

**(ISC)<sup>2</sup><sup>®</sup>**

**CONTINUING PROFESSIONAL EDUCATION (CPE)  
POLICIES AND GUIDELINES**

(ISC)<sup>2</sup> Continuing Professional Education credits (CPEs) Policies & Guidelines (rev. 4-08) © (ISC)<sup>2</sup>. All contents and marks are the property of the International Information Systems Security Certification Consortium, Inc.

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## Overview

As a member of (ISC)<sup>2</sup><sup>®</sup>, achieving your certification represents a significant milestone in your career. To help ensure that you remain competitive and keep up with the constantly expanding body of knowledge in your field, it's important that you continue your professional development. By growing and enhancing your skills through Continuing Professional Education (CPE) activities, you are making an important investment in yourself and your career - and increasing your value to your customers and employer.

This CPE Guidelines document describes the CPE requirements and activities necessary during each year of your three-year certification cycle. The CPE requirements ensure that you maintain your (ISC)<sup>2</sup> certification.

These guidelines give you an overview of a variety of activities which count for CPE credits. You may use these to help calculate your CPE credits. **Please keep in mind these are guidelines only.** As a professional who follows the (ISC)<sup>2</sup> Code of Ethics, please use your best judgment within these guidelines to select those activities which qualify for CPE credits and which will enhance your professional development.

**It is important that you understand that, in most instances, you cannot earn CPE credits for the work you do in the regular performance of your job.** Rather, you can earn CPE credits for a *variety* of educational opportunities which are *outside* your typical work responsibilities. Please keep in mind that many of these activities are free or inexpensive ways to earn CPE credits.

## Continuing Professional Education Credit (CPE) Requirements

To maintain your certification, you are required to earn and submit a minimum number of CPE credits during each three-year certification cycle, including a minimum number that must be earned *annually*.

CPE credits are categorized as either **Group A** credits or **Group B** credits, depending on how the associated activities relate to the domain for 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 your certification expiration date (the end of your certification cycle). Following your certification expiration date, you are allowed a 90-day grace period to *complete the submission* of all your CPE credits, but they must be earned by the expiration date. It is in your own best interest to submit all your required CPE credits as soon as possible.

At the end of your three-year certification cycle, when you meet *both* your required CPE credits and Annual Maintenance Fee (AMF) payments, your renewal to a new three-year certification cycle will be processed. You will receive a renewal package via postal mail, which includes a new certificate and ID card.

**Required Number of CPE Credits**

The minimum number of CPEs required each year and during your three year certification cycle is determined by the type of certification or designation held. See the chart below for details.

<b>CPE CERTIFICATION REQUIREMENTS</b>					
<b>Credential</b>	<b>Annual Minimum (Required) Group A - Only</b>		<b>3 Year Certification Period</b>		
			<b>Group A (Minimum Per 3 Year Certification Period)</b>	<b>Group B Optional (Maximum See Above)</b>	<b>Total Required (Per 3 Year Certification Period)</b>
<b>CSSLP</b>	<b>15</b>		60	30	<b>90</b>
<b>CISSP</b>	<b>20</b>		80	40	<b>120</b>
<b>ISSAP ISSEP ISSMP ISSJP</b>	During your subsequent full 3-year certification periods for these concentrations, 20 of the 120 CPEs already required for the underlying CISSP certificate must be in the specific area of concentration. For example, if a CISSP took the ISSEP concentration examination and passed, he/she would be required to submit at least 20 of the total 120 hours required to submit for the CISSP certificate to be in the specific area of engineering.				
<b>CAP</b>	<b>10</b>		40	20	<b>60</b>
<b>SSCP</b>	<b>10</b>		40	20	<b>60</b>

<b>CPE DESIGNATION REQUIREMENTS</b>		
<b>Associate of (ISC)<sup>2</sup> Designation</b>	<b>GROUP A</b>	<b>TOTAL (Per year)</b>
<b>Associate of (ISC)<sup>2</sup> working toward CISSP*</b>	20	20
<b>Associate of (ISC)<sup>2</sup> working toward SSCP*</b>	10	10
<b>Associate of (ISC)<sup>2</sup> working toward CSSLP*</b>	15	15

**CPE Credits for Concentrations:** As part of the 120 credits required for CISSPs, those who hold one or more *concentration* certifications (i.e., ISSAP, ISSEP, ISSMP) must earn 20 credits directly relating to each concentration area.

### **Multiple Credentials**

If you hold more than one credential, CPE credits can be applied to your respective credentials as long as they are relevant to the proper domain.

Note that CPE credits can be divided according to domain. For example, if you attend a day-long (8 hour) conference with half the day spent learning about telecommunications security and half the day spent learning about security management, you can apply four credits to each domain covering those specific topics. Alternatively, CPE credits may be applied under the category of “multiple domains.”

### **Rollover CPE**

If you submit more than the minimum number of required Group A (domain-related) credits, and the additional credits are earned during the *final six months* of your three-year certification cycle, your excess Group A credits will “roll over” and be applied to your next three-year cycle. These rollover credits are calculated at the time of your renewal processing.

