ISACA

Continuing Professional Education (CPE) Policy

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OVERVIEW

The goal of this continuing professional education (CPE) policy is to ensure that all professionals with an ISACA certification maintain an adequate level of current knowledge and proficiency aligned with the respective exam content outline (ECO). ISACA certification holders who successfully comply with the CPE Policy will be better trained in their profession and provide leadership and value to their organizations.

CPE requirements are established by the respective certification, and the appropriate CPE qualifying activities are defined to ensure their applicability within the relevant professional field.

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ISACA's Recertification Requirements

General Requirements

To retain an ISACA certification, certification holders must comply with ISACA's CPE requirements provided in this policy. ISACA's CPE Policy requires the attainment of CPE hours over an annual and three-year period. ISACA certification holders must comply with the following requirements to retain certification:

- Attain and report an annual minimum of 20 CPE hours. These activities must be appropriate for the currency or advancement of the profession and map to the respective certification ECO. The use of these hours for meeting the CPE requirements for multiple ISACA certifications is permissible when the professional activity appropriately maps to each ECO. CPE hours are reported in your ISACA account, which can be accessed by going to: MyISACA > Certification & CPE Management > Manage CPE.
- Submit annual certification maintenance fees to ISACA Global in full.
- Attain and report a minimum of 120 CPE hours for a three-year reporting period. A minimum of 90 CPE hours must be aligned with the ECO of the certification being renewed. A maximum of 30 CPE hours *may* be claimed for other activities not related to the ECO (e.g., leadership, soft skills, volunteering, mentoring), or all 120 hours can align with the respective ECO.
- Comply with ISACA's Code of Professional Ethics.

General requirements for recertification of an ISACA Advanced certification (e.g., AAIA, AAISM certifications):

- Attain and report an annual minimum of 10 CPE hours. These CPE activities must be appropriate for the currency or advancement of the profession and map to the respective ISACA Advanced certification ECO. The use of these hours for meeting the CPE requirements for multiple ISACA Advanced certifications is permissible when the professional activity appropriately maps to each ECO. CPE hours are reported in your ISACA account, which can be accessed by going to: MyISACA > Certification & CPE Management > Manage CPE.
- Submit annual certification maintenance fees to ISACA Global in full.
- Attain and report a minimum of 30 CPE hours for a three-year reporting period. All 30 CPE hours must align with the ECO of the certification being renewed.
- Comply with ISACA's Code of Professional Ethics.

Failure to comply with these certification requirements will result in the revocation of an individual's designation. In addition, as all printed and digital certificates are owned by ISACA, if revoked, the certificate must be destroyed immediately.

Annual and Three-Year Reporting Period

The annual reporting period begins on January 1 of each year. The three-year reporting period varies and is indicated on each annual invoice and on the letter confirming annual compliance (provided by ISACA).

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Summary of CPE Requirements for the Three-Year Cycle by Certification		
Certification	Minimum Requirement: Number of CPE hours that MUST be aligned with the ECO	Maximum Requirement: Number of CPE hours that may be (but are not required to be) aligned with the ECO
CISA	90	30
CISM	90	30
CRISC	90	30
CGEIT	90	30
CDPSE	90	30
CCOA	90	30
AAIA	30	
AAISM	30	

For newly certified professionals, the annual and three-year reporting period begins on January 1 of the year succeeding certification. Reporting CPE hours attained during the year of certification is not required. However, hours attained between the date following certification and December 31 of that year can be reported as hours earned in the initial reporting period.

Payment of the Certification Renewal Fee and Reporting of CPE Hours

Renewing an ISACA certification or ISACA Advanced certification requires payment of the renewal fee and reporting of CPE hours. Invoice notification is sent both via email and hard copy from ISACA to all certification holders in the third quarter of each calendar year.

Payment of the annual renewal fee can be done online at https://www.isaca.org/myisaca CPE hours can be recorded as they are earned at: MyISACA > Certification & CPE Management. To retain certification, payment and reporting of CPE hours are due by December 31.

Use of an ISACA Certification Logo

Individual use of an ISACA certification logo (on items such as business cards, websites, marketing or promotional materials) is not permitted, as it can imply endorsement or affiliation on ISACA's behalf of that person's products or services. However, individuals can use the certification acronym after their name (e.g., John Q. Customer, CISA) in lieu of the logo.

