



**CONTINUING PROFESSIONAL EDUCATION (CPE)
POLICIES & GUIDELINES
2014**

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Overview

Achieving a certification represents a significant milestone in an (ISC)²® member's career. To help ensure that members remain competitive and keep up with the constantly expanding body of knowledge in their field, it is important for them to continue their professional development. By growing and enhancing their skills through Continuing Professional Education (CPE) activities, members are making an important investment in themselves and their career - increasing value to their customers and employers.

This CPE Policies & Guidelines document describes the CPE requirements and activities necessary during each year of a member's three-year certification cycle. The CPE requirements are audited to ensure that members are in good standing to maintain their (ISC)² certifications.

These guidelines give our members an overview of a variety of activities which count for CPE credits. Members may use these guidelines to help calculate their CPE credits. **Please keep in mind this document describes policies concerning limits in types and number of CPE hours to certain activities over stated timeframes as well as guidelines concerning earning / submitting CPE credits for more general CPE activities.** As professionals who subscribe to the (ISC)² Code of Ethics, members should use their best judgment when using these guidelines to select those activities which qualify for CPE credits and which will enhance their professional development. It is important that members should understand, in most instances, they cannot earn CPE credits for work they do in the regular day-to-day performance of their jobs. However, members may earn CPE credits for engaging in *unique* projects and activities in their workplace which are outside of their normal job functions that require them to expand their knowledge base and/or skill set.

(ISC)² strives to make earning CPE credits as simple as possible for its members so that they do not consider obtaining CPEs as a burden but an opportunity to grow within their chosen profession of IT security. Members can earn CPE credits for a *variety* of educational opportunities, many of which are inexpensive or at no cost. They should regularly visit (ISC)² website for exploring available opportunities for earning CPEs.

CPE General Requirements

To maintain their certifications, members are required to earn and submit a minimum number of CPE credits during each of their three-year certification cycle, including a minimum number of CPEs that must be earned *annually* during each year of their three-year cycle. The total number of CPE credits earned each year of the three-year cycle must add up to the minimum CPE credits required during a three-year certification cycle.

CPE credits are categorized as either **Group A** credits or **Group B** credits, depending on how the associated activities relate to the domains of each certification. Group A credits are for direct domain-related activities. Group B credits are for activities that are outside of the domain, yet enhance a member's general professional skills and competencies.

All CPE activities must be *completed or earned* during the three years of each certification cycle and no later than the certification expiration date (the end of member's certification cycle). Following the certification expiration date, members are allowed a 90-day grace period to *complete the submission* of all CPE credits, but the credits must be earned by the expiration date.

At the end of the three-year certification cycle, when *both* required CPE credits and Annual Maintenance Fee (AMF) payment requirements are met, members' renewal to a new three-year certification cycle will be

processed. Members will receive a renewal package via postal mail, which includes a new certificate and their ID card.

Required Number of CPE Credits

The minimum number of CPEs required each year and during a three-year certification cycle is determined by the type of certification or designation members hold. See Table 1 below for detailed requirements to full credential holders, and Table 2 for Associate of (ISC)² designees.

Table 1: CPE Requirements for Full Credential Holders

CPE CERTIFICATION REQUIREMENTS					
Credential	Annual Minimum (Required) Group A - Only		3 Year Certification Period		
			Group A (Minimum for 3 Year Certification Period)	Group B Optional	Total Required (For 3 Year Certification Period)
CAP	10		40	20	60
CCFP	15		60	30	90
CISSP	20		80	40	120
ISSAP ISSEP ISSMP JGISP	For these concentration certifications, 20 of the 120 CPEs already required for the underlying CISSP certificate must be in the specific area of concentration during a member's subsequent 3-year certification period. For example, if a CISSP took the ISSEP concentration examination and passed, he/she should submit at least 20 of the total 120 hours required for the CISSP certificate to be specific to the engineering (or ISSEP) concentration.				
CSSLP	15		60	30	90
HCISPP	10		40	20	60
SSCP	10		40	20	60

