



Inspiring a Safe and Secure  
Cyber World



# (ISC)² Continuing Professional Education (CPE) Handbook

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# How to Use the (ISC)<sup>2</sup> CPE Handbook

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

## Candidate and Member Support

*Exam results, endorsements, CPE, AMF, profile changes*

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## Overview

Thank you for being an (ISC)<sup>2</sup> member. You are part of a 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)<sup>2</sup> Continuing Professional Education (CPE) Handbook provides you with information on the CPE requirements and activities necessary to maintain your certification or associate status. Some of the benefits to maintaining your certification and CPE requirements 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, industry insight and continuous education.
- Association with the global recognition, value and ethics of (ISC)<sup>2</sup> 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 certification or associate status by consuming learning opportunities of the highest relevancy and quality that fit into your schedule.



## CPE Requirements

Certified (ISC)<sup>2</sup> members are required to earn and submit Continuing Professional Education (CPE) credits during their 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)<sup>2</sup> has a suggested annual minimum to help balance maintaining your certification.

Associates of (ISC)<sup>2</sup> are on annual cycles and are required to earn and submit Group A CPE credits each year.

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

### CPE ACTIVITIES OFFERED BY (ISC)<sup>2</sup>

#### CPE CATEGORIES

Education (Group A or B)

Contributions to the Profession (Group A)

Professional Development (Group B)

Unique Work Experience (Group A)

# CPE Requirements

CERTIFICATION	TYPE	SUGGESTED ANNUAL	3-YEAR TOTAL
CC	Group A	15	45
	Group A or B	--	--
	<b>Total Required</b>	<b>15</b>	<b>45</b>
CISSP	Group A	30	90
	Group A or B	10	30
	<b>Total Required</b>	<b>40</b>	<b>120</b>
CSSLP, CCSP	Group A	20	60
	Group A or B	10	30
	<b>Total Required</b>	<b>30</b>	<b>90</b>
CAP, HCISPP, SSCP	Group A	15	45
	Group A or B	5	15
	<b>Total Required</b>	<b>20</b>	<b>60</b>
CISSP-ISSAP, ISSEP, ISSMP Concentrations	Group A	--	20
	<b>Total Required</b>		<b>20</b>

If you hold a CISSP concentration, 20 CPE credits of the total number of Group A CPE credits 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. CPE requirements for a concentration are automatically counted toward the CISSP CPE requirement.

ASSOCIATES PROGRAM	TYPE	REQUIRED ANNUAL	3-YEAR TOTAL
	Group A	15	N/A

*Note: Associates cannot earn Group B CPE credits.*





## CPE Policies and Procedures

In order to maintain certification and associate status, certified members and Associates of (ISC)<sup>2</sup> must earn a minimum amount of CPE credits as well as pay an Annual Maintenance Fee (AMF). Both requirements are needed to ensure you remain in good standing.

For certified members, CPE activities must be completed during the three years of each certification cycle and no later than the certification expiration date (end of certification cycle). For Associates of (ISC)<sup>2</sup>, CPE activities must be completed within their annual cycle.

Certified members (single certified or multi-certified) are required to pay an AMF in the amount of U.S. \$125 which is due on the member's start date of their certification cycle and due on the same date each year. A member's start date for their certification cycle is the anniversary of their certification. Associates of (ISC)<sup>2</sup> are required to pay an AMF in the amount of U.S. \$50, which is due on the first anniversary date of the associate's cycle and due on the same date each year.

At the end of the three-year certification cycle, when both required CPE credits and AMF payment requirements are met, certified members will be recertified to a new three-year certification cycle. At the end of the one-year associate cycle, when both required CPE credits and AMF payment requirement are met, associate designation will be renewed to a new one-year 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:

- Taking an online self-paced, blended or instructor-led educational course
- Reading a magazine, book or whitepaper
- Publishing a book, whitepaper or article
- Attending a conference (in-person or virtual), educational course, seminar or presentation
- Preparing for a presentation or teaching information related to information security. This does not apply to (ISC)<sup>2</sup> Official Training Courses.
- 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 education course

### Group B Credits: Professional Development

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 programs such as professional speaking or management courses. While these do not apply directly to the domains, (ISC)<sup>2</sup> recognizes these skills are vital in the growth of all professionals and their credentials.

Some examples are shown below:

- Attending non-security industry conferences
- Participating in non-security education courses
- Preparing for non-security presentation/lecture/training
- Non-Security Government/Private Sector/Charitable Organizations Committee

## 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 activity. You can report CPE credits 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 2020 and ended on 5 September 2020, the CPE credit can be applied to any cycle that was active on 5 September 2020.

## How to Maintain Multiple Credentials

If as an (ISC)<sup>2</sup> member, you hold more than one (ISC)<sup>2</sup> credential, the CPE credits you submit will automatically be counted toward all your active credentials as of the completion date. Members and associates 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 choosing “None of the Above” in the CPE portal applies Group B credits to your other credentials.

