Inspiring a Safe and Secure Cyber World

(ISC)² Continuing Professional Education (CPE) Handbook
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How to Use the (ISC)² CPE Handbook

This handbook contains the policies and procedures for actively maintaining your (ISC)² membership. All certification holders and Associate designees are expected to understand and comply with the policies included.

**Candidate and Member Services**

Exam results, endorsements, CPEs, AMFs, profile changes

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Thank you for being an (ISC)² member. You are part of an elite, global network of certified cyber, information, software and infrastructure security professionals who are making a difference, advancing the security profession and inspiring a safe and secure cyber world.

The (ISC)² Continuing Professional Education (CPE) Handbook will provide you with information on the CPE requirements and activities necessary during your three-year certification cycle. Some of the benefits to maintaining your certification and CPEs are:

- Industry-wide recognition of your skill and experience
- Peer networking, mentoring and global resources
- Stand out in the crowd for job opportunities and promotions
- Access to a variety of research, expert guidance and industry insight to support diverse, continuous education
- Association with the global recognition, value and ethics of (ISC)² certifications

We know that your role is tireless and thankless – as you are always trying to stay ahead of the next threat or vulnerability. We also understand that your time is limited. Our goal is to make sure you can maintain your membership by consuming learning opportunities of the highest relevancy and quality that fit into your schedule.

This handbook provides you with a general framework and guidance to maintain your certification. It will give you an overview of a variety of CPE activities as you continue your journey as an (ISC)² member.
CPE Requirements

As a certified (ISC)² member, you are required to earn and submit CPE credits each year of your three-year certification cycle. The total number of CPE credits earned within a three-year cycle must add up to the minimum CPE credits required during a three-year certification cycle. (ISC)² has a suggested annual minimum to help you balance maintaining your certification.

Associates of (ISC)² are on annual cycles and are required to earn and submit CPE credits each year.

These CPEs can be earned through various learning activities within these categories:

<table>
<thead>
<tr>
<th>CPE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPEs offered by (ISC)²</td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td>Contribution to the Profession</td>
</tr>
<tr>
<td>Volunteer Service</td>
</tr>
<tr>
<td>Unique Work Experience (Group A Only)</td>
</tr>
<tr>
<td>Professional Development (Group B Only)</td>
</tr>
</tbody>
</table>
## CPE Requirements for cycles beginning on or after 1 January 2015:

<table>
<thead>
<tr>
<th>CERTIFICATION</th>
<th>TYPE</th>
<th>SUGGESTED ANNUAL</th>
<th>3-YEAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISSP</td>
<td>Group A</td>
<td>30</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Group A or B</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Total Required</td>
<td>40</td>
<td>120</td>
</tr>
<tr>
<td>CSSLP, CCSP</td>
<td>Group A</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Group A or B</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Total Required</td>
<td>30</td>
<td>90</td>
</tr>
<tr>
<td>SSCP, CAP, HCISPP</td>
<td>Group A</td>
<td>15</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td>Group A or B</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Total Required</td>
<td>20</td>
<td>60</td>
</tr>
<tr>
<td>ISSAP, ISSEP, ISSMP</td>
<td>Group A</td>
<td>N/A</td>
<td>20*</td>
</tr>
<tr>
<td></td>
<td>Total Required</td>
<td></td>
<td>20*</td>
</tr>
</tbody>
</table>

### Concentrations

If you hold a CISSP concentration, 20 CPE credits of the total number of Group A CPEs required in the CISSP three-year cycle must be directly related to your concentration. If you hold more than one concentration, you must earn 20 credits in each concentration. CPEs required for a concentration are automatically counted toward the CISSP CPE requirement.

<table>
<thead>
<tr>
<th>ASSOCIATES PROGRAM</th>
<th>TYPE</th>
<th>SUGGESTED ANNUAL</th>
<th>3-YEAR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISSP, CCSP, SSCP, CSSLP, CAP, HCISPP</td>
<td>Group A</td>
<td>15</td>
<td>N/A</td>
</tr>
</tbody>
</table>
CPE Policies and Procedures

As an (ISC)² member or Associate, you must earn CPEs to actively maintain your certification. 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 your certification cycle).

At the end of the three-year certification cycle, when both required CPE credits and Annual Maintenance Fee (AMF) payment requirements are met, your membership will renew to a new three-year certification cycle.
Group A and Group B CPE Credits

Group A Credits: Domain-Related Activities.
Group A credits relate directly to activities in the areas covered by the specific domains of the respective credential.
Some examples are shown below:
• Reading a magazine, book or whitepaper.
• Publishing a book, whitepaper or article.
• Attending a conference, educational course, seminar or presentation.
• Preparing for a presentation or teaching information related to information security.
• Performing a unique work-related project that is not a part of your normal work duties.
• Self-study related to research for a project or preparing for a certification examination.
• Volunteering for government, public sector, and other charitable organizations.
• Taking a higher academic course.