Table 2: CPE Requirements for Associate of (ISC)² Designee

CPE REQUIREMENTS		
Associate of (ISC) ² Designation	Group A	Total Hours/Year
Associate of (ISC) ² if working toward CAP*	10	10
Associate of (ISC) ² if working toward CCFP	15	15
Associate of (ISC) ² if working toward CISSP*	20	20
Associate of (ISC) ² if working toward CSSLP*	15	15
Associate of (ISC) ² if working toward SSCP*	10	10
Associate of (ISC) ² if working toward HCISPP	10	10

Concentrations

If a member holds a CISSP concentration, 20 CPE credits of the 120 credits required in the CISSP three-year cycle must be directly related to his/her concentration. If a member holds more than one concentration, he/she must earn 20 credits in each concentration. CPEs required for a concentration are automatically counted toward the CISSP CPE requirement.

For example, if a member holds an ISSAP and ISSMP, he/she must earn 20 credits related to the ISSAP domains and 20 credits toward the ISSMP domains. These 40 credits will automatically apply to the 120 credits required to renew his/ her CISSP.

Multiple Credentials

If a member holds more than one (ISC)² credential, the CPEs he/she submits will automatically be counted toward all of his/ her active credentials. Members should not enter CPE activities in their record (member database) more than one time.

The member should select ‘Multiple Domains for his/ her CPE submission when submitting Group A credits. The CPE credits will be applied as Group A credits to each credential when the member holds multiple credentials.

Rollover CPE

If a member submits more than the required minimum of Group A (domain-related) credits every year, he/she may end up with more CPE credits than is necessary within the three-year cycle. For example, for CISSP, only 20 CPE credits per year of Group A CPEs are required. However, if a member submits 45 CPE credits of Group A

CPE credits every year for three years, totaling 135 Group A CPE credits in the cycle, not all extra CPE credits submitted can be rolled over to the next cycle. Only the additional credits earned during the *final six months* of the three-year certification cycle can be rolled over as excess Group A credits to member's base credential and applied to member's next three-year cycle. These rollover credits are calculated at the time of member's renewal processing and automatically applied ONLY towards the total CPE requirement of the next cycle. However, members still need to fulfill the annual CPE requirement.

***Note that there is no rollover provision for Group B credits.**

***Note that rollover CPEs do not count toward annual CPE requirements. They will only count towards the total CPE requirement required during a 3-year cycle.**

Failure to Meet Requirements

Regarding CPE requirements, members must meet minimum annual as well as three-year CPE requirements.

Failure to meet the minimum annual CPE credit and the AMF requirements may result in suspension of a member's certification, which is the loss of right of certification. Once the suspension is in effect, a member's "good standing" rights are immediately revoked.

Suspension of certification can only be lifted when the minimum annual CPE credit and AMF requirements are met. From the date of suspension, members have a 90-day period to earn and submit CPE credits and pay any outstanding AMFs.

Failure to meet the three-year CPE and AMF requirements within 90-days following the certification expiration date will result in decertification, i.e., member's certification/designation will be terminated. (ISC)² will notify members by email to inform them that he/she has been decertified. If members feel they are in jeopardy of not meeting certification renewal requirements by the deadline, they should contact Member Services for assistance.

Members have the right to file an appeal when their certification is suspended and/or decertified.

CPE Activities

CPE credits are earned for participating in activities where members gain knowledge from the experience. Typically, education qualifying for CPE credits will be gained *outside* of the workplace. If work is done as part of one’s normal job, that work activity will not qualify for CPE credits. However, members can earn CPE credits for activities performed during members’ regular working hours when they are engaged in *unique* projects, assignments or activities - more on the *unique* projects are provided under the “Calculating CPE Credits” heading below.

Group A and Group B CPE Credits

- **Group A Credit: Domain-Related Activities.** Group A credits relate directly to activities in the areas covered by the specific domains of the respective credential.
- **Group B Credits: Professional Development/Knowledge Sharing.** Group B credits are earned for completion of *general* professional development activities which enhance a member’s overall professional skills, education, knowledge, or competency outside of the domains associated with the respective credentials. These generally include professional development programs, such as preparing for professional speaking (see under the heading “Calculating CPE Credits”) or management courses. While these do not apply directly to the domains, (ISC)² recognizes these skills are vital in the professional growth of all credentials holders.