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Qualifying Professional Education Activities

As noted, for non-Advanced certifications, a minimum of 90 CPE hours must relate to activities that align with the ECO of the certification, and a maximum of 30 hours may relate to the certification *or* other professional development/education such as leadership, business skills, soft skills, etc. Specific activities have annual CPE hour limits. CPE can be reported in quarter-hour increments. The following categories of qualifying activities and limits have been approved by each certification working group and are acceptable for CPE hours.

ISACA professional education activities and meetings (no limit): These activities include ISACA conferences, seminars, workshops, virtual summits, chapter programs and meetings, online asynchronous courses (self-study), and related activities. Certification holders earn CPE hours according to the number of hours of active participation. (See Calculating CPE Hours for more information.) Participation in ISACA chapter meetings will earn a minimum of one credit hour regardless of the actual duration. Please note that not all chapters apply CPE for chapter events to the ISACA database. Please retain proof of attendance. One CPE hour can also be earned when a passing score is achieved on an *ISACA Journal* quiz. Please note that the *ISACA Journal* quiz and other ISACA professional education activities can be counted (more than once) toward each ISACA designation that is held if they align with the ECO of those designations.

Non-ISACA professional education activities and meetings (no limit): These activities include in-house corporate training, university courses, conferences, seminars, workshops, webinars, virtual summits, online asynchronous courses (self-study), and related activities not sponsored by ISACA. In addition, CPE hours can be earned from certification review courses if such courses advance the certification holders' field. Certification holders earn CPE hours according to the number of hours of active participation. (See Calculating CPE Hours for more information.) However, successfully completed university courses in related fields, including online university courses, earn 15 CPE hours per semester credit hour or 10 CPE hours per quarter credit hour (semester = 15 weeks of class; quarter = 10 weeks of class). Online asynchronous courses include structured courses designed for self-study that offer CPE hours. These courses will only be accepted if the course provider issues a certificate of completion and the certificate contains the number of CPE hours earned for the course.

Teaching/lecturing/presenting (no limit): These activities include the development and delivery of professional educational presentations and the development of self-study/distance education courses related to the ECO outline of the certification being renewed. For presentations and courses, CPE hours are earned at five times the presentation time, or the time estimated to take the course, for the first delivery (e.g., a two-hour presentation earns 10 CPE hours). CPE hours are earned at five times the actual presentation time for the second delivery. CPE hours cannot be earned for subsequent presentations of the same material. For self-study/distance educational courses, one CPE hour is earned for each hour spent upgrading/maintaining the course, which is limited to twice the estimated time to take the course.

Publication of articles, monographs, and books (no limit): These activities include the publication and/or review of material directly related to the ECO for the certification being renewed. Submissions must appear in a formal publication or website, and a copy of the article or the website address must be available, if requested. For books and

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monographs, the table of contents and title page must be available. CPE hours are earned for the actual number of hours spent completing or reviewing the material. ISACA blog writing (and other blog writing) is not eligible for CPE hours.

Exam question development and review (no limit): This activity pertains to the development or review of items for ISACA certification exam/review materials. Two CPE hours are earned for each question accepted by an ISACA item review working group. Evidence of actual hours earned for the formal item review process will be provided by ISACA.

Passing related professional examinations (no limit): This activity pertains to the pursuit of other related professional examinations. Two CPE hours are earned for each examination hour when a passing score is achieved. Exams must be aligned with the ISACA ECO for the certification being renewed.

Active participation in an ISACA volunteer group with responsibilities that align with a certification's ECO (20-hour annual limit per ISACA certification): These activities include active participation in an ISACA working group, committee, subcommittee, or task force whose charter/responsibilities relate specifically to the ECO of the certification being renewed. Examples include advisory groups specific to emerging tech, IT risk or governance, an ISACA certification working group, etc. One CPE hour is earned for each hour of active participation.

Active participation in an ISACA volunteer group with responsibilities that do not align with a certification's ECO (20-hour annual limit per ISACA certification): These activities include the SheLeadsTech Advisory Group, Awards Working Group, Award Reviewers, and Academic/Advisory Working Group. They also include participation on an ISACA board or active participation as an officer of an ISACA chapter.

Contributions to the profession (20-hour annual limit in total for all related activities): These activities include work performed for ISACA that contribute to the profession, as supported by the ECO of the certification being renewed. Activities include research development, certification review manual development, leading ISACA's Engage discussion, and performing peer reviews. CPE hours are earned for the actual number of hours contributed.

