

Continuing Professional Education Policy

CSX | Practitioner



ISACA[®]

<https://cybersecurity.isaca.org>

ISACA's CSX® Cybersecurity Practitioner Certification CPE Policy

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ISACA's CSX® Cybersecurity Practitioner Certification CPE Policy

MAINTAINING YOUR CSX® CYBERSECURITY PRACTITIONER CERTIFICATION

The goal of the CSX® Cybersecurity Practitioner certification continuing professional education (CPE) policy is to ensure that all CSX® Practitioners continue to maintain their appropriate cybersecurity skills. CSX® Practitioners who successfully comply with the CPE policy demonstrate to employers/clients the continuation of skills and competencies needed to identify, protect and defend against, respond to and recover from cybersecurity events and incidents.

CERTIFICATION REQUIREMENTS

The CSX-P CPE policy requires the attainment of CPE hours over an annual and three-year certification period. CSX-Ps 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 CSX® Cybersecurity Practitioner certification. Of the 20 annually required CPE hours, a minimum of 50% must be attained by participating in skills-based training/labs and a maximum of 50% via the more traditional knowledge-based learning activities. (See Qualifying Learning Activities section for examples of qualifying skill and knowledge-based learning activities.) 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.
- Attain and report a minimum of one hundred and twenty (120) CPE hours for a three-year reporting period (a minimum of 50% must be skills-based training/lab activities).
- 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 CSX-P designation. In addition, as all certificates are owned by ISACA, if revoked, the certificate must be destroyed immediately.

ANNUAL AND THREE-YEAR CERTIFICATION CYCLE

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 CSX-Ps, 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 CSX-P MAINTENANCE FEE AND REPORTING OF CPE HOURS

To renew the CSX-P 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 CSX-Ps.

Payment of the annual maintenance fee can be done online at 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.

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NOTIFICATION OF ANNUAL COMPLIANCE

CSX-Ps 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 CSX-P to notify ISACA international headquarters promptly of any errors or omissions in this confirmation.

AUDITS OF CPE HOURS

A random sample of CSX-Ps is selected each year for audit. Those CSX-Ps 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 CSX-P 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 CSX-P certification revoked.

RECORDKEEPING

A CSX-P 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.

QUALIFYING LEARNING ACTIVITIES

CSX® Cybersecurity Practitioner qualifying CPE activities include skills-based and/or knowledge-based training and must align to the skills and knowledge required to perform tasks related to the activities of a cybersecurity professional. To maintain certification during the 3-year certification cycle, one must attain and report at least 20 qualifying skills-based and/or knowledge-based CPE hours per year and one hundred and twenty (120) CPE hours for a three-year reporting period (a minimum of 50% must be attained by participating in skills-based training/lab activities). Please note that CPEs cannot be carried over from one year/certification cycle to the next.

Skills-based activities include exercises that utilize methodologies and tools presented during a computer lab or training courses that utilize computer labs and require attendees to demonstrate their ability and skill. Skills-based learning activities must directly relate to competencies assessed for the CSX® Cybersecurity Practitioner certification.

Knowledge-based learning activities are relevant to the knowledge required to perform cybersecurity related tasks. These activities include conferences, training programs and meetings that present and discuss cybersecurity topics or tools, but do not require an attendee to perform specific tasks via a computer to demonstrate skill. Knowledge-based learning activities must directly relate to the activities of a cybersecurity professional. Training in basic office productivity software, such as Microsoft® Word or Excel®, does **not** qualify as CPE.

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The following categories of qualifying activities and limits are acceptable for CPE for the CSX® Cybersecurity Practitioner Certification. CPE hours are earned according to the number of hours of **active participation in cybersecurity training courses, lab exercises or meetings**.

