



# Continuing Professional Education (CPE) Policy

# Certified in Risk and Information Systems Control™ Continuing Professional Education Policy

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## Table of Contents

<b>Overview .....</b>	<b>2</b>
<b>CRISC Certification Requirements.....</b>	<b>2</b>
General Requirements	
Annual and Three-year Certification Period	
Payment of CRISC Maintenance Fee and Reporting of CPE Hours	
Notification of Annual Compliance	
Use of CRISC Logo	
<b>Audit of CPE Hours .....</b>	<b>3</b>
<b>Recordkeeping .....</b>	<b>3</b>
<b>Revocation .....</b>	<b>3</b>
<b>Reconsideration and Appeal.....</b>	<b>3</b>
<b>Retired and Nonpracticing CRISC Status.....</b>	<b>3</b>
Retired CRISC Status	
Nonpracticing CRISC Status	
<b>Qualifying Professional Education Activities .....</b>	<b>4</b>
<b>Calculating CPE Hours.....</b>	<b>5</b>
<b>Contact Information.....</b>	<b>5</b>
<b>Code of Professional Ethics.....</b>	<b>6</b>
<b>Verification of Attendance Form.....</b>	<b>7</b>
<b>Tracking Form .....</b>	<b>8</b>

# Certified in Risk and Information Systems Control™

## Continuing Professional Education Policy

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### Overview

The goal of this continuing professional (CPE) education policy is to ensure that all CRISCs maintain an adequate level of current knowledge and proficiency in risk identification, assessment, evaluation, response and monitoring and in the design, implementation, monitoring, and maintenance of IS controls. CRISCs who successfully comply with the CPE policy will be better trained to provide leadership and value to their organizations.

The responsibility for setting the CPE requirements rests with the CRISC Certification Committee. The Committee oversees the continuing professional education process and requirements to ensure their applicability.

### Certification Requirements

#### *General Requirements*

The CRISC CPE policy requires the attainment of CPE hours over an annual and three-year certification period. CRISCs must comply with the following requirements to retain certification:

- Attain and report a minimum of one hundred and twenty (120) CPE hours for a three-year reporting period and attain and report an annual minimum of twenty (20) CPE hours. These hours must be appropriate to the currency or advancement of the CRISC's knowledge or ability to perform CRISC-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.
- Respond and 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 CRISC designation. 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 CRISCs, 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 CRISC Maintenance Fee and Reporting of CPE Hours*

To renew the CRISC 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 CRISCs.

Payment of the annual maintenance fee can be done online at [www.isaca.org/renew](http://www.isaca.org/renew). CPE can be recorded as they are earned in the MyISACA > MyCertifications > Manage My CPE page of the web site. Certifieds 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*

CRISCs 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 CRISC to notify ISACA international headquarters promptly of any errors or omissions in this confirmation.

#### *Use of CRISC Logo*

Individual use of the CRISC 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. However, individuals can use the CRISC acronym after their name (e.g., John Q. Customer, CRISC).

# Certified in Risk and Information Systems Control™

## Continuing Professional Education Policy

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### **Audit of CPE Hours**

A random sample of CRISCs is selected each year for audit. Those CRISCs 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 CRISC 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 CRISC certification revoked.

### **Recordkeeping**

A CRISC 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**

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

#### *Retired CRISC Status*

CRISCs are entitled to apply for retired CRISC status if over 55 years of age and permanently retired from the CRISC profession, or unable to perform the duties of a CRISC by reason of permanent disability. CRISCs granted this status are no longer required to obtain CPE hours. CRISCs in retired status cannot use the “CRISC” or “CRISC Retired” on business cards.

#### *Nonpracticing CRISC Status*

CRISCs who are no longer working in risk identification, assessment, evaluation, response and monitoring and in the design, implementation, monitoring, and maintenance of IS controls are entitled to apply for nonpracticing CRISC status. **Requests for the nonpracticing status must be received by ISACA no later than 15 January and accompanied with your annual renewal.** CRISCs 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. CRISCs in nonpracticing status cannot use “CRISC” or “CRISC-nonpracticing” on business cards.

