The following overview is intended to help familiarize you with ISACA’s new CPE reporting system that takes effect at the beginning of the 2013 renewal period. This new reporting system will make it more convenient and efficient to record and track your CPE, and will clearly indicate your progress in acquiring the sufficient number of CPE hours needed to meet your annual and three-year renewal requirements. The primary advantage of the new system is the ability to record CPE as it is earned and in greater detail. In addition, some of your ISACA International-related CPE activity will be automatically preloaded into your account for your convenience.

To access the new CPE reporting system, sign in to your isaca.org account from the home page. If you are not automatically directed to the My ISACA section, click the My ISACA tab.

{Apologies for the imperfect screen capture images which do not reflect the online experience.}
On the My ISACA page you can view your certification renewal status. To view detailed certification information and access the CPE reporting system, click the myCERTIFICATIONS tab.
1. The myCERTIFICATIONS page provides an overview of your renewal status that indicates any renewal requirements that are still outstanding. Click on the buttons shown to pay and/or report CPE hours.

2. Below that, for each certification, is the annual CPE summary for each year of your three-year cycle, and the overall three-year cycle requirement. Three graph indicators are important to note: The 20 CPE hours minimum that is required annually; the annual 40 CPE hours recommended in order to satisfy the overall three-year cycle requirement; and your progress toward reaching the 120 CPE hours minimum requirement over your three-year cycle period.

3. ADD, DELETE or EDIT CPE records by clicking the REPORT NOW or MANAGE MY CPE button.
The Manage My CPE page contains detailed CPE information that includes CPE earned through ISACA International-related activity that has been preloaded on your behalf, which you need to process, and the detail of all CPE records associated with your account. This is where you can ADD, EDIT or DELETE CPE records.

1. The annual CPE hour summary indicates what is required; what has been reported; what is allowed; and how many CPE hours are still needed to reach the minimum requirement. The number reflected in the CPE Allowed column indicates the number of CPE hours accepted based on annual qualifying activity limits imposed by ISACA’s CPE policy. Enforcing the qualifying activity maximums will ensure you do not inadvertently claim more than the annual number allowed, which would put your certification at risk in the event you are selected for a random CPE audit.
2. You can also expand each year by clicking the + sign to reveal the CPE hours reported by qualifying activity.
3. It is important to note the year for which CPE is due in order to comply with the current renewal period. The year is identified with the hash or pound sign (#).
1. Unapplied CPE hours, if present, are those that have been preloaded based on ISACA International-related activity. Please note, it is your responsibility to determine that these CPE hours were in fact earned and make any appropriate adjustments necessary when you apply them.

2. Click the EDIT icon to apply these hours to your certification CPE totals.
The preloaded ISACA data are displayed on the form.

1. Enter the number of CPE hours earned pertaining to this activity that is appropriate for each certification listed. If Max Available Hours is indicated, that is the maximum number of CPE hours you can claim. The number of hours you enter may be less, depending on your own unique circumstances.

2. When this form is SAVED, one CPE record is created for each certification for which you entered CPE hours. This window closes, returning you to the Manage My CPE page.
Below the Unapplied CPE Hours section is the list of individual CPE records.

1. You may filter the CPE records that display by using the controls in this area.
2. You can export and print the list of CPE records using these icons.
3. Depending on status, individual CPE records can be EDITED and DELETED. CPE records that are locked can be viewed but not changed, since they pertain to prior renewal periods.
4. To ADD new CPE records, click on the ADD CPE button.
You will add one entry for each CPE activity you are claiming. However, if you would rather not enter individual CPE activity records, there is a way to enter lump sum totals. The system enables you to enter one CPE record that reflects the total CPE hours earned from multiple CPE activities. When entering a lump sum total, select the qualifying activity named “Summary CPE – Qualifying Activity not specified.” You may also combine individual CPE entries with a lump sum entry—just be careful not to double-enter CPE hours.

1. Begin adding a CPE record by entering the title, which might be the name of a course or event. Enter the start and end dates pertaining to the activity. Enter the organization or the activity sponsor, if applicable.
2. Select the appropriate qualifying activity to which the CPE earned pertains. Use the Help icon to access qualifying activity definitions and limitations. If you are entering a lump sum total that combines many CPE activities into one, select the Summary CPE – Qualifying Activity not specified option from the drop-down list.
3. Select the appropriate method of delivery, if applicable.
4. Enter the number of CPE hours earned for each certification listed. Depending on the nature of the CPE activity and subject matter, it may or may not qualify for all certifications listed. Enter CPE hours only for those certifications to which the hours are applicable.
5. Click SAVE or SAVE & ADD MORE if you have more CPE to add at this time.

Upon saving the data, an individual CPE record will be created for each certification listed that contains CPE hours.
1. The CPE hours you entered are reflected immediately. Here you can see that Reported, Allowed, and CPE Due values for 2012 have all been updated.

1. An individual CPE detail record is created for each certification. Therefore, if you need to edit the CPE information you just recorded, you will need to edit each one of the individual records.
Return to myCERTIFICATIONS by clicking the tab at the top of the page to view the high-level summary of your renewal status and CPE hour summary.

1. Here you can see the additional CPE information reflected in your account, and the progress you have made in reaching the CPE requirements for recertification.

We trust you find this CPE reporting system easy to use and it helps you to actively monitor your progress throughout the year to ensure you are on track to renew your certification.

Remember that you can add CPE hours at any time throughout the year—not just when the renewal period is open—making it easier to track CPE as it occurs. This should help streamline the overall renewal process.

Future enhancements will include the ability for local ISACA chapters to upload CPE activity into your account, in much the same way the ISACA International activity is preloaded today. This upload ability may also be extended to third parties in the future as well.

We hope you find this service of value. We welcome any comments or suggestions you might have that will support our ongoing efforts to ensure this system is easy to use and continues to meet your needs. Email your comments and suggestions to certification@isaca.org and include “CPE Feedback” in the subject line. Thank you!