

Continuing Professional Education Handbook

Contents

- How to Use the ISC2 CPE Handbook 3**
- Overview 4**
- CPE Requirements..... 5**
- CPE Policies and Procedures..... 7**
 - Group A and Group B CPE Credits 9
 - How to Maintain Multiple Credentials 10
 - CPE credit auditing 10
 - Recordkeeping 10
 - Appeals Process..... 11
 - Rollover CPE Credits 11
 - Failure to Meet Requirements..... 11
 - Grace Period 11
- CPE categories and requirements 12**
- CPE activities offered by ISC2..... 12**
 - Education 14
 - Contributions to the Profession 15
 - Unique Work Experience 16
 - Professional Development..... 17
- Approved CPE partners..... 19**

How to use the ISC2 CPE Handbook

This handbook contains the policies and procedures for actively maintaining your ISC2 membership. All certification holders and Associate designees are expected to understand and comply with the policies included.

Customer service

For information or assistance regarding your ISC2 membership, benefits, CPE portal, Annual Maintenance Fees, profile changes or event support, please contact your regional Customer Service office:

Americas

625 N Washington Street,
Suite 400
Alexandria, VA 22314

USA

Ph: +1 866.331.4722

+1 727.785.0189

membersupport@isc2.org

Asia-Pacific

Level 20, ONE IFC,
1 Harbour View Street, Central
Hong Kong S.A.R.

