

Dear Colleague:

You've worked hard to get where you are today. And, undoubtedly you realize that the significant expansion of knowledge, methods, and new technologies in the security industry has heightened the need for professionals competent in technical areas who can address the concerns and problems of today's security-conscious environment.



As this demand continues, business executives and government officials have turned to ASIS International (ASIS) for help in identifying individuals who can best assist their organizations as employees or as consultants.

To meet this need, and to provide the means for investigations professionals to demonstrate their technical knowledge and skills, ASIS, in conjunction with its Professional Certification Board (PCB), introduced the Professional Certified Investigator (PCI) certification program in 2002. **Testing begins in 2003.**

Do you have advanced skills in conducting investigations? Are you proficient in case management, evidence collection, and case presentation? If you can answer "yes," then you should seek PCI certification. Why? Because if you don't, or if you feel that certification isn't important, there are numerous others who do. They want those three letters—PCI—after their names to give them instant credibility and to help them edge out their competition.

I invite you to be among the first group of investigation professionals to demonstrate their in-depth expertise, knowledge, and hard-earned experience by becoming board certified as a Professional Certified Investigator. Please review the information in this Handbook, and if you meet the requirements, send in your application today.

The PCI is a mark of distinction that you owe yourself.

Regards,



Geoffrey Craighead, CPP, 2003 President
Professional Certification Board

Why get certified?

The simple answer is that to remain as competitive as possible today, you *must* be certified. The bar has been raised in the security profession and employers, contractors, governments, and even clients are now taking additional steps to ensure that they are hiring or working with the most skilled and knowledgeable individuals in the business. Professional certifications from ASIS International offer them another screening tool—one that has the backing and credibility of *the* preeminent professional society in the world for those who are responsible for security.

Every profession requires specialized skills. Not every employer knows that you have those skills. In short, certification is an investment in your career, your livelihood, your future.

If you want...

- To demonstrate your in-depth knowledge and technical skills
- To gain instant professional credibility
- To advance your career
- To stand head and shoulders above the competition

Get certified. Apply today.

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If your primary responsibility is to conduct investigations, strive for PCI certification.

Professional Certified Investigator (PCI) Certification

This program was introduced in 2002 by ASIS International in conjunction with its Professional Certification Board (PCB), which was established in 1974.

ASIS International (ASIS) is pleased to offer this new certification program that tests the knowledge and skills of those who have developed proficiency in the areas of:

- Case Management
- Evidence Collection
- Case Presentation



Eligibility Requirements

- Nine (9) years of investigations experience, with at least three (3) years in case management; **or**
- A Bachelor's Degree or higher from an accredited institution of higher education and seven (7) years of investigations experience, with at least three (3) years in case management
- The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession, ASIS, and the certification program

Test Dates in 2003

- **July 19:** Anaheim and Washington, DC.
Application Deadline: **June 1**
- **September 14:** New Orleans, LA.
Application Deadline: **August 1**
- **November 1:** Atlanta, Chicago, Dallas, Las Vegas, New York City, San Francisco, St. Louis, Toronto (Canada), Vancouver (Canada)
Application Deadline: **September 1**

Fees

- ASIS Member: \$300
- Nonmember: \$350

5 Steps to Earning the PCI Certification

- Step 1. Read this Handbook for complete instructions.
- Step 2. Review requirements to determine your eligibility.
- Step 3. Complete the application and submit with fee to ASIS International.
- Step 4. Prepare for the exam by studying reference materials and possibly attending the PCI Review Course.
- Step 5. Take the exam.

Eligibility Requirements for the PCI

Experience and Education

- Nine (9) years of investigations experience, at least three (3) years of which shall have been in case management; **or**
- An earned Bachelor's Degree or higher from an accredited institution of higher education and seven (7) years of investigations experience, at least three (3) years of which shall have been in case management;

Note: Documentation for education is not needed if eligibility requirements based on years of experience are met. If education is used, official certified transcripts must be received by the Certification Program Office before the candidate is considered eligible to test.

- The applicant must not have been convicted of any criminal offense that would reflect negatively on the security profession, ASIS, or the certification program

All ASIS programs comply with the Americans with Disabilities Act. All ASIS programs are non-discriminatory. Eligibility for PCI certification and recertification is denied only when an applicant does not meet the relevant security-related criteria, when an applicant has violated the Code of Professional Responsibility, see page 6, or when an applicant has committed an act that would reflect negatively on ASIS and the PCI program.

