



Continuing Professional Education (CPE) Policy

The Certified Information Security Manager Continuing Professional Education Policy

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Overview

The goal of this continuing professional education (CPE) policy is to ensure that all CISM's maintain an adequate level of current knowledge and proficiency. CISM's who successfully comply with the CISM CPE Policy will be better equipped to manage, design, oversee and assess an enterprise's information security.

The responsibility for setting the CPE requirements rests with the CISM Certification Committee. The Committee oversees the CPE process and requirements to ensure their applicability.

CISM Certification Requirements

General Requirements

The CISM CPE Policy requires the attainment of CPE hours over an annual and three-year certification period. CISM's must comply with the following requirements to retain certification:

- Attain and report an annual minimum of twenty (20) CPE hours. These hours must be appropriate to the currency or advancement of the CISM's knowledge or ability to perform CISM-related tasks. The use of these hours towards meeting the CPE requirements for multiple ISACA certifications is permissible when the professional activity is applicable to satisfying the job-related knowledge of each certification.
- Submit annual CPE maintenance fees to ISACA International Headquarters in full.
- Attain and report a minimum of one hundred and twenty (120) CPE hours for a three-year reporting period.
- Submit required documentation of CPE activities if selected for the annual audit.
- Comply with ISACA's Code of Professional Ethics.

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

Annual and Three-Year Certification Period

The annual reporting period begins on 1 January of each year. The three-year certification period varies and is indicated on each annual invoice and on the letter confirming annual compliance.

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

Payment of CISM Maintenance Fee and Reporting of CPE Hours

To renew the CISM certification requires payment of the maintenance fee and reporting of CPE hours. Invoice notification is sent both via email and hard copy invoice in the third quarter of each calendar year by ISACA to all CISM's.

Payment of the annual maintenance fee can be done online at www.isaca.org/renew. CPE can be recorded as they are earned in the MyISACA > MyCertifications > Manage My CPE page of the web site. Certified's can also renew by submitting the information on the annual renewal invoice. Payment and reporting of CPE hours is due by 15 January to retain certification.

Notification of Annual Compliance

CISM's who report the required number of CPE hours and submit maintenance fees, in full, in a timely manner will receive a confirmation from ISACA international headquarters. This confirmation will include the number of CPE hours accepted for the annual reporting period, hours reported for past years within the three-year certification period and the number of hours required to qualify for the fixed three-year certification period. It is the responsibility of each CISM to notify ISACA international headquarters promptly of any errors or omissions in this confirmation.

Use of CISM Logo

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

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Audit of CPE Hours

A random sample of CISM is selected each year for audit. Those CISM chosen must provide written evidence of previously reported activities that meet the criteria described in the Qualifying Professional Education Activities. Please send copies of supporting documentation since documents will not be returned. The CISM Certification Committee will determine the acceptance of hours for specific professional educational activities. Those individuals who do not comply with the audit will have their CISM certification revoked.

Recordkeeping

A CISM must obtain and maintain documentation supporting reported CPE activities. Documentation should be retained for twelve months following the end of each three-year reporting cycle. Documentation should be in the form of a letter, certificate of completion, attendance roster, Verification of Attendance form (located in this policy) 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.

Revocation

CISM who fail to comply with the CISM CPE Policy will have their CISM credential revoked and will no longer be allowed to present themselves as a CISM. Individuals who have their CISM certification revoked will be required to take and pass the CISM exam and submit a completed application for CISM certification.

Reconsideration and Appeal

Individuals whose certification has been revoked due to noncompliance with the CPE policy and who later appeal for reinstatement may incur an additional reinstatement fee of \$50. This reinstatement fee is effective for those reinstated after 1 January 2013 (when the revocation had been outstanding more than 60 days) and is in addition to any back or current certification maintenance fees needed to bring the certified individual in compliance with the CPE policy. Appeals undertaken by a certification exam taker, certification applicant or by a certified individual are undertaken at the discretion and cost of the exam taker, applicant or individual.

Retired and Nonpracticing CISM Status

Retired CISM Status

CISM are entitled to apply for retired CISM status if over 55 years of age and permanently retired from the CISM profession, or unable to perform the duties of an information security professional by reason of permanent disability. CISM granted this status are no longer required to obtain CPE hours.

Nonpracticing CISM Status

CISM who are no longer working in the information security profession are entitled to apply for nonpracticing CISM status. **Requests for the nonpracticing status must be received by ISACA no later than 15 January and accompanied with your annual invoice.** CISM granted this status are not required to obtain CPE hours, but are required to pay the annual maintenance fee. Once the individual has returned to the profession, they are required to return to active status. Although previously permitted, CISM in nonpracticing or retired status cannot use “CISM” or “CISM-nonpracticing” on business cards.

CISM interested in filing for a retired or nonpracticing CISM must complete and submit the appropriate Application for CISM Nonpracticing or Retired Status Form. For additional details contact the certification department via telephone at +1.847.660.5660, via fax at +1.847.253.1755 or contact support at <https://isaca.force.com/support/s/contactsupport>.

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Qualifying Professional Education Activities

Activities that qualify for CPE include technical and managerial training. This training must be directly applicable to the management, design or assessment of an enterprise's information security or the improvement of those skills (www.isaca.org/cismjobpractice) to ensure a proper balance of professional development is attained. CPE hours related to management skills must be relevant to the management of information security. CPE hours are not accepted for on-the-job activities unless they fall into a specific qualifying professional education activity. Training in basic office productivity software, such as Microsoft Word or Excel, does not qualify as CPE. 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 the CISM Certification Committee and are acceptable for CPE.