Ph: +852.5803.5662

membersupportapac@isc2.org

Japan: +81 3.5322.2837

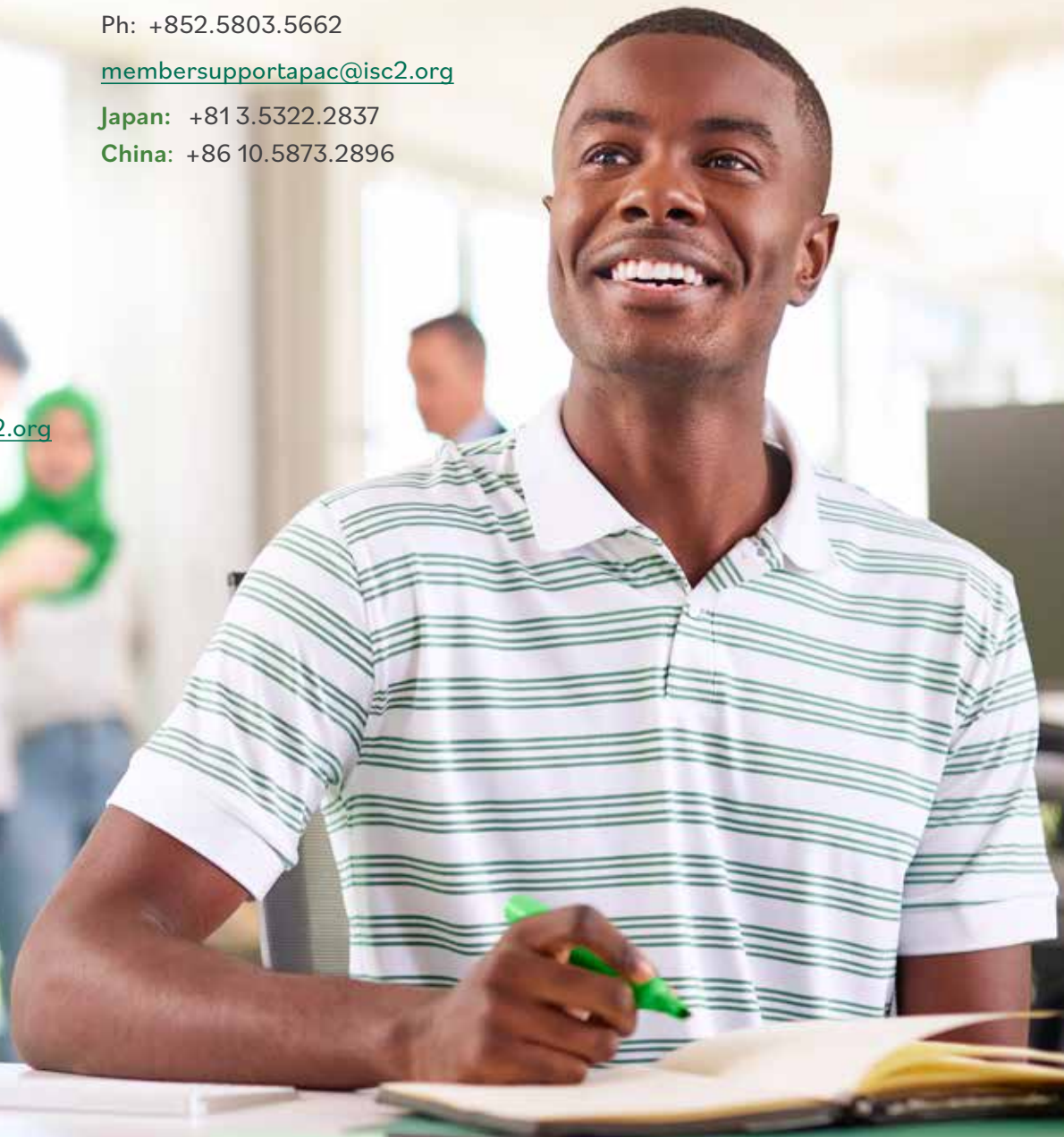
China: +86 10.5873.2896

EMEA

Level 1, Devonshire House
One Mayfair Place, London
W1J 8AJ

Ph: +44 (0) 203.960.7800

membersupportemea@isc2.org



Overview

Thank you for being an ISC2 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 ISC2 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 through CPE requirements are:

- Industry-wide recognition of your knowledge, skills and abilities
- Peer networking, mentoring and global resources
- Competitive differentiation helps you stand out in the crowd for job opportunities and promotions
- Access to a variety of research, expert guidance, industry insights and continuous education
- Association with the global recognition, value and ethics of ISC2 certifications

We know that your work can be relentless and demanding – always trying to stay ahead of the next threat or vulnerability. We also understand that your time is limited. Our goal is to ensure you're able to maintain your certification or Associate status by accessing learning opportunities of the highest relevancy and quality that fit into your schedule.



CPE requirements

Certified ISC2 members are required to earn and submit education (CPE) credits during their three-year certification cycle. ISC2 has a suggested annual minimum to help balance maintaining your certification.

Associates of ISC2 are required to earn and submit Group A CPE credits **each year**.

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



CPE activities offered by ISC2



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	—	—
	Total required	15	45
CISSP	Group A	30	90
	Group A or B	10	30
	Total required	40	120
CCSP, CSSLP	Group A	20	60
	Group A or B	10	30
	Total required	30	90
CGRC, HCISPP, SSCP	Group A	15	45
	Group A or B	5	15
	Total required	20	60
CISSP-ISSAP, ISSEP, ISSMP Concentrations	Group A	--	20
	Total required	20	20

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	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 must earn CPE credits as well as pay an annual maintenance fee (AMF). Both requirements ensure you remain in good standing.

Single- or multiple-certified members holding the CISSP, CCSP, SSCP, CGRC and/or CSSLP are required to pay a U.S. \$125 AMF, due on the first anniversary date of the cycle and the same date each year thereafter. CC-certified members and Associates are required to pay a U.S. \$50 AMF, due on the first anniversary date of the cycle and the same date each year thereafter.

At the end of the three-year certification cycle, when the CPE credit and AMF payment requirements are met, certified members will be recertified to a new three-year cycle.

At the end of the one-year Associate cycle, when both CPE credits and AMF payment requirements 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.

Examples include:

- Taking an online course from ISC2
- Reading a cybersecurity white paper
- Publishing an article on cybersecurity
- Attending ISC2 Security Congress
- Preparing for a presentation or teaching information related to cybersecurity
This does not apply to instructors teaching ISC2 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 that enhance your overall professional skills, education, knowledge or competency outside the domains associated with your respective certification(s). This can include programs such as professional speaking or general management courses. While these do not apply directly to the domains, ISC2 recognizes that these skills are vital in the growth of all professionals.

Examples include:

- Attending non-security events, such as leadership conferences
- Participating in non-security education courses such as emotional intelligence training
- Preparing for non-security presentations/lectures/trainings
- Non-security government/private sector/charitable organization committees

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 hour of time spent on 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 level 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 the certification cycle. For example, if the activity started on 1 August 2022 and ended on 5 September 2022, the CPE credit can be applied to any cycle that was active on 5 September 2022.

How to maintain multiple credentials

If you hold more than one ISC2 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 once.

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 all certifications, with a relevant domain. 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 record.

Auditing of CPE credits

CPE auditors perform random audits of submitted CPE activities by members and Associates. Members will need to provide proof of attendance or a brief description of the activity. This is an important process that upholds the integrity of ISC2 credentials and maintains compliance with ANSI/ISO standards for certification.