Group B Credits: Professional Development Knowledge Sharing.
Group B credits are earned for completion of general professional development activities which enhance your overall professional skills, education, knowledge, or competency outside of the domains associated with the respective certifications. These generally include professional development programs, such as professional speaking or management courses. While these do not apply directly to the domains, (ISC)² recognizes these skills are vital in the growth of all professionals and their credentials.
Some examples are shown below:
• Attending a conference, educational course, seminar or presentation.
• Preparing for a presentation or teaching information related to professional development.
• Self-study related to research for a project or preparing for a certification examination.
• Forming or managing a chapter of a professional organization.
• Taking a higher academic course.

Calculating CPE Credits
The CPE categories will provide the number of credits you can earn for each activity. Typically, you will earn one CPE credit per one-hour time spent in an educational activity. You can report CPEs in 0.25, 0.50 and 0.75 increments. 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 normal on-the-job activities.
If the CPE activity occurred over multiple days, the end date is used to determine eligibility for a particular certification cycle. For example, if the activity started 1 August 2017 and ended on 5 September 2017, the CPE can be applied to any cycle that was active on 5 September 2017.
How to Maintain Multiple Credentials

If as an (ISC)² member, you hold more than one (ISC)² credential, the CPEs you submit will automatically be counted toward all your active credentials as of the completion date. Members should not enter CPE activities in their record (member database) more than one time.

You should select all the relevant domains for your 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. If an activity does not relate to your other credentials as a domain-related activity, it will be applied as a Group B to your other credentials.

Auditing of CPE Credits

(ISC)²’s CPE Auditors perform random audits of claimed CPE credits by members/associates. Members will need to provide proof of attendance or a brief description of the activity. This is an important process which upholds the integrity of (ISC)²’s credentials as well as keeping in compliance with ANSI/ISO standards for certification.

If you are chosen for an audit, you will receive instructions via email regarding the necessary documentation to support these activities. It is important to respond to this request and to provide the information exactly as instructed within 90 days.
Record Keeping

You are not required to provide proof of CPE credit activities to (ISC)² upon submission. However, it is good practice to retain proof of credits earned for at least 12 months after your 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, please 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.

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 of Directors within three months (90 days) from the date of denial. You must provide the rationale of your 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 at legal@isc2.org. 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.

Rollover CPE

For (ISC)² members with cycles renewing/starting on or after 1 January 2015, CPE rollover credits are limited to the number of recommended annual CPEs each year for that credential, and must be earned within the last six months of the three-year certification cycle. For example, a CISSP with a cycle start date on or after 1 January 2015 may only roll over up to 40 Group A CPEs if they were earned within the final 6 months of the previous three-year certification cycle. These rollover CPEs will be eligible to satisfy the annual recommended CPEs for the first year of the next certification cycle. Note that there is no rollover provision for Group B credits.

Failure to Meet Requirements

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

As a member or associate, you have the right to file an appeal if your certification is suspended and/or decertified.

Grace Period

Following the certification expiration date, members/associates 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.
# CPE Categories and Requirements

## CPES OFFERED BY (ISC)²

### (ISC)² CPE Opportunities
You can earn Group A CPE credits by attending (ISC)² educational courses sanctioned or accredited by (ISC)²:
- (ISC)² Chapter Leadership Meetings
- (ISC)² Chapter Meeting
- (ISC)² CISO Says Webinar
- (ISC)² e-Symposium & Solutions Summit
- (ISC)² Event Volunteers/Ambassadors
- (ISC)² Exam Protector
- (ISC)² From the Trenches Webinar
- (ISC)² Infosecurity Professional Magazine
- (ISC)² Job Task Analysis (JTA) Surveys
- (ISC)² Safe and Secure Orientation
- (ISC)² Security Briefings Webinar
- (ISC)² Security Congress
- (ISC)² Secure Summit
- (ISC)² Think Tank Webinar
- Item Development Subject Matter Experts
- Prepare Presentation for (ISC)² related event

### CPE Rule
- (ISC)² Infosecurity Professional Magazine – 2 CPEs per issue with passed quiz.
- (ISC)² eSymposium Webinar – 3 CPEs with passed quiz
- (ISC)² Safe and Secure Orientation – 1 CPE
- Group A: 1 hour of instruction related to the credential domains equals 1 CPE.
- CPEs may be reported in 0.25, 0.50 and 0.75 increments. The majority of these CPEs are submitted on your behalf and are exempt from audit.
- You are not required to earn CPEs from (ISC)² to maintain certifications.

### Documentation Required
Upon (ISC)² Audit/Request
These CPEs will be automatically added into your record and are exempt from audit.
Members/Associates may participate in self-directed learning on a variety of security topics.

**(ISC)² CPE Opportunities**
You can earn Group A CPE credits for consuming content in self-directed learning activities that map back to the credential domain(s).

Learning may include activities such as:
- Higher Academic Course
- Education course/seminar
- Industry Conference
- Book, Magazine or Whitepaper
- Online webinars, podcasts and other online material
- Vendor presentation

**CPE Rule**
- Books – 5 CPEs per book with 250-word description.
- Magazine – 5 CPEs per magazine issue with 250-word description.
- Whitepaper – 1 CPE per paper with 250-word description.
- Group A: 1 hour of instruction related to the credential domains equals 1 CPE.
- CPEs may be reported in 0.25, 0.50 and 0.75 increments.
- Maximum number of CPE per entry should not exceed 40.
- These credits will be self-reported through the CPE form and may be audited.