Definition of Terms

1. "Investigations" is the logical collection of information through inquiry and examination for the purpose of developing evidence leading to problem resolution.
2. "Experience" means that the individual has been personally engaged in the investigations field on a full-time basis, or as his or her primary duty. Included is:
 - a. Experience as an investigator in the public or private sector
 - b. Experience with companies, associations, government, or other organizations furnishing services or equipment, including consulting

firms, provided the duties and responsibilities substantively relate to investigations

- c. A position 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 investigations

Successful Completion of Exam

An examination is required for all applicants who meet the experience and/or education criteria. Candidates must pass the examination to attain the PCI designation.

Applying for the Exam

1. Application Process

Complete the application and submit it with the fee to ASIS by the deadline. Any application that is not completed in full will be returned.

2. Eligibility Notification

Applicants will be notified of their eligibility status after applications are reviewed. Eligible candidates will receive information about examination procedures.

Questions?

- **Call ASIS Customer Service: 703-519-6200**
- **E-mail: certification@asisonline.org**
- **Visit: www.asisonline.org/cppg/cpphome.html**

Examination Structure and Content

The PCI examination consists of multiple-choice questions covering tasks, knowledge, and skills in subjects identified by professional investigators as the major areas involved in this field.

The subject areas are:

Case Management

(Approximately 40% of test questions)

A. Evaluating cases on continuing basis for potential ethical conflicts

- Elements of conflict resolution
- Nature/types/categories of ethical issues related to cases, (fiduciary, conflict of interest, attorney-client)
- Applicable aspects of laws, codes, and regulations

B. Determining needs and developing strategies by reviewing options

- Negotiation process
- Investigative methods
- Cost benefit analysis
- Applicable aspects of laws, codes, and regulations

C. Implementing strategies by utilizing the investigative resources necessary to address case objectives

- Investigative resources (e.g., staffing, scheduling)
- Time management
- Quality assurance process
- Chain of custody procedures
- Change analysis/management

Evidence Collection

(Approximately 40% of test questions)

A. Conducting surveillance by physical and electronic means in order to obtain relevant information

- Methods of surveillance
- Types of surveillance
- Types of surveillance equipment
- Pre-surveillance routines
- Applicable aspects of laws, codes, and regulations

B. Conducting interviews/interrogations of subjects to obtain relevant information

- Interview techniques (electronic, face-to-face, telephonic)
- Techniques for detecting deception (e.g., non-verbal communication)
- Methods and techniques of eliciting admission and/or confession
- Composition and content of witness/subject statement
- Applicable aspects of laws, codes, and regulations (e.g., individual rights, privacy, interrogation)

C. Collecting and preserving objects and data for future assessment and analysis

- Requirements of chain of custody
- Methods/procedures for preserving various types of evidence
- Forensic opportunities and resources
- Applicable aspects of laws, codes, and regulations (e.g., rules of evidence and discovery)

(continued)

D. Conducting research by physical and electronic means and analyzing data to obtain relevant information

- Physical resources
- Electronic resources
- Applicable aspects of laws, codes, and regulations

Case Presentation

(Approximately 20% of test questions)

A. Preparing reports to substantiate investigative findings

- Critical elements and format of an investigative report

- Investigative terminology
- Logical sequencing of information
- Applicable aspects of laws, codes, and regulations

B. Preparing and presenting testimony by reviewing case files, meeting with counsel, and presenting relevant facts

- Witness preparation
- Types of testimony
- Applicable aspects of laws, codes, and regulations (e.g., applicable privileges, hearsay, rules of procedure)

Reference Materials

All examination questions are written from the references in the list below. Candidates are advised to use these publications as part of their exam preparation. For more information, or to order, see pages 7–8, or purchase online at www.asisonline.org.

The Art of Investigative Interviewing, 2nd Edition #1478

Charles L. Yeschke

Price: \$44 \$40 Members

Corporate Crime Investigation #1283

Jack Bologna and Paul Shaw

Price: \$61 \$55 Members

High-Technology-Crime Investigator's Handbook #1286

Gerald L. Kovacich, CPP, CFE and

William C. Boni

Price: \$44 \$40 Members

Introduction to Investigations, 2nd Edition #1476

John S. Dempsey

Price: \$104 \$94 Members

Introduction to Private Investigation #1477

Joseph Anthony Travers

Price: \$38 \$34 Members

Investigations: 150 Things You Should Know #1328

Louis A. Tyska, CPP and Lawrence J. Fennelly

Price: \$28 \$25 Members

Private Security and the Investigative Process, 2nd Edition #1293

Charles P. Nemeth

Price: \$55 \$50 Members

The Process of Investigation, 2nd Edition #1376

Charles A. Sennewald, CPP and

John K. Tsukayama, CPP

Price: \$50 \$45 Members

Security Investigations: A Professional's Guide #1327

Larry G. Nicholson, Ph.D.