If you are selected for an audit, you will receive an email with instructions about the necessary documentation to support the activities. It is important to respond to this request and provide the information exactly as instructed within 90 days.

Recordkeeping

We suggest you retain proof of your CPE activities in the event 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/documentation of registration materials.

For book and/or magazine CPE credits, please retain “proof of possession,” such as the book or magazine, 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.

Appeals process

Any ISC2 member whose request for a CPE credit is denied has the right to appeal the decision. In the event of a dispute regarding CPE activity, 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 email the rationale of your appeal in writing no more than two pages along with any relevant documentation to be considered to membersupport@isc2.org. Your appeal will be reviewed and appropriately resolved.

Rollover CPE credits

CPE rollover credits are limited to the number of recommended annual CPE credits each year for the credential. They 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 roll over up to 40 Group A CPE credits (in excess of the required 120 CPE credits) if they were earned within the final six 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.

ISC2 will notify you by email to inform you that your certification/designation has been suspended. If you feel you are in jeopardy of failing to meet certification renewal requirements by the deadline, contact customer service in your particular region for assistance.

Suspension status may be maintained for up to two consecutive years. After two years, certified members and Associates will be terminated, and all membership rights will be revoked. Terminated certified members and Associates seeking to be reinstated will be required to retake and pass the examination.

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 that 90-day grace period.

CPE categories and requirements

CPE activities offered by ISC2

ISC2 CPE opportunities

Earn Group A or B CPE credits by attending or participating in these events and activities offered by ISC2:

- ISC2 certification courses
- ISC2 chapter meetings
- ISC2 chapter officer meeting (Group B only)
- ISC2 approved CPE Submitter Course
- ISC2 exam development
- ISC2 JTA surveys
- ISC2 professional development courses
- ISC2 Safe and Secure Online volunteer training
- ISC2 Security Congress
- ISC2 Secure Summits
- ISC2 webinar – global or regional (EMEA and APAC)

CPE rules

- Maximum number of CPE credits apply to the following activities:
 - ISC2 Security Briefing and Think Tank Roundtable Webinars: 1 CPE credit
 - ISC2 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 ISC2 audit/request

Some of the CPE activities above will be automatically added to your record and are exempt from audit. In order for them to be accurately recorded, members and Associates must provide member IDs in the appropriate forms/platforms. Failure to do so will result in CPE credits that are not applied to your account. In the event this occurs, please contact customer service for assistance.



Education (Group A or B)

Members/Associates may participate in self-directed learning on a variety of cybersecurity 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 activities may include:

- Books, magazines or white papers
- Courses and seminars
- Higher education courses
- Industry conference (in-person or virtual)
- Online webinars, podcasts and other virtual offerings
- Professional cybersecurity chapter meetings
- Vendor presentations

CPE rules

- Maximum number of CPE credits apply to the following activities:
 - Books - 5 CPE credits per book with 250-word description
 - Magazines - 5 CPE credits per magazine issue with 250-word description
 - White papers - 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 ISC2 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/documentation of registration materials.

You may be required to provide a brief description of no more than 250 words about 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 and publishing books, articles, papers and blogs
- Preparation time for webinars, podcasts or presentations
- Preparing new or updating existing training seminar or classroom materials *this excludes development of ISC2 Official Training materials*
- Serving as Subject Matter Expert (SME) for panel discussions

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
- Chapters in books: 20 CPE credits per chapter as author, 10 CPE credits per chapter as co-author, 5 CPE credits per chapter as editor
- Professional blogs: 10 CPE credits per blog as author, 5 CPE credits per blog as co-author, 2 CPE credits per blog as editor
- White papers: 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: one-day course equals 2 CPE credits, two-day course equals 5 CPE credits, five- to seven-day courses equal 10 CPE credits, semesters (12 or more weeks) equal 20 CPE credits

Contributions to the profession (Group A)

CPE rules

Delivering ISC2 Safe and Secure Online presentations:

- After completing two Safe and Secure Online presentations, members earn a total of 10 Group A CPE credits (one-time only; members may not 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
 - Group A: One 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 ISC2 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 their normal (or day-to-day) job responsibilities or job description.