CRISCs interested in filing for a retired or nonpracticing CRISC status must complete and submit the appropriate application for CRISC 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 via e-mail at [certification@isaca.org](mailto:certification@isaca.org).

# Certified in Risk and Information Systems Control™

## Continuing Professional Education Policy

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### Qualifying Professional Education Activities

Activities that qualify for CPE include technical and managerial professional development and contributions to the profession. These activities must be directly applicable to risk identification, assessment, evaluation, response and monitoring and the design, implementation, monitoring, and maintenance of IS controls ([www.isaca.org/crisccjobpractice](http://www.isaca.org/crisccjobpractice)) to ensure a proper balance of professional development is attained. 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 CRISC Certification Task Force and are acceptable for CPE.

- **ISACA professional development activities and meetings (no limit):** These activities include ISACA conferences, seminars, workshops, chapter programs and meetings and related activities. CRISCs 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 development activities and meetings (no limit):** These activities include in-house corporate training, university courses, conferences, seminars, workshops, and 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 CRISC's risk identification, assessment, evaluation, response and monitoring and the design, implementation, monitoring, and maintenance of IS controls knowledge or skills. CRISCs 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](http://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 risk identification, assessment, evaluation, response and monitoring and the design, implementation, monitoring, and maintenance of IS controls.
- **Teaching/lecturing/presenting (no limit):** These activities include the development and delivery of professional development presentations and the development of self-study/distance learning courses related to risk identification, assessment, evaluation, response and monitoring and the design, implementation, monitoring, and maintenance of IS controls.. For presentations and courses (all types), CPE hours are earned at five times the presentation time or time estimated to take the course 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 and/or review of material directly related to the risk identification, assessment, evaluation, response and monitoring and the design, implementation, monitoring, and maintenance of IS controls. 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.

# Certified in Risk and Information Systems Control™

## Continuing Professional Education Policy

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- **Exam question development and review (no limit):** This activity pertains to the development or review of items for the CRISC exam or review materials. Two CPE hours are earned for each question accepted by an ISACA CRISC item review committee. Such activities can be counted (more than once) toward each ISACA designation that is held. 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 related 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, sub-committee, 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 website. Such activities can be counted (more than once) toward each ISACA designation that is held.
- **Contributions to the risk management and IS control profession (20-hour annual limitation in total for all related activities for CRISC reported hours):** These activities include work performed for ISACA and other bodies that contribute to risk identification, assessment, evaluation, response and monitoring and the design, implementation, monitoring, and maintenance of IS controls (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):** Certifieds are able to receive up to 10 CPEs annually for mentoring. Activities include mentoring efforts directly related to coaching, reviewing or assisting with CRISC 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 CRISC 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	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 activity	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  
Rolling Meadows, Illinois 60008 USA

Telephone: +1.847.660.5660  
Fax: +1.847.253.1755  
E-mail: [certification@isaca.org](mailto:certification@isaca.org)

### Additional Information

[www.isaca.org/CRISCcpepolicy](http://www.isaca.org/CRISCcpepolicy)

# **Certified in Risk and Information Systems Control™ Continuing Professional Education Policy**

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## **ISACA 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](http://www.isaca.org/ethics).

# Certified in Risk and Information Systems Control™ Continuing Professional Education Policy

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## VERIFICATION OF ATTENDANCE FORM CRISC Continuing Professional Education

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

\_\_\_\_\_ attended the following professional educational activity.  
(Name)

Title: \_\_\_\_\_  
(Title or name of program/course)

Date(s): \_\_\_\_\_ CPE Hours Earned: \_\_\_\_\_

Sponsor: \_\_\_\_\_

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.*





*Trust in, and value from, information systems*

3701 Algonquin Road, Suite 1010

Rolling Meadows, IL 60008 USA

Telephone: +1.847.253.1545

Fax: +1.847.253.1443

E-mail: [certification@isaca.org](mailto:certification@isaca.org)

Web site: [www.isaca.org](http://www.isaca.org)