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

### **Failure to Meet Requirements**

**Failure to meet the minimum annual Continuing Professional Education credit (CPE) and Annual Maintenance Fee (AMF) requirements will result in suspension of your certification**, which is the temporary loss of right of membership. Once the suspension is in effect, your “good standing” rights will be immediately revoked. Access to the Member Website will be restricted to entering only CPE credits and/or paying AMFs.

Suspension of certification can only be lifted when the minimum annual CPE credit and AMF requirements are met. From the date of suspension, you have a 90-day grace period to get your CPE credits and AMFs up to date. Following your third consecutive suspension, which will occur at the end of the 90-day grace period following your expiration date at the end of your three-year certification cycle, (ISC)<sup>2</sup>® will send you a notification by email to inform you that you have been decertified.

## Continuing Professional Education (CPE) Activities

CPE credits are earned for experience *exceeding that of normal on-the-job training or activities*. Typically, education qualifying for CPE credits will be gained *outside* the workplace. If work is done as part of one's normal job, that activity will not qualify for CPE credits, but any research done in association with that activity can qualify.

### Group A and Group B CPE Credits

- **Group A Credits: Domain-Related Activities.** Group A credits relate directly to the information systems security profession. Generally, this consists of 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 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)<sup>2</sup><sup>®</sup> recognizes these skills are vital in the growth of all professionals and their credentials.

### Group A and Group B Credits Shown by Credential

#### For the CSSLP<sup>CM</sup>

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##### **Group A Credits: Direct CSSLP Domain-Related Activities**

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

##### **Group B Credits: Suggested Categories of General Professional Development Activities**

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

#### For the CISSP<sup>®</sup>

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##### **Group A Credits: Direct Information Security Domains of the (ISC)<sup>2</sup> CBK**

##### **Group B Credits: Suggested Categories of General Professional Development Activities**

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

- 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®

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### Group A Credits: Direct Information Systems Security Domains

- Access controls
- Analysis and Monitoring
- Cryptography
- Networks and Telecommunications
- Malicious Code
- Risk, Response, and Recovery
- Security Operations and Administration

### 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

## CAP®

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### Group A Credits: Direct CAP Domain-Related Activities

- Understanding the Purpose of Certification and Accreditation
- Initiation of the System Authorization Process
- Certification Phase
- Accreditation Phase
- Continuous Monitoring Phase

### 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

**Please note:**

The guidelines and the above charts provide *examples* of qualifying activities and are not intended to be a complete listing. *These are guidelines only.* Unless expressly prohibited, other activities related to the Group A domains and Group B categories may also qualify. As a professional who follows the (ISC)<sup>2®</sup> Code of Ethics, you are encouraged to use your best judgment within these guidelines and charts to determine *your* CPE credits for activities not listed above.

**Calculating CPE Credits**

CPE credits are weighted by activity. Shown below are common categories of activities and the amount of credits you can earn for each. Typically, you will earn one CPE credit for each hour spent engaged 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 on-the-job activities.

- **Educational/Training Courses and Seminars**  
Educational training course and seminars related to the domains of your credential qualify for one Group A CPE credit for each hour of attendance. Training courses and seminars that are not domain-related to your credential, qualify as one Group B CPE credit for each hour of attendance.
- **Conferences**  
One CPE credit for each hour of attendance (or one session). Security conferences qualify as Group A credits. Other educational conferences qualify as Group B credits
- **Professional Association Chapter Meeting**  
One Group A CPE credit for each hour of attendance at a professional association chapter meeting. The qualifying professional association *must* be related to the domains of your credential.

- **Vendor Presentations**

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

Note: If you are attending a **conference** which includes vendor presentations, do *not* enter your CPE credits in the “vendor presentations” category. Instead, you should enter your CPE credits in the “conference” category – and, accordingly, determine your CPE credits by using the method described under “conferences”.

- **Completing a Higher Academic Course**

One Continuing Professional Education credit (CPE) is permitted for each hour spent in class, or for online classes. Credit will only be given on passing/completing the course.

The course must be related to the domains of your certification to qualify as a Group A credit. Otherwise it may be considered a Group B credit.

- **Providing Security Training**

Four Group A credits for each hour spent preparing training materials (e.g. one hour of training preparation equals four CPE credits, two hours of training preparation equals eight CPE credits).

CPE credits are *not* earned for time spent *presenting* the course, lecture, or training. This CPE activity is most relevant for short presentations of a few hours. Examples would include Webinars or Pod Casts. Credits are not earned for teaching/training courses that are days, weeks, or months in length.

- **Publication of A Security Article or Book**

10 Group A CPE credits for the *first* publication of an article you place in a journal or magazine.

The article *must* be related to the domains of your credential. The article may be printed or in electronic form, so long as the electronic version is equivalent in length and breadth to a printed journal article. You can not earn CPE credits for articles published in a newsletter.

You are entitled to 40 Group A CPE credits for publication of a book. The book *must* be related to the domains of your credential.

