Professional Evaluation and Certification Board
Frequently Asked Questions

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1. About PECB

Professional Evaluation and Certification Board (PECB) is a personnel certification body for various standards, including ISO 20000 (ITService), ISO 22301 (Business continuity), ISO27001 (Information security) and ISO 27005 (Information security risk). Established in 2005, PECB has earned an international reputation for integrity, value and best practice by providing assurance through the evaluation and certification of professionals against rigorous ,internationally recognized competence requirements.

2. General

What is certification?

Certification is formal recognition by PECB that an individual has proficiency within, and a comprehension of, a specified body of knowledge. Certification is a vital component of every professional as it provides evidence that certified professionals hold standardized competencies based on best practices. Certification can also serve as documented evidence of a professional's qualifications, competencies and experience.

Why become certified?

The benefits of being certified include the following:

- It serves to demonstrate that the certified professional holds defined competencies based on best practices.
- It allows employing organizations to make an informed selection of employees or services based on the competencies that are represented by the certification designation.
- It provides incentives to the professional to constantly improve his/her skills and knowledge.
- It serves as a tool for employers to ensure that training has been effective.

Can I use certifications on my business cards?

Yes, professionals with PECB certification may indicate their certification(s) on their personal business cards.

Does PECB certification have a maintenance requirement?

The PECB designations are valid for three years. To maintain his/her certification, the applicant must demonstrate every year that he/she is still performing tasks that are related to the certification.

The following credentials do not require maintenance (if a candidate does not require obtaining another
credential): Foundation, Provisional Auditor and Provisional Implementer.

PECB professionals should engage in appropriate continual professional development activities to maintain the necessary knowledge to perform their tasks with competence. Depending of the certification applicable, these activities include education, work experience, auditor training, audit experience, implementation and/or consulting experience.

This may be achieved through means such as additional work experience, training, private study, coaching, attendance at meetings, seminars and conferences or other relevant activities. To read more about certification maintenance and re-certification process, please click here.

**Certification Accreditation**

American National Standards Institute (ANSI) Personnel Certification Accreditation Committee has granted Professional Evaluation and Certification Board (PECB) accreditation under ANSI/ISO/IEC 17024: General Requirements for Bodies Operating Certification of Persons, for ISO 27001 Lead Auditor, ISO 27001 Lead Implementer, and ISO 27001 Master certification programs. PECB is proud to be recognized with this international standard of performance, as it is the highest standard in personnel certification accreditation, due to its high degree of integrity and confidence. To be ANSI-accredited under ANSI/ISO/IEC 17024, organizations must adhere to meticulous requirements regarding process, practice and ethics and be reviewed annually for renewal, which is why, on a global scale; only few certification programs have been accredited.

The many areas that ANSI monitors on an ongoing basis include:

- Corporate governance
- Internal audit and management review systems
- Use of subject matter experts
- Personnel files and policies
- Management of confidential and objectivity requirements
- Procedures for monitoring the ethics of certificate holders

The ANSI accredited ISO/IEC 27001 Lead Auditor certification is a credential for professionals who need to audit an Information Security Management System (ISMS) and to manage a team of auditors. The ANSI accredited ISO/IEC 27001 Lead Implementer certification is a credential for professionals who need to implement an Information Security Management System (ISMS) and to manage an implementation project. The ANSI accredited ISO/IEC 27001 Master certification is a credential for professionals who need to implement an Information Security Management System (ISMS), to master audit techniques and to manage audit teams and audit programs.
3. PECB Official Training Courses

What is the content of the training?
There is a combination of class work exercises, real life experience discussions, observation, homework, practical application and study. All our courses are intensive and they enable the participants to develop the expertise necessary to support an organization in implementing and/or auditing management systems.

How many people would normally attend each course?
Each training course has 15 to 20 available places.

What is the duration of PECB training courses?
Duration vary from course to course. Please refer to the table below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration/ days</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
<td>NO</td>
</tr>
<tr>
<td>Foundation</td>
<td>2</td>
<td>YES, at the end of day 2</td>
</tr>
<tr>
<td>Lead Auditor</td>
<td>5</td>
<td>YES, second half of day 5</td>
</tr>
<tr>
<td>Lead Implementer</td>
<td>5</td>
<td>YES, second half of day 5</td>
</tr>
</tbody>
</table>

What is the difference between the lead implementer and lead auditor courses?
Lead Implementer courses enable participants to develop an expertise to support an organization in implementing and managing a Management System based on ISO. All our lead implementer courses are consistent with the good practices of project management established in ISO 10006 (Quality Management Systems - Guidelines for Quality Management in Projects) and Integrated Implementation Methodology for Management Systems and Standards (IMS2) a methodology developed by PECB.