Price: \$30 \$27 Members

Undercover Investigations in the Workplace #1368

Eugene Ferraro, CPP, CFE

Price: \$44 \$40 Members

Examination Scoring and Reporting

Scoring of exam answer sheets will be performed by the ASIS-contracted professional testing agency. Official score reports will be mailed to candidates within five weeks after the examination. Official certificates for new PCIs will be ordered upon receipt of official score reports by ASIS.

Examination Results

Scores are reported on a scale of 200–800, with 650 representing the passing score. (The explanation of scaled scoring can be found in the certification section of the ASIS Web site at www.asisonline.org.) If you do not pass the examination, you will receive information about retaking it. **You may take the examination a total of three times in the two-year authorization period.** A minimum of three months must have elapsed before you may take the examination a second time. If you need to take the examination a third time, six months must have elapsed between the second and third administrations.

Certification exam results are maintained at ASIS Headquarters for two years, after which they are stored in an off-site facility.

You may request that your exam be rescored by hand for a fee. You also may petition the Professional Certification Board for a review of your exam results.

Examination Development and Administration

The Professional Certified Investigator examination is designed to assess whether or not a security practitioner possesses the knowledge established as the basic competency level required for the PCI designation. The examination development process follows internationally-accepted procedures for establishing the content validity of the test and the reliability of the scores.

For additional information on the examination development and administration process, please refer to the certification page on the ASIS Web site or contact ASIS Customer Service at 703-519-6200.

Fees and Procedures

The application form for the PCI examination can be found on page 9 and online at www.asisonline.org/pci/pci_application.pdf. You must complete the entire form, providing all requested information, and sign the Applicant Declaration *before* submitting it and the required fee to the ASIS Certification Program Office. Any application that is **not** completed in full will be returned.

ASIS Members

Testing Fee:	\$300
Re-Testing Fee:	\$200

Non-Members

Testing Fee:	\$350
Re-Testing Fee:	\$250

Send payment, in U.S. dollars, with completed application to:

ASIS Certification Program Office
1625 Prince Street
Alexandria, VA 22314-2818

Refunds

Application fees are non-refundable. If you are found to be ineligible for the examination because of length of experience, you may request that your application be held until the minimum experience requirement is met (if two years or less). In all other cases, only the testing fee will be refunded.

Code of Professional Responsibility

Professional Certified Investigators and applicants for the PCI designation must adhere to the Code of Professional Responsibility, agreeing to:

- Perform professional duties in accordance with the law and the highest moral principles. Non-compliance includes any acts or omissions amounting to unprofessional conduct and deemed prejudicial to the PCI designation.
- Observe the precepts of truthfulness, honesty and integrity.
- Be faithful, competent, and diligent in discharging their professional duties.
- Safeguard confidential and privileged information and exercise due care to prevent its improper disclosure.
- Not maliciously injure the professional reputation or practice of colleagues, clients, or employees.

In addition, any act deemed prejudicial to the PCI designation may result in denial of approval to take the PCI examination or disciplinary action by the Professional Certification Board (PCB), up to and including revocation of certification. Such acts may include, but are not limited to:

- Providing false or misleading statements or information when applying to take the certification examination or to recertify.
- Any act or omission that violates the provisions of the Code of Professional Responsibility.

- Any act that violates the criminal or civil laws of any jurisdiction.
- Any act that is the proper basis for suspension or revocation of a professional license.
- Any act or omission that violates the PCB Disciplinary Rules and Procedures.
- Failure to cooperate with the PCB's Board of Professional Review in performance of its duties in investigating any allegation against an applicant or current PCI.
- Making any false or misleading statements to the PCB regarding an applicant or current PCI.

There may be other acts or omissions amounting to unprofessional conduct that may constitute grounds for discipline by the PCB.

Disciplinary Procedures

You may submit a complaint or an allegation in writing to the ASIS International Certification Program Office. The President of the PCB, along with the headquarters staff, reviews the correspondence and determines if further investigation is warranted.

Upon sustaining a complaint or allegation, the Board of Professional Review may impose any discipline on the respondent that it deems appropriate.

Questions?

- **Call ASIS Customer Service: 703-519-6200**
- **E-mail: certification@asisonline.org**
- **Visit: www.asisonline.org/cppg/cpphome.html**

Professional Certified Investigator (PCI) Reference Materials

With the demand for security services increasing dramatically, employers are searching more than ever for professionals with specialized skills. ASIS now offers you the opportunity to demonstrate your advanced skills and knowledge with a new Board Certified program, the Professional Certified Investigator (PCI) designation.