Listed next, by credential, are specific topics and general areas of interest related to earning Group A and Group B CPE credits.

Group A and Group B Credits Shown by Credential

CAP[®]

Group A Credits: Direct CAP Domain-Related Activities

- Risk Management Framework (RMF)
- Categorization of Information Systems
- Selection of Security Controls
- Security Control Implementation
- Security Control Assessment
- Information System Authorization
- Monitoring of Security Controls

Group B Credits: Suggested Categories of General Professional Development Activities

- Management courses
- Interpersonal communications skills
- Interviewing techniques
- Team development skills
- Project planning activities
- Technical skills *not* in information security – such as programming languages and techniques
- Accounting Courses

Group A Credits: Direct CCFP Domain-Related Activities

- Legal and Ethical Principles
- Investigations
- Forensic Science
- Digital Forensics
- Application Forensics
- Hybrid Emerging Technologies

Group B Credits: Suggested Categories of General Professional Development Activities

- Management courses
- Interpersonal communications skills
- Interviewing techniques
- Team development skills
- Project planning activities
- Technical skills *not* in information security – such as programming languages and techniques
- Accounting Courses

Group A Credits: Direct Information Security Domains of the (ISC)² CBK

- Access Control
- Telecommunications & Network Security
- Information Security Governance & Risk Management
- Software Development Security
- Cryptography
- Security Architecture & Design
- Operations Security
- Business Continuity & Disaster Recovery Planning
- Legal, Regulations, Investigations and Compliance
- Physical (Environmental) Security

Group B Credits: Suggested Categories of General Professional Development Activities

- Management courses
- Interpersonal communications skills
- Interviewing techniques
- Team development skills
- Project planning activities
- Technical skills *not* in information security – such as programming languages and techniques
- Accounting Courses

Group A Credits: Direct CSSLP Domain-Related Activities

- Secure Software Concepts
- Secure Software Requirements
- Secure Software Design
- Secure Software Implementation /Coding
- Secure Software Testing
- Software Acceptance
- Software Deployment, Operations, Maintenance and Disposal
- Supply Chain and Software Acquisition

Group B Credits: Suggested Categories of General Professional Development Activities

- Management courses
- Interpersonal communications skills
- Interviewing techniques
- Team development skills
- Project planning activities
- Other technical skills *not* involving SDLC or Secure Software
- Accounting Courses

HCISPP**Group A Credits: Direct Information Security Domains**

- Healthcare Industry
- Regulatory Environment
- Privacy and Security in Healthcare
- Information Governance and Risk Management
- Information Risk Assessment
- Third-Party Risk Management

Group B Credits: Suggested Categories of General Professional Development Activities

- Management courses
- Interpersonal communications skills
- Interviewing techniques
- Team development skills
- Project planning activities
- Technical skills *not* in information security – such as programming languages and techniques
- Accounting Courses

SSCP[®]**Group A Credits: Direct Information Security Domains**

- Access Control
- Security Operations and Administration
- Monitoring and Analysis
- Risk, Response and Recovery
- Cryptography
- Networks and Communications
- Malicious Code and Activity

Group B Credits: Suggested Categories of General Professional Development Activities

- Management courses
- Interpersonal communications skills
- Interviewing techniques
- Team development skills
- Project planning activities
- Technical skills *not* in information security – such as programming languages and techniques
- Accounting Courses

Note:

The information provided above is *examples* of qualifying activities and are **not** intended to be an exhaustive list. Unless expressly prohibited, other activities related to the Group A domains and Group B categories may also qualify. As professionals who subscribe to the (ISC)²® Code of Ethics, members are encouraged to use their best judgment to determine relevant CPE credits when selecting activities not listed within these guidelines. Activities surrounding hobbies or a second profession not related to the credential are not eligible for CPE credits. For examples, activities that do not qualify for earning either Group A or Group B CPEs are attending Alumni Association Meetings, PTA, or Photography Club gatherings, as these activities are not related to the credential.