Lead Auditor courses enable participants to develop the expertise needed to audit an Management System and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques. Based on practical exercises, the participant will develop the abilities (mastering audit techniques) and skills (managing audit teams and audit program, communicating with customers, conflict resolution, etc.) necessary to the efficient conduct of an audit. All our lead auditor training courses include Accepted Audit Methodology for Management Systems and Standards (AMS2) a methodology developed by PECB.
4. Course Registration

How do I register for a specific course?

Please contact BESECURE for registration information: www.besecuregroup.com, info@besecuregroup.com

How do I decide which courses should I take?

BESECURE in cooperation with PECB has developed a catalogue of training related to compliance framework and standards. Select the relevant subject to determine which training is right for you. PECB official training includes lead implementer, lead auditor, foundation and introduction courses.

Review the list of available curriculum at www.besecuregroup.com/education/training.htm

5. Certification

How do I apply for a certification?

Please contact BESECURE for certification information: www.besecuregroup.com, info@besecuregroup.com. The cost for application for this certification is included in exam fee.

What are the work experience requirements?

This depends on certification. Some of the certifications such as: “Foundation”, “Provisional Implementer” and “Provisional Auditor” do not require any work experience. Please refer to the below table for more information.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Exam</th>
<th>Professional experience</th>
<th>Audit experience</th>
<th>Project experience</th>
<th>Project activities totalling</th>
<th>Other requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional Implementer</td>
<td>Lead Implementer Exam</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>200</td>
<td>Signing the PECB code of ethics</td>
</tr>
<tr>
<td>Implementer</td>
<td>Lead Implementer Exam</td>
<td><strong>Two years</strong> One year of work experience in the field of certification</td>
<td>None</td>
<td>Project activities totalling 300 hours</td>
<td>Signing the PECB code of ethics</td>
<td></td>
</tr>
<tr>
<td>Lead Implementer</td>
<td>Lead Implementer Exam</td>
<td><strong>Five years</strong> Two years of work experience in the field of certification</td>
<td>None</td>
<td>Project activities totalling 300 hours</td>
<td>Signing the PECB code of ethics</td>
<td></td>
</tr>
<tr>
<td>Provisional Auditor</td>
<td>Lead Auditor Exam</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Signing the PECB code of ethics</td>
</tr>
<tr>
<td>Auditor</td>
<td>Lead Auditor Exam</td>
<td><strong>Two years</strong> One year of work experience in the</td>
<td>Audit activities totalling 200 hours</td>
<td>None</td>
<td>Signing the PECB code of ethics</td>
<td></td>
</tr>
</tbody>
</table>
I don’t have the required experience for a Lead Auditor certification. Can I still get certified?

NO, you will not get certified as a Lead Auditor if you do not have the required experience. However, you can choose to apply for “Provisional auditor” or “Auditor” (if you prove to have had 200 hours audit activities) and then later you can achieve a “Lead Auditor” credential when you have the required experience of 300 hours audit activities. Upgrade is free of change if you’re a member in good standing. To know more about upgrade of credential please click here.

How will I receive my certificate?

Once PECB will have validated that you fulfill all certification requirements, you will be informed by e-mail of our decision and you will receive your certificate by e-mail in electronic format (PDF).

How long will the certification be valid?

The PECB designations are valid for three years. To maintain his/her certification, the applicant must demonstrate every year that he/she is still performing tasks that are related to the certification.

What are the requirements for Master certifications?

PECB’s master certifications are highest certifications for professionals who need to implement and to master the audit techniques for certain management system and to manage (or be part of) audit team and audit program.

The requirements for this certification are:

- Passing Lead auditor and lead implementer exam,
- Ten years of professional experience (six years on the field),
- Audit experience activities totalling 500 hours,
- Project experience activities totalling 500 hours, and
- Signing the PECB code of ethics
6. Taking the Exam

What is the exam structure and domains?

The PECB Foundation Exams are a 1h exam with 40 multiple choice questions. While, The PECB's Lead Auditor and Lead Implementer exams are a 3h exam with 12 essay type questions with scenarios and explanations that an auditor or a potential implementer of a management system might face during their work.

Each exam has its own competency domains that are required from a candidate to demonstrate them well in order to pass the exam.

For example, if you visit this link (click here) you will see that the 7 competency domains for ISO/IEC 27001 lead Implementer exam are as follows:

- Domain 1: Fundamental information security principles and concepts
- Domain 2: Planning an ISMS based on ISO 27001
- Domain 3: Implementing an ISMS based on ISO 27001
- Domain 4: Information security control best practices, based on ISO 27002
- Domain 5: Performance evaluation, monitoring and measurement of an ISMS based on ISO 27001
- Domain 6: Continuous improvement of an ISMS based on ISO 27001
- Domain 7: Preparing for an ISMS certification audit

What are the upcoming exam dates?