CPE rules

- Group A only: One 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 ISC2 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 cybersecurity 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 conferences
- Non-security education courses and seminars
- Non-security government/private sector/charitable organization committees
- Preparation for non-security presentations/lectures/trainings

CPE rules

- Group B only: One 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 may not exceed 40
- These credits will be self-reported through the CPE portal and may be audited

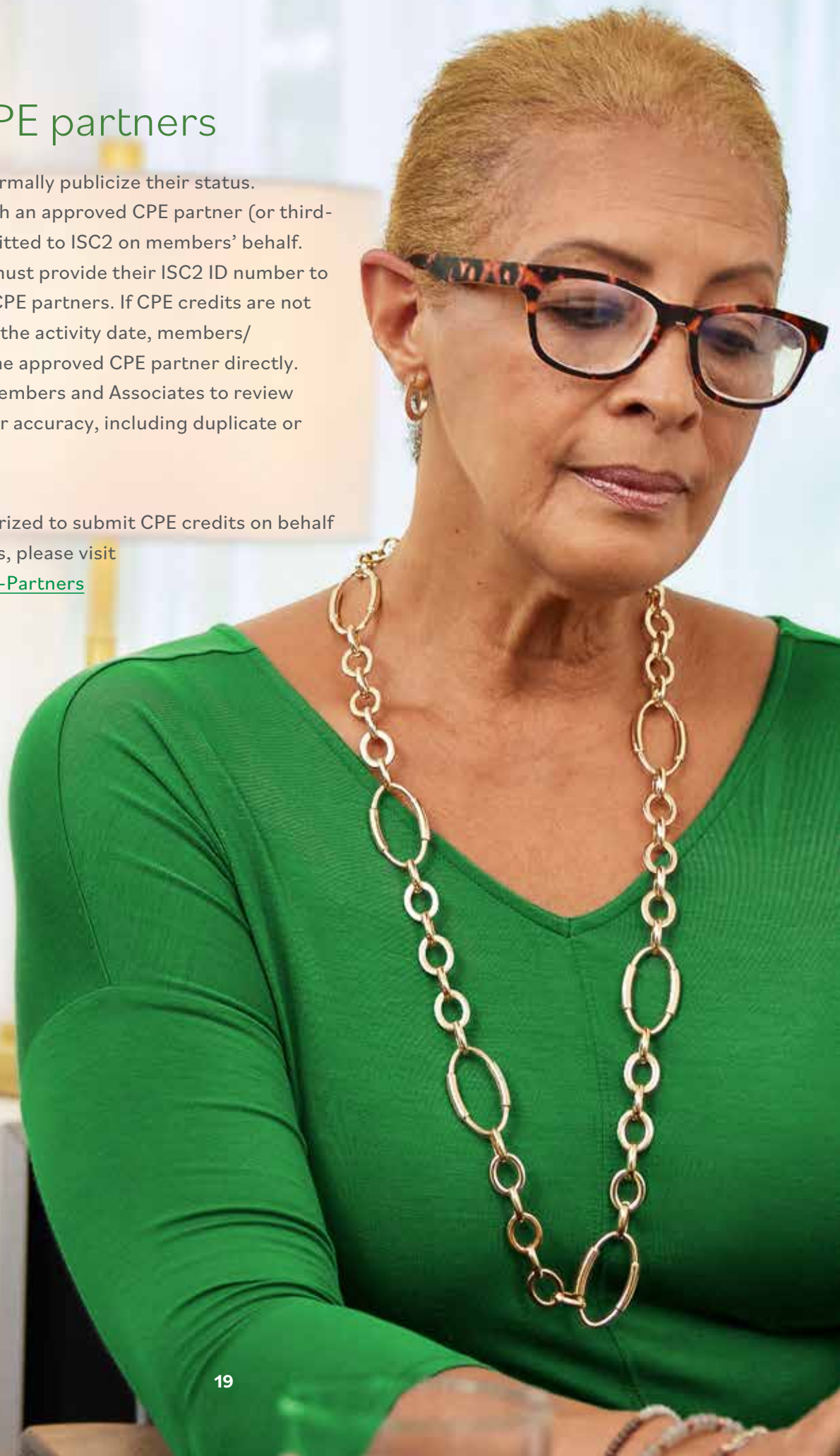
Documentation required upon ISC2 audit/request

Letter, certificate, or other documentation from the organization served

Approved CPE partners

Approved CPE partners normally publicize their status. CPE credits earned through an approved CPE partner (or third-party submitter) are submitted to ISC2 on members' behalf. Members and Associates must provide their ISC2 ID number to the approved third-party CPE partners. If CPE credits are not 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 isc2.org/Membership/CPE-Partners





Safe and secure cyber world

isc2.org

ISC2 Continuing Professional Education Handbook

ISC2 CPE Handbook, updated January 2023

