Continuing Professional Education (CPE) Policy

Information Technology Certified Associate (ITCA) Continuing Professional Education Policy

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Overview
The goal of this continuing professional education (CPE) policy is to ensure that all Information Technology Certified Associates (ITCA) maintain an adequate level of current knowledge and proficiency in information technology.

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

Certification Requirements
General Requirements
The ITCA CPE policy requires the attainment of CPE hours over an annual and three-year certification period. ITCAs must comply with the following requirements to retain certification:
- Attain and report an annual minimum of twenty (20) CPE hours. Qualifying learning activities must align to the skills and knowledge required to perform tasks related to the ITCA certification. **Of the 20 annually required CPE hours, a minimum of 10 hours must be attained by participating in skills-based training/labs*.** 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.
- Attain and report a minimum of one hundred and twenty (120) CPE hours for a three-year reporting cycle period (a minimum of 30 CPEs must be skills-based training/lab activities*).
- Submit annual CPE maintenance fees to ISACA Global in full.
- Respond and submit required documentation of CPE activities if selected for the annual audit.
- Comply with ISACA's Code of Professional Ethics.

* When reporting skills-based training/lab activities for CPE, be sure to select a qualifying activity that says: "Skills-Based Activities – Must Contain Lab Exercises". The CPE reporting system will not apply the hours towards your skills-based requirement unless a skills-based qualifying activity is selected.

Failure to comply with these certification requirements will result in the revocation of an individual's ITCA designation. In addition, as all certificates of certification 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 IT Associates, 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 IT Associates Maintenance Fee and Reporting of CPE Hours
To renew the ITCA 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 ITCAs.

Payment of the annual maintenance fee can be done online at www.isaca.org/myisaca. CPE can be recorded as they are earned in the MyISACA > Certifications and CPE Management > Manage My CPE section 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 1 January to retain certification.

Notification of Annual Compliance
ITCAs who report the required number of CPE hours and submit maintenance fees, in full, in a timely manner will receive a confirmation from ISACA. 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 all ITCAs to notify ISACA promptly of any errors or omissions in this confirmation.

Use of IT Associates Logo
Individual use of the ITCA 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 ITCA acronym after their name (e.g., John Q. Customer, ITCA).

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Audit of CPE Hours

A random sample of ITCA is selected each year for audit. Those ITCA 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 ITCA Certification Working Group will determine the acceptance of hours for specific professional educational activities. Those individuals who do not comply with the audit will have their ITCA certification revoked.

Recordkeeping

An ITCA certification holder 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

ITCAs who fail to comply with the ITCA CPE Policy will have their ITCA credential revoked and will no longer be allowed to present themselves as an ITCA certification holder. Individuals who have their ITCA certification revoked will be required to re-take and pass each exam required to obtain the ITCA certification and resubmit a completed application for ITCA certification.

Reconsideration and Appeal

Individuals whose certification has been revoked due to noncompliance with the CPE policy and who later appeal for reinstatement will incur an additional reinstatement fee of $50. This reinstatement fee 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 ITCA Status

Retired ITCA Status

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

Nonpracticing ITCA Status

ITCAs who are no longer working in the IT profession are entitled to apply for nonpracticing ITCA status. **Requests for the nonpracticing status must be received by ISACA no later than 15 January and accompanied with your annual renewal.** ITCAs 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. ITCAs in nonpracticing status cannot use "ITCA" or "ITCA - nonpracticing" on business cards.

ITCAs interested in filing for a retired or nonpracticing ITCA status must complete and submit the appropriate application for ITCA Nonpracticing or Retired Status form. For additional details contact the Customer Experience Center via telephone at +1.847.660.5505 or visit support.isaca.org.

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Qualifying Professional Education Activities

Activities that qualify for CPE include technical professional development and contributions to the profession. These activities must be directly applicable to information technology 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 ITCA Certification Working Group 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 as well as participation in and completion of online lab exercises/training courses with lab exercises. ITCAs 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.

    ITCAs 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 training presentation event sponsored by ISACA. For an updated listing of online training events, please visit www.isaca.org/training-and-events/online-training. Please note that the *ISACA® Journal* quiz and ISACA online training activities can be counted 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 information technology.

- **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 information technology. 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 information technology. 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.

- **Exam question development and review (no limit):** This activity pertains to the development or review of items for the ITCA exams or review materials. Two CPE hours are earned for each question accepted by an ISACA ITCA item review working group. 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.

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- **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 information technology profession (20-hour annual limitation in total for all related activities for ITCA reported hours):** These activities include work performed for ISACA and other bodies that contribute to the IT profession (i.e. research development, certification review manual development, etc). CPE hours are earned for the actual number of hours contributed.

- **Mentoring (10-hour annual limitation):** Certifieds can receive up to 10 CPEs annually for mentoring. Activities include mentoring efforts directly related to coaching, reviewing, or assisting with ITCA 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 career development. 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, an ITCA certification holder 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	<.50>	<30>
breaks Less: Lunch — 1	<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

Customer Experience Center
ISACA
1700 E. Golf Road, Suite 400
Schaumburg, Illinois 60173 USA

Telephone: +1.847.660.5505
Support: Support.isaca.org
Website: www.isaca.org

Additional Information

www.isaca.org/credentialing/ITCA

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/credentialing/code-of-professional-ethics.

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VERIFICATION OF ATTENDANCE FORM
ITCA Continuing Professional Education

ITCA 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.

TRACKING FORM

NAME: _____

ITCA Certification Number: _____

Certification Period:_____to _____

Activity Title Sponsor	Activity Description	Date	CPE Hours	Support Documents Included (Y/N)

NOTE: This form is meant to serve as a tool to track your annual CPE hours.
All supporting documentation must be maintained for twelve months following the end of each three-year reporting cycle.

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