Currently PECB organizes paper-and-pencil exams only and in its partner locations. For more accurate information please contact BESECURE at www.besecuregroup.com, info@besecuregroup.com.

What time do the exams start and what is the time limit?

Usually exams are taken on Friday afternoon, but this can change if exams are scheduled otherwise. For more accurate information please contact BESECURE at www.besecuregroup.com, info@besecuregroup.com.

Foundation exams lasts one hour, while Lead Auditor and Lead Implementer lasts three hours.

Is the exam open-book?

YES. All notes and reference documents may be used during the exam excluding the use of a computer and/or other smart devices.

Can I bring water or food into the exam?

You may bring water into the exam room, but food isn’t allowed except for medical reasons. Please inform
us accordingly of any special needs so that we can notify the proctor.

**I do not live in the United States, Canada or Europe. Can I take your exams in my country?**

Yes, PECB often organizes exams in different countries worldwide. Please contact PECB at examination@pecb.org for more information about exams in your country.

**What is PECB’s exam cancellation policy?**

To receive a full refund, you must cancel your exam registration at least 14 calendar days prior to the start date of the course.

If you cancel between fourteen (14) and seven (7) calendar days before the course, you will receive a 50% refund of the exam fee. No refunds will be provided for cancellations requested less than seven calendar days of the exam start date.

You may also contact us up to seven (7) calendar days prior to the course and arrange to transfer to another exam. When a transfer request is made, a new course date must be provided. No transfer requests will be allowed less than seven (7) calendar days of the exam start date.

In case that PECB must cancel an exam or change exam location, liability is limited to the exam fee. In such circumstances, the customer has the option of a full refund or transfer to an alternative available exam.
7. Exam Results

What is the exam-grading process?

Panels of experts examine every exam to ensure that the grading process provides an accurate assessment of a candidate's proficiency. The experts establish the passing score for an exam and also use statistical analysis to make sure that different versions of an exam are equally challenging.

What is the passing score on a certification exam?

A minimum score of 70/100 is required to successfully pass the PECB certification exams.

How long does it take to get my exam results?

You will receive an e-mail notification approximately six to eight weeks after the exam to let you know that your results. You must have provided an e-mail on your application to receive the notification. Follow the access instructions in the e-mail. PECB recognizes that prompt notification of exam results is important. PECB makes every effort to provide results as soon as possible. Your exam results are confidential. We will not give results over the phone. We do not give information about your exam to third parties except at the written request of the person who took the exam.

I passed the exam. What was my score?

The examination results will not include the exact grade that you had, only a mention of pass or fail.

I did not pass. What is the retake policy?

In the case of a failure, the results will be accompanied with the list of domains in which you had a mark lower than the passing grade to provide guidance to prepare yourself to retake the exam.

There is no limit to the number of times you may retake an examination. You will, however, be charged a retake fee each time. You must retake the examination within two years of your last attempt. If you do not retake within this period, you will have to submit a new application with full certification fees.

I have passed the exam, now what?

All participants who successfully pass their certification exam (or an equivalent accepted by PECB) are entitled to apply for the PECB credentials they were examined for. Specific educational and professional requirements may be needed for you to be PECB certified. Candidates will need to fill out the online certification application form (that can be accessed via their PECB online profile), including contact details of references who will be contacted to validate the candidate's professional experience.

Once PECB will have validated that you fulfill all certification requirements, you will be informed by e-mail of our decision and you will receive your certificate by e-mail.
8. Recertification

Why should I recertify?

We strongly believe that by maintaining your certification, you will secure the investment you have already made in your career. Certification is a mark of excellence. It demonstrates that the certified professional has the knowledge and experience to assure the quality of products and/or services.

How do I check my certifications and the expiration dates?

By logging in at your PECB account and checking your certification dates. Also, your certificate issue and expiry date is located on the certificate.

How do I know if I need to recertify by exam?

As an example, a professional has performed 20 days of certification-related professional activities in year 1, 10 days of certification-related professional activities in year 2 and 30 days of certification-related professional activities in year 3. Although during year 2 the professional did not performed enough certification-related professional activities, his/her tri-annual total is equal to the minimal tri-annual requirements. So this professional would be recertified. Please check the section about maintaining your certification.

9. Payment

How do I pay for my registered courses?

Please contact BESECURE at www.besecuregroup.com, info@besecuregroup.com.

How many days in advance do I have to pay to get a confirmed seat in the class?

It is advisable to pay at least two weeks before the class starts, however please check this with course organizer.