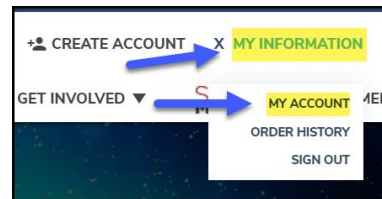# ASIS Recertification Application – Step-by-Step Instructions

Sign in or create a new user account
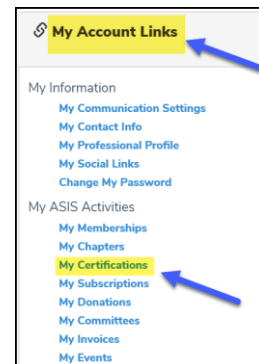
1. Please sign-in to your account at ASIS International.

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**"

Access Recertification Application

Certification Management: this page lists all current certifications

- Click **Certification Details link** to view/upload your CPEs in the recertification application.

Certification	Certification #	Certification Date	Renewal Due Date	
CPP	14324	01/20/2011	01/31/2021	Certification Details

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 | **Submitted** | Under Review | Approved

Submitted **[A]**

Dashboard 🏠   **CPE Credits** ✏   App Fee ✔

CPP 60 Continuing Professional Education (CPE) Activities

All CPP, PCI, and PSPs must pursue professional development and continuing education in order to maintain their credentials.

IMPORTANT: Please click the Calculate Hours button before adding new CPE credits in order to ensure your CPE total hours are correct. Please enter the last date of the CPE activity in the Activity Date field. Only activities within the CPE term will count towards your reported total.

ASIS Sponsored Activities: Before uploading CPE credits, please check to make sure the activity has not already been reported by ASIS.

Status: Credits Pending

Credits Pending

[B]

CPE Period   **CALCULATE HOURS**

StartDate	EndDate	Required	Reported	Percentage Reported
01/01/2018	01/31/2021	60.00	103.00	100%

CPE Summary

CEU Type	Required	Max Allowed	Reported
Author	0.00	60.00	0.00
CertPgmSvc	0.00	60.00	0.00
Dues	0.00	24.00	0.00
Education	0.00	60.00	46.00
Instructor	0.00	30.00	0.00
Membership	0.00	24.00	12.00
OtherAcc	0.00	60.00	0.00
PubService	0.00	60.00	0.00
Volunteer	0.00	30.00	45.00

[C]

CPE Credit   **REPORT CE**

ActivityDate	Activity	ActivityType	Credit	CreditType	Domain	Status	ReportedDate	File 1	File 2	File 3
01/01/2020			4.00	Membership			01/31/2020			
09/12/2019			23.00	Education			10/28/2019			
09/01/2019			21.00	Volunteer			09/10/2019			
08/01/2019			12.00	Volunteer			09/10/2019			
01/04/2019			4.00	Membership			02/05/2019			
09/27/2018			23.00	Education			11/07/2018			

The [Recertification Guide](#) 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

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**"

Current Application	CPP Recertification
Application Submission Date:	not submitted

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)
  - Click Next

All application materials that are submitted remain confidential. The application approval time is dependent upon the completeness of the information provided. The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession or the certification program.

I have nothing to disclose. | I have something to disclose.   ← Choose one
Required
additional information:

If you chose - I have 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: [   ] ←

AGREE   CANCEL

- **Submit Application** – Add Application Fee
  - To get to the "**Online Store Shopping Cart**" page, click "Checkout" twice

Submit Application | Add Application Fee

Add to Cart

Product Name: CPP Recertification Fee
Price: 90.00
Quantity: 1.00

CHECKOUT   CANCEL

Shopping Cart | View

CHECK-OUT

Line Items

Price	Item	Quantity	Net total	Discount:
90.00	CPP Recertification Fee	1.00	90.00	0.00
Required		Required		

Final Step - Online Store Shopping Cart
- 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.

EDIT PAYMENT   SUBMIT ORDER