**Documentation Required Upon (ISC)² Audit/Request**
Proof of CPE credits earned may be in the form of course transcripts, awarded diplomas, certificates or receipts of attendance, 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.

A brief description no more than 250 words of what you learned or a certificate or letter of attendance.
CONTRIBUTIONS TO THE PROFESSION

Members/Associates may develop or deliver domain related content in a professional capacity.

Create New Industry Knowledge

You can earn Group A CPE credits for creating new content for the topic related to your credential area of expertise.

Qualifying activities include:

- Writing, Researching & Publishing
- Preparation time for a webinar, podcast, or presentation
- Preparing new or updating existing training seminar or classroom material
- Serving as a subject matter expert for a panel discussion

CPE Rule

- Books – 40 CPEs per book as author, 20 CPEs per book as co-author, 10 CPEs per book as editor
- Articles – 20 CPEs per article as author, 10 CPEs per article as co-author, 5 CPEs per article as editor
- Chapter in Book – 20 CPEs per chapter as author, 10 CPEs per chapter as co-author, 5 CPEs per chapter as editor.
- Professional Blog – 10 CPEs per blog as author, 5 CPEs per blog as co-author, 2 CPEs per blog as editor
- White Paper – 10 CPEs per white paper as author, 5 CPEs per white paper as co-author, 2 CPEs per white paper as editor
- Preparing existing training - 1 day course equals 2 CPEs, 2 days course equals 5 CPEs, 5-7 days course equals 10 CPEs, semester (12 or more weeks) equals 20 CPEs
- Group A: 1 hour of instruction related to the credential domains equals 1 CPE
- CPEs may be reported in 0.25, 0.50 and 0.75 increments
- Maximum number of CPE per entry should not exceed 40
- These credits will be self-reported through the CPE form and may be audited

Documentation Required Upon (ISC)² Audit/Request

Copies of publications, research/prep notes for speaking or teaching, sample educational materials, or course agenda.
Volunteer Service

You can earn Group A CPE credits by providing volunteer, non-compensated services to non-employer or non-client customer groups related to your credential domains. Examples of qualifying activities include:

- Performing board service for a professional security organization. This does not include service on chapter boards
- Formation and/or management of a professional security chapter (Group B only)
- Participation in cyber, information, software and infrastructure security professional association chapter meeting
- Government, public sector, or other charitable organizations committees or working groups
- Participation in security standards development for a recognized committee
- (ISC)² Safe and Secure Online presentations

CPE Rule

- (ISC)² Safe and Secure Online presentations: After completing two SSO 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, members can earn one Group A CPE credit for each additional presentation that they make.
- Board Service - 40 CPEs per cycle year
- Group A: 1 hour of instruction related to the credential domains equals 1 CPE.
- CPEs may be reported in 0.25, 0.50 and 0.75 increments.
- Maximum number of CPE per entry should not exceed 40
- These credits will be self-reported through the CPE form and may be audited

Documentation Required

Letter or certificate from the organization served or meeting minutes that indicate participation.
UNIQUE WORK EXPERIENCE (GROUP A)

Members/Associates may submit a unique work project with a strong learning benefit.

Unique Work Experience

You can earn up to 10 Group A 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.

CPE Rule

- Group A Only: 1 hour of instruction related to the credential domains equals 1 CPE with a maximum of 10 CPEs per unique work experience.
- Group B: Not applicable
- Maximum number of CPE per entry should not exceed 40. CPEs may be reported in 0.25, 0.50 and 0.75 increments.
- These credits will be self-reported through the CPE form and may be audited.

Documentation Required

Upon (ISC)² Audit/Request

Proof of unique project or 2-3 paragraph summary of activity.
**PROFESSIONAL DEVELOPMENT (GROUP B)**

Members/Associates may earn CPEs for professional development activities.

### Non-Domain related professional development

You can earn Group B CPE credits for activities that provide professional development activities including management, interpersonal communication, project planning, and team development skills, but are not related directly to information security. Examples of qualifying activities include:

- Chapter formation or management
- Leadership in non-information security related volunteer organizations
- Public speaking on non-information security related topics
- Volunteering for non-security government, public sector, and other charitable organizations
- Training, conferences and seminars not related to information security

### CPE Rule

- **Group A: Not applicable**
- **Group B: All Professional Development categories can be submitted based on 1 hour of instruction equaling 1 CPE for Group B.**
- CPEs may be reported in 0.25, 0.50 and 0.75 increments.
- Maximum number of CPE per entry should not exceed 40
- These credits will be self-reported through the CPE form and may be audited.

### Documentation Required

Upon (ISC)² Audit/Request

Letter, certificate or other documentation from the organization served.
Approved CPE Credit Submitters

Approved CPE submitters normally publicize their status in 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 their (ISC)² ID number to the approved and third-party CPE submitters. If CPE credits have not been posted within 6 weeks of the activity date, members must contact the approved CPE submitter directly. It is the responsibility of members to review their CPE credit records for accuracy, including duplicate or missing entries.