## Auditing of CPE Credits

(ISC)<sup>2</sup>'s CPE Auditors perform random audits of submitted CPE credits by members and 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)<sup>2</sup>'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

We suggest you retain proof of your CPE credit activities in the event that your submission is audited. 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 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.

These documents can all be kept in the members'/ associates' records on the CPE portal.



## Appeal Process

Any (ISC)<sup>2</sup> member whose request for CPE credit is denied by (ISC)<sup>2</sup> 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 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 to Member Support at [membersupport@isc2.org](mailto:membersupport@isc2.org). Your appeal will be reviewed and appropriately forwarded to the (ISC)<sup>2</sup> Board of Directors. 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 Credits

CPE rollover credits are limited to the number of recommended annual CPE credits each year for that credential, and must be earned within the last six months of the three-year certification cycle, in excess of the required CPE credits for that certification. For example, a CISSP may only roll over up to 40 Group A CPE credits (in excess of the required 120 CPE credits) if they were earned within the final 6 months of the previous three-year certification cycle. These rollover CPE credits will be eligible to satisfy the annual recommended CPE credits 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 CPE requirements within 90-days following the certification expiration date will result in suspension of your certification/designation.

(ISC)<sup>2</sup> will notify you by email to inform you that your certification/designation has been suspended. If you feel you are in jeopardy of not meeting certification renewal requirements by the deadline, you should contact Member Support of your particular region for assistance.

Suspension status may be maintained for up to two consecutive years. After two years, certified members and Associates of (ISC)<sup>2</sup> will be terminated, and all membership rights will be revoked. Terminated certified members and associates wishing to be reinstated will be required to retake and pass the examination and pay the U.S. \$600 reinstatement fee.

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

## 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 within the 90-day grace period.

# CPE Categories and Requirements

## CPE ACTIVITIES OFFERED BY (ISC)<sup>2</sup>

### (ISC)<sup>2</sup> CPE Opportunities

You can earn Group A CPE credits by attending or participating in the events and activities offered by (ISC)<sup>2</sup>. These activities/events include the following:

- (ISC)<sup>2</sup> Certification Course
- (ISC)<sup>2</sup> Chapter Meeting
- (ISC)<sup>2</sup> Chapter Officer Meeting
- (ISC)<sup>2</sup> Approved CPE Submitter Course
- (ISC)<sup>2</sup> InfoSecurity Professional Magazine
- (ISC)<sup>2</sup> Exam Development Subject Matter Experts
- (ISC)<sup>2</sup> JTA Surveys
- (ISC)<sup>2</sup> Professional Development Institute (PDI) Course
- (ISC)<sup>2</sup> Safe and Secure Volunteer Training
- (ISC)<sup>2</sup> Security Congress
- (ISC)<sup>2</sup> Webinar – Regional (EMEA and APAC)
- (ISC)<sup>2</sup> Webinar – e-Symposium
- (ISC)<sup>2</sup> Webinar – Security Briefing
- (ISC)<sup>2</sup> Webinar – Solutions Summit
- (ISC)<sup>2</sup> Webinar – Think Tank Roundtable

### CPE Rule

- Maximum number of CPE credits apply to the following activities:
  - (ISC)<sup>2</sup> InfoSecurity Professional Magazine – 2 CPE credits per issue with passed quiz
  - (ISC)<sup>2</sup> e-Symposium and Solutions Summit Webinar – 3 CPE credits
  - (ISC)<sup>2</sup> Security Briefing and Think Tank Roundtable Webinar – 1 CPE credit
  - (ISC)<sup>2</sup> Safe and Secure Orientation - 1 CPE credit
- Group A: 1 hour of participation related to the credential domains equals 1 CPE credit
- CPE credits may be reported in 0.25, 0.50 and 0.75 increments

### Documentation Required Upon (ISC)<sup>2</sup> Audit/Request

Some of the CPE activities above will be automatically added into your record and are exempt from an audit. In order for them to be accurately recorded members and associates must provide member IDs in the appropriate forms/platforms. Failure to provide member ID numbers will result in CPE credits not being applied to your account. In the event this occurs, please contact Member Support in your region for assistance.





## EDUCATION (Group A or B)

Members/Associates may participate in self-directed learning on a variety of security topics.