Calculating CPE Credits

CPE credits are weighted by activities. Shown below are common categories of activities and the number of credits members can earn for each activity. Typically, a member will earn one-hour CPE credit for one-hour time spent in an educational activity. However, some activities are worth more credits due to the depth of study or amount of ongoing commitment involved. In general, CPE credits are not earned for day-to-day normal on-the-job activities.

- **Attending educational/training courses and seminars**

Educational training courses and seminars related to the domains of each credential will qualify for one Group A CPE credit for each hour of attendance. Training courses and seminars that are not related to the domains of a credential qualify as one Group B CPE credit for each hour of attendance.

- **Attending conferences**

One CPE credit is earned for each hour of attendance (or one session). Cyber- security conferences qualify as Group A credits. Other educational conferences qualify as Group B credits.

- **Attending vendor presentations – Group A only**

One Group A CPE credit is earned for each hour of attendance at a vendor presentation. The presentation must have an *educational* aspect with regard to the domains of the specific credential.

Note: If a member is attending a cyber-security or related **conference** which includes vendor presentations, please do *not* enter the CPE credits in the “vendor presentations” category. Instead, the CPE credits should be entered in the “conference” category – and, CPE credits should accordingly be determined by using the method described under “Attending Conferences”.

- **Completing a higher academic course**

One CPE credit is permitted for each hour spent in a class, or for online class. Credits will only be given on passing or successfully completing the course. To qualify as a Group A credit, the course must be related to the credential domains. Otherwise it can be considered for a Group B credit.

For example, the following method is used to derive the number of CPE hours allowed for attending a typical three-credit-hour semester course in a US college/university system. A typical semester is 16 weeks long. One-credit-hour is 50 minutes of class time per week. A student taking a three-credit-hour course in a semester system spends 2400 minutes (16x3x 50) or 40 hours (2400 minutes ÷ 60 minutes) class time during the semester. When a member successfully completes a three-credit-hour semester course, he/she is allowed to claim 40 CPE credits for completing the course. If a college/university offers courses under a different system, the number of CPE credits allowed to be earned should be calculated based on the total number of weeks the class covers, length of each class by hours and the hours per week the member attends the class.

- **Preparing for presentation/lecture/training – Group A or B credit**

CPE credits are earned for the time spent in preparing for the non-work related presentation, lecture or training materials. CPE credits are **not** earned for the time spent on *presenting* the course, lecture, or training. Members could claim Group A credits when the presentation, lecture or training, i.e., activities cover topics directly related to one of the domains of their respective credential.

However, if topics of the presentation, lecture or training, i.e., activities are **not** directly related to one of the domains of the credential, but content of those activities will still enhance members' overall professional skills, knowledge, education, or competency, members could claim Group B credits.

Number of CPE credits that can be claimed under this category is based on the number of hours spent preparing for the activities – in relation to the presentation time – limited to a maximum of a 2-hour presentation (See Table 3). For example, four CPE credits could be claimed for the initial preparation of training materials, lecture or presentation for a one hour presentation. CPE's may be earned for updating an existing presentation as described in Table 4. This CPE activity is only relevant for short presentations up to 2 hours in length. Examples include Webinars or Pod Casts.

Credits are not earned for teaching or training courses that are of multiple days, weeks, or months in length. Tables 3 and 4 provide limits to the number of CPEs earned for preparation time.

Table 3: Initial presentation

Presentation Time	CPE's	Preparation Time	Number of CPE Credits Allowed for Preparation Time
¼ hour (15 mins.)	0	1 hour	1
½ hour (30 mins.)	0	2 hour	2
1 hour	0	4 hours	4
1 hour	0	6 hours	4
1 ½ hour	0	6 hours	6
2 hours	0	8 hours	8

Table 4: Updating existing presentation

Presentation Time	CPE's	Percentage (%) of Presentation Update	Number of CPE Credits Allowed for Updating Existing Presentation
1 hour	0	25%	1
		50%	2
		75%	3
2 hours	0	25%	2
		50%	4
		75%	6

- **Publishing a security article or book – Group A only**

Group A CPE credits are earned for the *first* publication of an article placed/published in a journal or magazine. The article *must* be related to the domains of a member's credential. The article may be printed or in electronic form. Table 5 below identifies the number of CPE's that will be earned based on the length of the article.