You can not earn Group B CPE credits within this category.

- **Board Service for a Professional Security Organization**

A maximum of 40 CPE credits per year of service on the boards of professional security organizations. Credits will be based on the level of contribution, as determined by the board of the relevant organization. Please maintain a record of your hours of participation for audit purposes. We recommend that you document your service hours by having an officer of your organization sign a statement specifying the hours. You may post your own CPE credits if the organization will not do this for you.

CPE credits will be given for those performing volunteer work on behalf of (ISC)<sup>2</sup><sup>®</sup>, either serving as a board member, committee member, item writing contributor, or other type of approved volunteer activity. The (ISC)<sup>2</sup> board of directors will determine the amount of credits earned for such activity and will submit credits on your behalf.

- **Self-Study, Computer-Based Training [CBT], Web Casts, Pod Casts**

One CPE credit per hour for completing a self-study program, computer-based training, or viewing a Web Cast or Pod Cast. This category may also 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 along with *preparation* of other activities that are not listed in any of the other categories.

If you have done preparation work to obtain another professional certification, which is *not* a certification from (ISC)<sup>2</sup><sup>®</sup> and if this other certification is one in which you have increased your knowledge-base, then you are entitled to CPE credits for the *preparation or self-study* work you did to achieve this other certification. Your preparation or self-study work for the non-(ISC)<sup>2</sup> credential must have been completed during the three years of your current (ISC)<sup>2</sup> certification cycle. If the non-(ISC)<sup>2</sup> credential is related to the domains of your (ISC)<sup>2</sup> credential, then you would earn Group A credits. Or if the other credential is not related to the domains of your (ISC)<sup>2</sup> credential, then you would earn Group B credits. Your CPE credits associated with this other certification are not for *achieving* this non-(ISC)<sup>2</sup> certification, but, rather, your CPE credits are for the time you spent in *preparation* to obtain the non-(ISC)<sup>2</sup> certification.

- **Read Information Security Book / Magazine**

Five CPE credits, limited to one book per year and one authorized magazine subscription per year for a total of 10 CPE credits per year.

If you subscribe to one of the following magazines, the magazine, as an approved CPE credit submitter, will automatically submit the five CPE credits to (ISC)<sup>2</sup> on your behalf:

- *The (ISC)<sup>2</sup> Journal* (qualifies as a magazine subscription)
- *Information Security Magazine*
- *InfoSecurityToday Magazine*

CPE credits for the above magazine subscriptions will be posted for new subscriptions or renewals. These credits will be submitted by the magazine publisher and may not be added by you. If you read *other* information security magazines, you must submit your CPE credits through the (ISC)<sup>2</sup> Website.

*InfoSecurity Professional*, (ISC)<sup>2</sup>'s new online magazine will allow you to earn two CPE credits per issue if you complete and pass the online quiz associated with each issue. These credits will be submitted by (ISC)<sup>2</sup> and *may NOT* be added by you. Members will not earn CPE credits for the subscription to the magazine.

- **Government, Public Sector, and other Charitable Organizations Volunteering**

You are entitled to one CPE credit for each hour of volunteer work. As documentation of your volunteer efforts, you must retain a signed confirmation on the organization's letterhead, indicating the number of hours of volunteer work you have performed. This volunteer work must be a domain-related activity and would earn only Group A CPE credits.

- **Information Security Book Review**

For one book review per year which is accepted and published on the (ISC)<sup>2</sup><sup>®</sup> Website, you can earn five Group A CPE credits.

*The book must be domain-related to your (ISC)<sup>2</sup> credential.* 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 professional. Please keep in mind that other members will be reading your book review. They may use your book review to determine whether a book is worth purchasing or reading.

Allow up to 60 days for a response to your submitted review.

### **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)<sup>2</sup> on your behalf. You must provide the approved and third-party CPE submitter with your Member Identification Number during registration. If your CPE credits have not been posted within a reasonable amount of time, you must contact the approved CPE submitter directly. (ISC)<sup>2</sup> cannot account for, or post, approved CPE credits on your behalf. *It is your responsibility to review your CPE credit record for accuracy, including duplicate or missing entries.*

## **Record Keeping and Auditing of Continuing Professional Education credit (CPE) Hours**

(ISC)<sup>2</sup>'s Recertification Committee performs random audits of CPE credits claimed. If you are chosen for an audit of your CPE credits, you will receive instructions via email to your primary email account of record on how to fax the necessary documentation to (ISC)<sup>2</sup> to support your claim. *You must respond to this request and provide this information exactly as instructed. Your CPE credits will not be posted until proof is received by (ISC)<sup>2</sup>.*

### **Record Keeping**

You are not required to provide proof of CPE credit activities to (ISC)<sup>2</sup> upon submission. However, you should retain proof of credits earned for at least 12 months after your previous 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, you should retain “proof of possession” such as the book or magazine itself, a sales receipt, invoice, or library record. At a minimum, your 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)<sup>2</sup> will also constitute sufficient proof, even in the absence of other proof.