

CISA Non-practicing Status Policy

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

How to apply for CISA non-practicing status

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

How to return to CISA active status

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

- submitting an *Application for CISA 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 CISA returning to CISA active status after more than two calendar years from the year in which the CISA non-practicing status is granted would do so by:

- submitting an *Application for CISA 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 IS audit, control or security and submitting a *Verification of Work Experience Form* signed by a manager/supervisor

The CISA will remain a non-practicing CISA until the 120 CPE hours and one year of work experience are earned. Once approved, a CISA 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 CISA status is granted.

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

APPLICATION FOR CISA NON-PRACTICING STATUS

Certification Number: _____

First Name _____ Middle Initial _____ Last Name _____

Mailing Address _____

City _____ State/Province _____

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 of an IS audit, control or security professional by reason of short-term or long-term unemployment/disability.

I am no longer in the field of IS audit, control or security, but wish to retain my CISA designation.

Other

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 CISA (Non-practicing). CISAs in non-practicing status cannot use the "CISA" or "CISA (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. 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 CISA 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 CISA 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 IS audit, control or security. A *Verification of Work Experience Form* signed by my manager/supervisor must be submitted.

Once a CISA active status is approved, my re-certification period will begin 1 January of the year in which CISA active status is granted. I understand that if I fail to abide by the above requirements my CISA certification will be revoked. I also understand that once I have returned to the profession, I am required to 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.

January 2010

APPLICATION FOR CISA NON-PRACTICING STATUS
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____ I am unable to perform the duties of an IS audit, control or security professional by reason of short-term or long-term unemployment/disability.

Please provide a detailed explanation* _____

____ I am no longer in the field of IS audit, control or security, but wish to retain my CISA 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 to +1.847.253.1755.

APPLICATION FOR CISA 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 CISA.

_____ I have been a non-practicing CISA 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 CISA 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 CISA if I have been a non-practicing CISA 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.

CISA RETURN TO ACTIVE STATUS
VERIFICATION OF WORK EXPERIENCE FORM

Certification Number _____

I, _____, have been a non-practicing CISA for more
(Printed Name)
than two calendar years and am now applying to become an active CISA. I am required to obtain one year of work
experience in the field of IS audit, control or security. 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 IS audit, control or security 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 or via fax to +1. 847.253-1755.