Table 5: Length of an article

Articles	CPEs
1 – 5 pages	5 CPE
6+ pages	10 CPEs

Members are entitled to 40 Group A CPE credits for the initial publication of a book. *Reprints or republications do not apply*. The book *must* be related to the domains of the member’s credential. No Group B CPE credits are allowed within this category.

- **Performing board service for a professional security company or organization or its parent company (if one exists) – Group A only**

A maximum of 40 Group A CPE credits per year (10 CPEs per meeting and four meetings per year) can be earned for the time spent serving on the board of a professional security organization (or its parent company – if one exists). The Board Service is not applicable to chapters, chapter officers, and board of chapters. Chapters are covered in this document under section “Volunteering for and Attending Information Systems/Cyber Security Professional Association Chapter Meeting.” CPE credits will be based on the level of contribution as determined by the board of the relevant organization or parent company. It is recommended that members document their service hours by having an officer of the organization sign a statement specifying the hours for audit purposes. Members may attest their own CPE credits if the organization will not do this for them. If an organization for which members are volunteering does not have access to the member records in the (ISC)² website, the members should submit their own CPE credits for the activity.

- **Completing self-study, and attending Computer-Based Training (CBT), webcasts, and podcasts**

Members can earn one CPE credit per hour for completing a self-study program, attending computer-based training, or viewing a Web Cast or Pod Cast. For example, members can claim 1 CPE hour for attending one hour of online training course, or watching a webcast or podcast. However, (ISC)² will not allow members to submit more than the maximum number of CPEs recommended by the self-study provider

Members who have studied to obtain an additional professional certification and are awarded that certification can claim up to 30 CPE credits for the *preparation or self-study* work they did to achieve that certification. If the additional certification is related to the domains of members’ (ISC)² credential, they would earn 30 Group A credits. If the additional certification is ***not*** related to the domains of members’ (ISC)² credential, they would earn 30 Group B credits. CPE credits associated with obtaining additional professional certifications are awarded for the time they spent in *preparation* for obtaining the additional credential but ***not*** for *achieving* the certification.

Members should keep documentation of hours spent earning the CPE credits submitted under this category. In the event that they are audited, members are required to provide their records.

The Self-Study category could be used to record credits when there is no other category available to record such credits. This would most often cover any type of *research* that is done in conjunction with *preparation* for other activities that are not listed in any of the other categories.

- **Reading cyber security book/magazine – Group A only**

Members can earn five CPE credits for each category: limited to one book per year for five CPE credits; limited to one authorized magazine subscription per year for five CPE credits. Reading Security Books -

Members are required to upload a brief summary (approx. 150 words) of their learning experience from a security book they read in order to receive CPE credits.

- Subscribing to Security Magazines or *The (ISC)² Journal* (which qualifies as a magazine subscription) - Members may receive five (5) CPE credits for subscription to an authorized magazine in one of the following ways:
 1. Members upload a brief (approx. 150 words) summary of the learning experience gained from reading any issue of the magazine subscription at (ISC)² website to claim the CPE credits.
 2. Members complete a quiz provided by the magazine publisher, and the publisher will automatically submit five (5) CPE credits to (ISC)².

Members must retain information that could support their CPE claim if they are audited.

- **Reading white paper – Group A only**

Members can claim one CPE credit for reading a white paper published in any authentic/valid organizational website. In order to earn the one CPE, members must write a brief summary of what they learned (approx. 25 words) and upload the information, including the name of the white paper, author or organization's name, website address, etc. The Web site where the white paper is published must be accessible without any restriction.

- **Writing a security white paper – Group A only**

Members can claim five CPE credits for writing a white paper published on any authentic/valid organizational website. The white paper must be at least two pages long. The website where the White Paper is published should be accessible to all members without any restriction.