### 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:

- Book, magazine or whitepaper
- Courses and seminars - other
- Higher education course
- (ISC)<sup>2</sup> Certification Course
- (ISC)<sup>2</sup> Professional Development Institute (PDI) Course
- Industry conference (in-person or virtual)
- Online webinars, podcasts and other online and other online offerings
- Professional information security chapter meeting
- Vendor presentation

### CPE Rule

- Maximum number of CPE credits apply to the following activities:
  - Books – 5 CPE credits per book with 250-word description
  - Magazine – 5 CPE credits per magazine issue with 250-word description
  - Whitepaper – 1 CPE credit per paper with 250-word description
- Group A: 1 hour of participation related to the credential domains equals 1 CPE credit
- Group B: 1 hour of participation related to non-domain related professional development equals 1 CPE credit
- CPE credits may be reported in 0.25, 0.50 and 0.75 increments
- Maximum number of CPE credits per entry should not exceed 40
- Some of these CPE activities are self-reported through the CPE portal and may be audited.

### Documentation Required Upon (ISC)<sup>2</sup> 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.

You may be required to provide a brief description no more than 250 words of what you learned, and a certificate or letter of attendance.

## CONTRIBUTIONS TO THE PROFESSION (Group A)

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 (this excludes development of (ISC)<sup>2</sup> Official Training Materials)
- Serving as Subject Matter Expert (SME) for a panel discussion

### CPE Rules

- Maximum number of CPE credits apply to the following activities:
  - Books – 40 CPE credits per book as author, 20 CPE credits per book as co-author, 10 CPE credits per book as editor
  - Articles – 20 CPE credits per article as author, 10 CPE credits per article as co-author, 5 CPE credits per article as editor
  - Chapter in Book – 20 CPE credits per chapter as author, 10 CPE credits per chapter as co-author, 5 CPE credits per chapter as editor
  - Professional Blog – 10 CPE credits per blog as author, 5 CPE credits per blog as co-author, 2 CPE credits per blog as editor
  - White Paper – 10 CPE credits per white paper as author, 5 CPE credits per white paper as co-author, 2 CPE credits per white paper as editor
  - Preparing existing training - 1-day course equals 2 CPE credits, 2-day course equals 5 CPE credits, 5-7 days course equals 10 CPE credits, semester (12 or more weeks) equals 20 CPE credits

### 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.
- Government, public sector, or other charitable organizations committees or working groups
- Participation in security standards development for a recognized committee

## CONTRIBUTIONS TO THE PROFESSION (GROUP A)

### CPE Rules

- Delivering (ISC)<sup>2</sup> Safe and Secure Online (SSO) presentations: After completing two SSO presentations, members earn a total of 10 Group A CPE credits (one-time only; members are not allowed to claim 5 Group A CPE credits after their first presentation). Once they complete their first two presentations, members can earn 1 Group A CPE credit for each additional presentation that they made.
- Group A: 1 hour of attendance or participation related to the credential domains equals 1 CPE credit
- CPE credits may be reported in 0.25, 0.50 and 0.75 increments
- Maximum number of CPE credits per entry should not exceed 40
- These credits will be self-reported through the CPE portal and may be audited

### Documentation Required Upon (ISC)<sup>2</sup> Audit/Request

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

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

Members and associates 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 participation related to the credential domains equals 1 CPE credit with a maximum of 10 CPE credits per unique work experience
- CPE credits may be reported in 0.25, 0.50 and 0.75 increments
- These credits will be self-reported through the CPE portal and may be audited

### Documentation Required Upon (ISC)<sup>2</sup> Audit/Request

Proof of unique project or a brief description of no more than 250 words summarizing the project or activity.



## PROFESSIONAL DEVELOPMENT (Group B)

Members may earn CPE credits for professional development activities.

### Non-Domain related professional development

Members can earn Group B CPE credits for activities around enhancing professional skills including management, interpersonal communication, project planning, team building, etc., but are not related directly to information security and a domain within their credential. Note: Associates are not required to earn Group B CPE credits. Examples of qualifying activities include:

- Chapter formation or management
- Non-security industry conference
- Non-security education courses and seminars
- Non-Security Government/Private Sector/Charitable Organizations Committees
- Preparation for non-security presentation/lecture/training

### CPE Rule

- Group B Only: 1 hour of participation equaling 1 CPE credit for Group B
- CPE credits may be reported in 0.25, 0.50 and 0.75 increments
- Maximum number of CPE credits per entry should not exceed 40
- These credits will be self-reported through the CPE portal and may be audited

### Documentation Required Upon (ISC)<sup>2</sup> Audit/Request

Letter, certificate or other documentation from the organization served.



## Approved CPE Partners

Approved CPE partners normally publicize their status in promotional materials. CPE credits earned through an approved CPE partner (or third-party submitter) are submitted to (ISC)<sup>2</sup> on members' behalf. Members and associates must provide their (ISC)<sup>2</sup> ID number to the approved third-party CPE partners. If CPE credits have not been posted within six weeks of the activity date, members/associates must contact the approved CPE partner directly. It is the responsibility of members and associates to review their CPE credit records for accuracy, including duplicate or missing entries.

For a list of partners authorized to submit CPE credits on behalf of members and associates, please visit <https://www.isc2.org/Membership/CPE-Partners>



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