Mentoring/mentee (10-hour annual limit): Mentoring activities include mentoring/mentee efforts directly related to coaching, reviewing, or assisting with an ISACA certification exam preparation or providing career guidance through the credentialing process at the organizational, chapter, or individual level. A mentoring activity must be an activity that involves providing or receiving support in preparation for an ISACA exam or for making certification career decisions. One CPE hour is earned for each hour of assistance. These activities cannot be applied for multiple certifications. Note: Mentoring activities for advanced certifications do not qualify, as those require that all CPE hours align with an ECO.

Calculating CPE Hours

One CPE hour is earned for every 50 minutes of active participation (excluding lunches and breaks) in qualifying ISACA and non-ISACA professional education activities and meetings. **CPE hours can be earned in quarter-hour increments and reported in quarter hours (rounded to the nearest quarter hour).** For example, a certification holder who attends an eight-hour presentation (480 minutes) with 90 minutes of breaks will earn 7.75 continuing professional education hours (see calculation below).

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Sample Calculation of CPE Hours		
Educational Activity Schedule	Actual Hours	Minutes
9:00 a.m. - 5:00 p.m.	8.0	480
Less: Two 15-minute breaks	.50	30
Less the time taken for lunch	1.0	60
Total activity	6.5	390
Total CPE hours: 390 minutes divided by 50 minutes = 7.8, or 7.75 of reportable CPE hours when rounded to the nearest quarter hour.		

Retired and Nonpracticing Certification Status

Retired Status

Certification holders are entitled to apply for retired status if they are permanently retired from the profession or unable to perform the professional duties of their job by reason of permanent disability. Certification holders granted this status are no longer required to obtain CPE hours or pay the annual certification renewal fee.

Nonpracticing Status

Individuals who are no longer working in the profession related to their certification are entitled to apply for nonpracticing status. Certification holders granted this status are not required to report CPE hours but are required to pay the annual maintenance fee and continue earning CPE hours. Once the individual has returned to the profession, they are required to provide CPE documentation to return to active status.

Individuals with nonpracticing or retired status cannot use the designation.

Certification holders interested in filing for a retired or nonpracticing status must complete and submit the appropriate Application for Nonpracticing or Retired Status form. For additional details, contact ISACA's Customer Experience team via telephone at +1.847.660.5660 or through our support page: https://support.isaca.org/s/.

Audits of CPE Hours

A random sample of certification holders is selected each year for audit. Those selected receive email notifications with a list of the activities included in the audit. Written evidence of previously reported activities that meet the criteria described in Qualifying Professional Education Activities must be provided. Each certification working group will determine the acceptance of hours for specific activities that map to an ECO, as well as CPE hours that are not aligned with an ECO. Individuals who do not comply with the audit will have their certification revoked.

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Recordkeeping

A certification holder must obtain and maintain documentation that supports reported/submitted CPE activities. Documentation should be retained for a minimum of three years. Documentation should be in the form of a letter, certificate of completion, attendance roster, Verification of Attendance form, or other independent attestation of completion. At a minimum, each record should include the name of the attendee, name of the sponsoring organization, activity title, activity description, activity date, and the number of CPE hours awarded or claimed. ISACA recommends storing CPE documentation on a personal drive.

Revocation

Certification holders who fail to comply with ISACA's CPE Policy will have their credential revoked and will no longer be allowed to present themselves as certified. Individuals who have their certification revoked will be required to take and pass the exam again and submit another application for certification.

Reconsideration and Appeal

Individuals whose certification has been revoked due to noncompliance with the CPE Policy who later appeal for reinstatement may incur an additional reinstatement fee of US$50. This fee is effective for those reinstated when their revocation has been outstanding for more than 60 days; it is in addition to any back or current certification maintenance fees needed to bring the certified individual in compliance with the CPE Policy. The reinstatement fee is required for each certification revoked. Appeals by a certification exam taker, certification applicant, or certified individual are undertaken at the discretion and cost of the exam taker, applicant, or individual. For additional information, view the Appeals Policy: https://www.isaca.org/credentialing/appeals-policy.

Code of Professional Ethics

ISACA sets forth this Code of Professional Ethics to guide the professional and personal conduct of members of the association and/or its certification holders.

Failure to comply with this Code of Professional Ethics can result in an investigation into a member's and/or certification holder's conduct and, ultimately, in disciplinary measures. The ISACA Code of Professional Ethics can be viewed at https://www.isaca.org/code-of-professional-ethics.

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