

CGEIT Non-practicing Status Policy

The CGEIT non-practicing status was established to accommodate CGEITs who are unable to work in the governance of enterprise IT field due to hardship (i.e. short or long-term unemployment, disability, prolonged illness) or a change in profession. A CGEIT granted this status would be required to pay the annual maintenance fee, but would not be required to obtain continuing education hours. A CGEIT may remain in non-practicing status as long as he/she continues to meet the requirements for non-practicing. CGEITs in non-practicing status cannot use the “CGEIT” or “CGEIT (Non-practicing)” on business cards. Once the CGEIT returns to the profession, they must return to active status.

How to apply for CGEIT non-practicing status

A CGEIT must apply for CGEIT non-practicing status in the year they have left the workforce or profession. The non-practicing status would begin 1 January of that year. To apply, a CGEIT must submit an *Application for CGEIT Non-Practicing Status* to the Certification Department. Applications must be submitted along with the CGEIT invoice and payment no later than 15 January of the following year.

How to return to CGEIT active status

A non-practicing CGEIT returning to CGEIT active status within two calendar years from the year in which CGEIT non-practicing status is granted would do so by:

- submitting an *Application for CGEIT Active Status* to the Certification Department
- earning a minimum of 20 CPE hours during the year applying for active status
- submitting documentation supporting the 20 CPE hours

A non-practicing CGEIT returning to CGEIT active status after more than two calendar years from the year in which the CGEIT non-practicing status is granted would do so by:

- submitting an *Application for CGEIT Active Status* to the Certification Department
- earning a minimum of 120 CPE hours within a three-year time period
- submitting supporting documentation for the 120 CPE hours
- gaining one year of work experience in the field of governance of enterprise IT and submitting a *Verification of Work Experience Form* signed by a manager/supervisor

The CGEIT will remain a non-practicing CGEIT until the 120 CPE hours and one year of work experience are earned. Once approved, a CGEIT will be notified in writing that active status has been granted. A new three-year certification period will begin 1 January of the year in which active CGEIT status is granted.

An individual cannot re-apply for CGEIT non-practicing status for a period of three years following a return to active status.

APPLICATION FOR CGEIT NON-PRACTICING STATUS
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_____ I am unable to perform duties of a governance of enterprise IT professional by reason of short-term or long-term unemployment/disability.

Please provide a detailed explanation* _____

_____ I am no longer in the field of governance of enterprise IT, but wish to retain my CGEIT designation.

Please provide a detailed explanation*: _____

_____ Other. Please provide a detailed explanation*: _____

*Additional information may be required
Please complete and return to the Certification Department at certification@isaca.org or via fax at +1.847.253.1755.

APPLICATION FOR CGEIT ACTIVE STATUS

Certification Number: _____

Name _____
First Name Middle Initial Last Name

Home Address _____

City _____ State/Country _____ Zip/Postal Code _____

Home Telephone _____ Email _____

Present Employer

Your Job Title _____

Company Name _____

Business Address _____

City _____ State/Country _____ Zip/Postal Code _____

Business Telephone _____ Fax _____

Immediate Supervisor _____
Name Title

I am applying to become an active CGEIT.

_____ I have been a non-practicing CGEIT for two calendar years or fewer. Attached is documentation supporting my 20 CPE hours earned within the past year.

_____ I have been a non-practicing CGEIT for more than two calendar years. Attached is documentation supporting my 120 CPE hours earned within the past three years, along with the *Verification of Work Experienced Form* signed by my manager/supervisor.

Person you have requested to verify your work experience:

Name _____ Title _____

Company _____ Tel No. _____

I have requested my employer to complete and mail the *Verification of Work Experience Form*, which is necessary to become an active CGEIT if I have been a non-practicing CGEIT for more than two calendar years.

Signature Date

Please complete and return along with your CPE documentation to the Certification Department at certification@isaca.org or via fax to +1.847.253.1755.

APPLICATION FOR RETIRED STATUS

Please provide the certification number of the designation(s) for which you are requesting retired status:

CISA _____
CISM _____
CGEIT _____
CRISC _____

First Name Middle Initial Last Name

Mailing Address

City State/Province

Country Zip/Postal Code

Telephone Number: _____ Fax: _____

Email: _____

I am applying for the retired status based upon the following criteria (check one)*:

____ I am unable to perform the duties of an IS audit, control or security professional / an information security manager / an enterprise IT governance professional / a risk and control risk professional by reason of permanent disability.

____ I am over the age of 55 and permanently retired from the profession, but wish to retain my designation in retired status.

I understand that if granted a retired status, my certification will remain permanently in Retired Certification Status and annual certification maintenance fees will no longer be required.

When reporting my certification status, I agree to report it as CISA (Retired), CISM (Retired), CGEIT (Retired) or CRISC (Retired). Certified in retired status cannot use the "CISA/CISM/CGEIT/CRISC" or "CISA (Retired) / CISM (Retired) / CGEIT (Retired) / CRISC (Retired)" on business cards.

In order to regain active status, I understand that I will need to retake the CISA, CISM, CGEIT or CRISC exam and resubmit an application for certification. I understand that I will not be able to claim the active status until my application has been approved.

Signature Date

*Additional information may be required. Please complete and return to the Certification Department at certification@isaca.org or via fax to +1. 847.253-1755.