- **Reading *InfoSecurity Professional* magazine – Group A only**

InfoSecurity Professional magazine is (ISC)²'s online, members-only magazine. This magazine will allow members to earn two CPE credits per issue. This members-only magazine is published every other month (6 issues per year), which allows members to earn twelve CPE credits per year. Members can also read archived editions they didn't formerly read to earn CPE credits. In order to earn CPE credits, members must complete and pass the online quiz associated with each issue of this magazine. Members must submit their credits on the (ISC)² website. Please be sure to retain all certificates for the successful completion of the quizzes, as CPE's will be subject to random audit.

- **Reviewing cyber- security book– Group A only**

One book review per year is allowed for members to claim. When the book review is accepted and published on the (ISC)² Website, members earn ten (10) Group A CPE credits. *The book must be related to a member's (ISC)² credential domain.* The review must be at least 500 words and should include a brief description of the book's contents and an overall evaluation of the entire book and its value to the professionals. Please keep in mind that other members may read the book review submitted to (ISC)² to determine whether a book is worth purchasing or reading.

As each book review submission received from members is individually inspected, those members who submit the review should allow up to 3 weeks for (ISC)² to post CPE credits on their records.

- **Volunteering for government, public sector, and other charitable organizations – Group A only**

Members are entitled to one Group A CPE credit for each hour of volunteer work. As documentation of their volunteer efforts, members must retain a signed confirmation on the organization's letterhead, indicating the number of hours of volunteer work they have performed. This volunteer work must be related to a member's (ISC)² credential.

- **Volunteering for and attending information systems/cyber security professional association chapter meeting:**
 - Members are eligible to earn CPE credits for performing various information systems security related professional chapter activities.
 - ❖ Members who take a leadership role in forming or establishing information systems security professional chapters are eligible to earn **one-time** CPE credits of up to ten Group B CPE credits. One Group B credit is earned per one hour of chapter formation work performed to a maximum of ten hours. Only members who actively serve in forming the chapter are eligible for the one-time ten hour credits. Simply executing the petition to form the chapter is NOT sufficient for earning CPEs. On-going and active participation of members in the formation, including drafting, editing, or reviewing legal or governance documents are eligible to earn CPEs. This Group B CPE activity should be claimed under the category of “Information Systems Security Professional Association Chapter Formation.”
 - ❖ Chapter members are eligible to earn Group A CPE credits for attending presentation or meeting discussion at a professional association chapter meetings. One CPE credit is earned for each hour of attendance. The meeting presentation and or meeting discussion *must* be related to the domains of member’s credentials. This Group A CPE activity should be claimed under the category of “Information Systems Security Professional Association Chapter Meeting.”
 - ❖ Chapter officers are eligible to earn Group B credits for the administrative services they render by arranging and managing chapter meetings. One CPE credit is earned per hour of the meeting scheduled and executed. This Group B CPE activity should be claimed under the category of “Information Systems Security Professional Association Chapter Meeting.”
 - All CPE credits related to Chapter activities are subject to audit. Hence, chapter officers are required to maintain detailed records of each activity for verification purposes. Members should contact their Chapter officers if they find discrepancies in the number of CPE hours submitted on their behalf.
- **Safe and Secure Online (S&SO) program:** Members will earn one Group A CPE credit for completing the online orientation and passing the quiz afterwards. On a limited availability basis, members can also attend in-person orientations. In-person orientations are offered by (ISC)². Members may attend either online or in-person orientations, but not both. If members attend an online orientation, they may claim one Group A CPE credit on their own. If members attend in-person orientations, (ISC)² will upload one Group A CPE credit for the orientation on member’s behalf.

After completing their first two S&SO presentations, members earn a total of ten Group A CPE credits one-time only (members are not allowed to claim five Group A CPEs after their first presentation). Once they complete their first two presentations, member can earn one Group A CPE credit for each additional presentation that they make. Members must submit their own Group A CPEs for all S&SO presentations they make.

