financial Services**
 - □ 101 Financial markets 33 Financial utilities
 - 42 Insurance (all types)
 - 57 Physical repositories for
 - assets/documents 64 Retail/wholesale banking

Chemical Industry/HAZMAT

- 11 Chemical manufacturers
- □ 12 Chemical service/delivery

Commercial Facilities

- 47 Lodging
- 54 Office buildings G2 Recreational facilities
- 65 Shopping centers
- 66 Sports stadiums
- □ 70 Theme parks
- 102 Dams
- Defense
 - 103 Uniformed services
 - 104 Civilian employees

- Defense Industrial Base/Contractors 18 Materials 19 Services 80 Weapons
- Educational Institutions 105 Universities/colleges 106 Secondary schools

Emergency Services/Law Enforcement Law enforcement

- Energy

 - 30 Federal
 - 67 State
 - 46 Local
- 110 Internet and Cybersecurity

- National Monuments and Icons
 - 15 Cultural icons/museums
 - 40 Historical attractions 83 Monuments
 - 50 National parks
- 111 Nuclear (Commercial) Reactors,
- Materials and Waste
- Postal and Shipping 59 Private industry mailing/shipping 78 U.S. Postal Service
- Public Health and Healthcare
- 81 Blood supply facilities
- 41 Hospitals and clinics
- 44 Laboratories
- 53 Nursing homes
- 56 Pharmaceuticals
- □ 68 Federal/state/local health departments
- Telecommunications
 - 58 Private enterprise networks
 - 61 Public switched telecommunications networks (telephone and data)

Transportation

- □ 72 Aviation/airports
- 73 Highways □ 74 Maritime/seaports
- □ 75 Public mass transit
- 🖵 76 Rail
- 77 Trucking
- 112 Water and Water Treatment Systems

4

- 107 Federal 108 State 109 Local 🛛 27 Fire
- 24 Emergency medical
- 23 Electricity
- 51 Natural gas
- 🗅 55 Oil

82 Pipelines

Government Facilities

Testing Dates and Locations

ASIS board certification examinations are administered as a computer-based test. After receiving your authorization letter, you will receive further instructions on selecting a convenient date and location for taking your exam. For the latest information regarding locations, please call ASIS Member Services at +1.703.519.6200, or refer to the ASIS Web site at *www.asisonline.org.*

Note: Non-U.S. and Canadian candidates may schedule an exam at a local testing facility during the months of July, September, or November. Applications must be received **eight weeks prior** to the desired exam window. Please refer to the ASIS Web site for a complete list of global testing facilities.

Site

Date

Please note: ASIS is now certified by the American National Standards Institute (ANSI) under ISO Standard 17024. In order to comply with ANSI/ISO standard requirements, the ASIS International certification department will annually audit examination and recertification applications, previously approved under PCB policies and procedures, to verify accuracy of action taken.

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?
 - \Box YES \Box 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)?
 - \Box YES \Box 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 I** 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 Certification 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 grounds for rejection of my application, or if already certified, my certification designation.

Signature (signature must be in ink)

Did you remember...

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

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

Applications returned by fax must include credit card payment.

CBT Exam Fees (worldwide):

ASIS members:	\$300	Retest:	\$200
Nonmembers:	\$450	Retest:	\$200

Paper and Pencil Exam Fees (Ecuador, Jamaica, New Zealand, Panama, Qatar, Sweden, and Trinidad and Tobago):

□ ASIS members: \$200 □ Retest: \$100 □ Nonmembers: \$350 □ Retest: \$100

Please charge:

MasterCard
Visa
American Express
Discover

Cardholder name

Card number

Expiration date

Authorized amount

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: +1.703.518.1515

Prices are subject to change. Check the ASIS Web site at *www.asisonline.org/ certification/index.xml* for current prices.