

## **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

Page 1 of 2

Certification Number: \_\_\_\_\_

First Name Middle Initial Last Name

Mailing Address

City State/Providence

Country Zip/Postal Code

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I am applying for the non-practicing status based upon the following criteria (check one):

\_\_\_ I am unable to perform the duties in the governance of enterprise IT profession by reason of short-term or long-term unemployment/disability.

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

\_\_\_ Other extenuating circumstances.

Please complete the respective section on page two of the application and submit it with this page. Your request for non-practicing status will not be processed until both pages are received.

When reporting my certification status, I agree to report it as CGEIT (Non-practicing). CGEITs in non-practicing status cannot use the "CGEIT" or "CGEIT (Non-practicing)" on business cards.

I understand that if granted a non-practicing status, I will be required to pay the annual maintenance fee but will not be required to obtain continuing education hours and that the effective date of the non-practicing status is 1 January of the year in which CPE minimums were not reported or met. I further understand that once I have returned to the profession, I am required to return to active status. In order to regain active status, I agree to submit to the Certification Department an Application for CGEIT Active Status along with completing the following requirement that applies to my situation.

- A. If returning to active status within two calendar years from the year in which non-practicing status is granted, I agree to earn a minimum of 20 CPE hours during the calendar year in which the Application for CGEIT Active Status is submitted. Documentation supporting these hours must accompany the application.
B. If returning to active status after more than two calendar years, I agree to:
• earn a minimum of 120 CPE hours within a three-year time period. (Documentation supporting these hours must accompany the application.)
AND
• gain one year of work experience in the field of governance of enterprise IT. A Verification of Work Experience Form signed by my manager/supervisor must be submitted.

Once a CGEIT active status is approved, my re-certification period will begin 1 January of the year in which CGEIT active status is granted. I understand that if I fail to abide by the above requirements my CGEIT certification will be revoked. I also understand that once I have returned to the profession, I am required to return to active status and that I cannot re-apply for CGEIT non-practicing status for a period of three years following a return to active status.

Signature

Date

Please complete and return to the Certification Department at certification@isaca.org or via fax to +1.847.253.1755

**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\* \_\_\_\_\_

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

Please provide a detailed explanation\*: \_\_\_\_\_

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\_\_\_\_ Other extenuating circumstances.

Please provide a detailed explanation\*: \_\_\_\_\_

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\*Additional information may be required

Please complete and return to the Certification Department at [certification@isaca.org](mailto:certification@isaca.org) or via fax at +1.847.253.1755.

ISACA Certification Use Only:

Effective Date of Non-Practicing Status: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Staff Initials \_\_\_\_\_

## 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](mailto:certification@isaca.org) or via fax to +1.847.253.1755.

**CGEIT RETURN TO ACTIVE STATUS  
VERIFICATION OF WORK EXPERIENCE FORM**

Certification Number \_\_\_\_\_

I, \_\_\_\_\_, have been a non-practicing CGEIT for more  
(Printed Name)  
than two calendar years and am now applying to become an active CGEIT. I am required to obtain one year of work experience in the field of governance of enterprise IT. This work experience must be independently verified by my current employer. I would appreciate your cooperation in completing this form and mailing it directly to:

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

Tel No. +1.847.660.5660

Fax No. + 1.847.253.1755

Thank you,

\_\_\_\_\_  
Applicant's Signature

Supervisor's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

I have functioned in a supervisory position to the applicant such that I can verify his/her work experience in the field of governance of enterprise IT for the past 12 months.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**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](mailto:certification@isaca.org) or via fax to +1. 847.253-1755.

ISACA Certification Use Only:	
Effective Date of Retirement Status:	_____
Date Processed:	_____ Staff Initials _____