The PCI designation is awarded to persons whose primary responsibility is to conduct investigations.

All examination questions are written from the references listed below. To help you prepare for this examination, ASIS has compiled this collection of important resources. Candidates are advised to use these publications as part of their exam preparation.

See reverse side to order.

The Art of Investigative Interviewing, 2nd Edition #1478

Charles L. Yeschke
Price: \$44 \$40 Members

Corporate Crime Investigation #1283

Jack Bologna and Paul Shaw
Price: \$61 \$55 Members

High-Technology-Crime Investigator's Handbook #1286

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Larry G. Nicholson, Ph.D.
Price: \$30 \$27 Members

Undercover Investigations in the Workplace #1368

Eugene Ferraro, CPP, CFE
Price: \$44 \$40 Members

Order Form: PCI Reference Materials

How to Order

Mail/Fax: Complete the order form below and mail to:
 ASIS International
 P.O. Box 79073
 Baltimore, MD 21279-0073
 or fax to: 703-519-6299

Phone: 703-519-6200
 (8:00am to 6:00pm EST,
 Monday-Friday)

Online: www.asisonline.org

Name _____ **Title** _____ **Member #** _____
Company _____ **Address** _____
City _____ **State** _____ **ZIP** _____
Phone _____ **Fax** _____ **E-mail** _____

Item #	Qty.	Title	Price (Circle one)	Total
			Nonmember/Member	
1478		<i>The Art of Investigative Interviewing, 2nd Edition</i>	\$44/\$40	
1283		<i>Corporate Crime Investigation</i>	\$61/\$55	
1286		<i>High-Technology-Crime Investigator's Handbook</i>	\$44/\$40	
1476		<i>Introduction to Investigations, 2nd Edition</i>	\$104/\$94	
1477		<i>Introduction to Private Investigation</i>	\$38/\$34	
1328		<i>Investigations: 150 Things You Should Know</i>	\$28/\$25	
1293		<i>Private Security and the Investigative Process, 2nd Edition</i>	\$55/\$50	
1376		<i>The Process of Investigation, 2nd Edition</i>	\$50/\$45	
1327		<i>Security Investigations: A Professional's Guide</i>	\$30/\$27	
1368		<i>Undercover Investigations in the Workplace</i>	\$44/\$40	
			Subtotal	\$
			VA Residents add 4.5%	\$
			U.S. Shipping—\$7 for first item, \$1 for each additional	\$
			Total	\$

Check (Make checks payable to ASIS International in U.S. dollars; checks must be drawn on a U.S. bank.)

MasterCard **Visa** **American Express**

Account # _____ **Expiration Date** _____ **Amount: \$** _____

Name (As appears on card) _____ **Signature** _____

Check or Money Order

- Make payable to ASIS in U.S. dollars. Must be drawn on a U.S. bank.
- There is a \$25 returned check charge.

Returns...Our Guarantee

We strive to choose quality products that will best fit your needs and the demands of your profession. If you are not completely satisfied with your purchase, you may return materials in salable condition within 30 days for a full refund of the purchase price, less shipping and handling. Return postage is the customer's responsibility. ASIS will not accept CODs.

- To receive proper and timely credit for your return, be sure to enclose a copy of the packing slip located inside the original shipment.
- Wrap the return package securely.
- Send returns to: ASIS International, Attention: Catalog Returns
 1625 Prince Street, Alexandria, VA 22314-2818 USA
- For tracking purposes, send via UPS or insured Parcel Post

U.S. Shipping Information

- All shipments are via UPS ground service within 3-5 business days of receipt. Street addresses are required. Shipment to P.O. boxes is not allowed.

Rush Orders (U.S. Shipments Only)

- Next day or two-day shipment services are available. Call ASIS Customer Service.
- If preferred, charges can be made directly to your FedEx account # _____.

International Shipping Information

- A phone number is required.
- Shipment is by air and can take 4-6 weeks for delivery.
- Shipments to Mexico must list a RFC Tax Identification Number on the order form to ensure prompt delivery.
- International orders will have appropriate additional charges added.
- International customs charges and delivery schedules may vary. ASIS has no control over charges assessed by individual customs offices. Custom charges and any other fees incurred through customs are charged to the customer direct from customs. These charges usually are duty charges, import taxes, and brokerage fees.

NOTE: U.S. refers to the contiguous 48 states, excluding Alaska and Hawaii.