- **Performing unique projects and activities on-the-job – Group A only:** Members can earn CPE credits for activities performed during their regular working hours when they are engaged in *unique* projects, assignments, activities or exercises. The *unique* project, assignment, activity or exercise must fall outside of their normal (or day-to-day) job responsibilities or job description. The *uniqueness* of the project, assignment, activity or exercise should force members to think out-of-the-box, require members to conduct research or be exposed to new techniques or content used for specific purposes so that their knowledge base or skill sets are expanded. On-the-job experiences could encompass out-of-scope projects (e.g. government deploying an employee to a specific special task force, committee work, Cyber Shield

exercises), research (e.g., new thinking which could lead to making significant improvements in processes, products, and technologies), and teaching preparation (e.g., education material development). Members can claim up to 10 Group A CPE hours in a year for the *unique* on-the-job experience. Members can submit these CPEs by completing a questionnaire available to them when they click on the “Submit CPE” button on the Member Website.

- **Preparing new or updating existing training seminar or classroom material – Group A credit:** Instructors, teachers or professors can earn CPE credits for the time spent in preparing information security training or course material to teach in training seminars or academic classes. The material must be new but not recycled or repeated one. CPE credits are **not** earned for the time spent for *presenting* the material. Members could claim Group A credits when the coursework or training material is directly related to one of the domains of their respective credential(s).

Although CPE credits are earned for preparation of the material, but it is calculated based on the length of the training, seminar or course taught (See Table 6). A 500 word essay explaining what was learned from preparing the material is required to be submitted when posting/claiming CPE credits for this category. For example, two CPE credits could be claimed for the initial preparation of new, not repeated, training or coursework materials for a 1-day seminar or class when submitted with the 500 word essay. CPE credits may be earned for updating existing seminar or course material at the same rate as described in Table 6 and must be accompanied with a 500 word essay.

Table 6:

Instruction Time	CPEs for Instruction Time	CPEs for Preparation Time plus 500 Word Essay
1 Day Course	0	2
2 Day Course	0	5
5 - 7 Day Course	0	10
Semester (12 weeks or more)	0	20

Approved CPE Credit Submitters

Approved CPE submitters normally publicize their status in their promotional materials. CPE credits earned through an approved CPE submitter (or third-party submitter) are submitted to (ISC)² on members’ behalf. Members must provide the approved and third-party CPE submitters their Member Identification Number. If CPE credits have not been posted within a reasonable period of time, members must contact the approved CPE submitter directly. (ISC)² cannot account for, or post, approved CPE credits on members’ behalf. *It is the responsibility of members to review their CPE credit records for accuracy, including duplicate or missing entries.*

Record Keeping and Auditing of CPE credit Hours

(ISC)²’s CPE Auditor performs random audits of claimed CPE credits by members. If members are chosen for an audit, they will receive instructions via e-mail regarding the necessary documentation to support their activities. *Members must respond to this request and provide the information exactly as instructed within 90 days. Their CPE credits will be posted within 30 days of documentation approval.*

Record Keeping

Members are not required to provide proof of CPE credit activities to (ISC)² upon submission. However, they should retain proof of credits earned for at least 12 months after their current certification cycle expires.

Proof of CPE credits earned may be in the form of course transcripts, awarded diplomas, certificates or receipts of attendance, research/prep notes for speaking or teaching, copies of official meeting minutes, or rosters or documentation of registration materials. For online courses that do not provide any of the above, a screenshot is sufficient.

For book and/or magazine CPE credits, members should retain “proof of possession” such as the book or magazine itself, a sales receipt, invoice, or library record. At a minimum, the proof should include the title and, if a book, the author and ISBN number; or, if a magazine, the publisher. Acceptance of a book review by (ISC)² will also constitute sufficient proof, even in the absence of other proof.

Appeal Process:

Any (ISC)² member whose request for CPE credit is denied by (ISC)² management has the right to appeal the decision. In the event of a dispute regarding CPE status, CPE credit value or any other related issues, members may submit their complaints in writing to the (ISC)² Board within three months (90 days) from the date of denial. Members must provide the rationale of their appeal in writing of no more than two pages along with any relevant documentation to be considered and send to (ISC)², care of the (ISC)² General Counsel. The appeal will be presented to the Board at its next regularly scheduled meeting for a decision and written response. The decision of the Board shall be considered final.