- **ISACA professional education activities and meetings (no limit):** These activities include ISACA conferences, seminars, workshops, chapter programs and meetings and related activities. CISM's earn CPE hours according to the number of hours of active participation. (See Calculating CPE Hours section). Participation in ISACA chapter meetings will earn a minimum of one credit hour, regardless of actual duration. Please note that chapter programs and meetings are not all currently reported to the ISACA database. Please retain proof of attendance.
- **Non-ISACA professional education activities and meetings (no limit):** These activities include in-house corporate training, university courses, conferences, seminars, workshops, professional meetings and related activities not sponsored by ISACA. In addition, CPE hours can be earned from certification review courses if such courses advance the CISM's information security or managerial knowledge or skills. CISM's earn CPE hours according to the number of hours of active participation. (See Calculating CPE Hours section). However, successfully completed university courses in related fields including university online courses, earn 15 CPE hours per semester credit hour and 10 CPE hours per quarter credit hour (semester = 15 weeks of class; quarter = 10 weeks of class).
- **Self-study courses (no limit):** These activities 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. One CPE hour can also be earned when a passing score is achieved on an *ISACA® Journal* quiz. Additional CPE can be earned by ISACA members when participating in an online eLearning presentation event sponsored by ISACA (for example: Virtual Trade Shows, Webinars, etc.) For an updated listing of eLearning events, please visit www.isaca.org/elearning. Please note that the *ISACA® Journal* quiz and ISACA eLearning activities can be counted (more than once) toward each ISACA designation that is held.
- **Vendor sales/marketing presentations (10-hour annual limitation):** These activities include vendor product or system specific sales presentations related to the management, design or assessment of an enterprise's information security.
- **Teaching/lecturing/presenting/fully accredited university research:** These activities include the development and delivery of professional educational presentations and the development of self study/distance education courses related to the management, design or assessment of an enterprise's information security. For presentation and courses (all types), CPE hours are earned at five times the presentation time for the first delivery (e.g.: two hour presentation earns ten CPE hours) and at the actual presentation time for the second delivery. CPE hours cannot be earned for subsequent presentations of the same material unless the content is substantially modified. For self-study/distance education courses, one CPE hour is earned for each hour spent upgrading/maintaining the course limited to twice the estimated time to take the course.
- **Publication of articles, monographs and books (no limit):** These activities include the publication or review of material (either hard copy or online) directly related to the management of information security. 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 monographs, the table of contents and title page must be available. CPE hours are earned for the actual number of hours taken to complete or review the material.

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- **Exam question development and review (no limit):** This activity pertains to the development or review of items for the CISM examination or review materials. Two CPE hours are earned for each question accepted by an ISACA CISM item review committee. Such hours can be multi-counted for all ISACA certifications. Evidence of actual hours earned for the formal item review process will be provided.
- **Passing related professional examinations (no limit):** This activity pertains to the pursuit of other professional examinations. Two CPE hours are earned for each examination hour when a passing score is achieved.
- **Working on ISACA Boards/Committees (20-hour annual limitation per ISACA certification):** These activities include active participation on an ISACA board, committee, subcommittee, task force or active participation as an officer of an ISACA chapter. One CPE hour is earned for each hour of active participation. Active participation includes, but is not limited to the development, implementation and/or maintenance of a chapter web site. Such activities can be counted (more than once) toward each ISACA designation that is held.
- **Contributions to the information security profession (20-hour annual limitation in total for all related activity for CISM reported hours):** These activities include work performed for ISACA and other bodies that contribute to the information security profession (i.e. research development, certification review manual development, Knowledge Centre Contributor). CPE hours are earned for the actual number of hours contributed.
- **Mentoring (10-hour annual limitation):** Certified are able to receive up to 10 CPEs annually for mentoring. Activities include mentoring efforts directly related to coaching, reviewing or assisting with CISM exam preparation or providing career guidance through the credentialing process either at the organizational, chapter or individual level. The mentoring activity must be an activity supporting a specific person in preparation for their ISACA exam or certification career decisions. One CPE hour is earned for each hour of assistance.

Calculating CPE Hours

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

Sample Calculation

Educational Activity Schedule	Actual Hours	Minutes
9:00 a.m. – 5:00 p.m.	8.0	480
Less: Two 15-minutes breaks	<.50>	<30>
Less: Lunch – 1 hour	<1.0>	<60>
Total hours of professional education	6.5	390

Calculation of CPE Hours

390 minutes divided by 50 minutes = 7.8 or 7.75 reportable CPE hours rounded to the nearest quarter hour.

Contact Information

Certification Department
ISACA
3701 Algonquin Road, Suite 1010
Suite 1010
Rolling Meadows, Illinois 60008-3124 USA

Telephone: +1.847.660.5660
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Web: <https://isaca.force.com/support/s/contactsupport>

Additional Information

www.isaca.org/cismcpepolicy

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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 www.isaca.org/ethics.

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VERIFICATION OF ATTENDANCE FORM CISM Continuing Professional Education

CISM Certification Number: _____

_____ attended the following professional educational activity.
(NAME)

Title: _____
(TITLE OR NAME OF PROGRAM/COURSE)

Date(s): _____ CPE Hours Earned: _____

Sponsor: _____
(NAME OF SPONSORING ORGANIZATION, COMPANY OR SCHOOL)

Description: _____

Location: _____

*Name of Presenter: _____

Signature: _____
(PRESENTER OR AUTHORIZED PERSON)

** Note: If you are the presenter of the professional activity, please have the course sponsor sign.*

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TRACKING FORM

NAME: _____

CISM Certification Number: _____

Certification Period: _____ to _____

Activity Title Sponsor	Activity Description	Date	CPE Hours	Support Documents Included (Y/N)

NOTE: This form is meant to serve as a tool to track your annual CPE hours. All supporting documentation must be maintained for twelve months following the end of each three-year reporting cycle.



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