- **ISACA professional education activities and meetings (no CPE hour limit)**—These activities include ISACA cybersecurity-related conferences, seminars, workshops, chapter programs and meetings and related activities as well as participation in and completion of online cybersecurity lab exercises/training courses with lab exercises. 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 education activities and meetings (no CPE hour limit)**—These activities include cybersecurity-related in-house corporate training, university courses, conferences, seminars, workshops and professional meetings not sponsored by ISACA. Successfully completed university courses specifically related to cybersecurity, 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).
- **Teaching/lecturing/presenting (no CPE hour limit)**—These activities include the development and delivery of cybersecurity-related educational presentations, exercises and training and the development of self-study/distance education courses specifically related to a CSX® Cybersecurity Practitioner certification job practice. Training would include the delivery of in-house cybersecurity training. For presentations and courses, CPE hours are earned at two times the presentation time or time estimated to take the course for the first delivery 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 or reviewing of articles, monographs and books (no CPE hour limit)**—These activities include the publication or review of articles and material directly related to cybersecurity topics. Submissions must appear in a formal publication or web site, and a copy of the article or the web site address must be available, if requested during an audit. 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.
- **Passing related professional examination (no CPE hour 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/Working Groups (20-hour annual limitation per ISACA certification)**—These activities include active participation on an ISACA Board, committee, subcommittee, working group or active participation as an officer of an ISACA chapter. One CPE hour is earned for each hour of active participation. Active hours will be documented by the ISACA staff liaison.

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- **Working as a Cybersecurity Practitioner (10-hour annual limitation)**—Hours will be earned for work performing specific tasks via a computer which demonstrates skill as a Cybersecurity professional. One CPE hour is earned for each hour of work performed up to a maximum of 10 CPE hours annually. Documentation of such work must be verified by a manager or supervisor to qualify for CPE. A Verification of Work form is included in this policy for this use.

Failure to comply with these certification requirements will result in the revocation of the CSX® Cybersecurity Practitioner certification. In addition, as with all credentials owned by ISACA, if revoked, the certificate must be destroyed immediately.

RECORDING OF CPE HOURS FOR RECERTIFICATION

It is the responsibility of the CSX® Practitioner to report their CPE hours to ISACA by recording them in their ISACA profile. ISACA recommends recording the CPE activities as they are earned. CSX® Cybersecurity Practitioner certification cycles are on a calendar year and CPE hours for any one year must be earned and reported between 1 January and 31 December of each year. All CPE hours must be reported by 31 December to retain certification. CSX® Practitioners must record their CPE hours in the *MyISACA>MyCertifications>ManageMyCPE* page of the ISACA web site. If CPE hours are not properly reported by 31 December, your CSX® Cybersecurity Practitioner certification will be revoked on 2 January of the following year.

NOTIFICATION OF ANNUAL COMPLIANCE

Those who report the required number of CPE hours by 31 December will receive a confirmation from ISACA that includes the number of CPE hours reported for the annual reporting cycle. It is the responsibility of each CSX® Practitioner to notify ISACA promptly of any errors or omissions in this confirmation. Please note that the confirmation of such reporting of CPE hours does not indicate audit compliance (see CPE Policy Audit section). Those selected for audit must also comply with CPE audit requirements and provide sufficient documentation of the CPE activities claimed (see Recordkeeping section).

CPE POLICY AUDIT

ISACA will conduct annual CSX® Cybersecurity Practitioner CPE policy audits. Those selected for an audit must provide written evidence of previously reported activities that meet the criteria described in the Qualifying Learning Activities section. An email notification will be sent to those selected for the audit, which will include instructions on where to send copies of supporting documentation. Once received, the documentation will be reviewed, and a determination made on compliance with the CPE policy. Please do not send originals as documents will not be returned. Those individuals who do not comply with the audit will have their CSX® Cybersecurity Practitioner certification revoked.

RECORDKEEPING

Documentation for your CPE activities claimed must be retained for 12 months following the end of each 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. For your convenience, there is a [CPE Tracking Form](#) and a [Verification of CPE Activity/Course or Work Performed Form](#) at the end of this document to serve as a verification or tracking tool for your annual CPE hours.

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REVOCATION

Those who fail to comply with the CSX® Cybersecurity Practitioner CPE policy will have their CSX® Cybersecurity Practitioner certification revoked and will no longer be allowed to present themselves as CSX® Practitioners. Individuals who have their CSX-P certification revoked will be required to take and pass the CSX® Cybersecurity Practitioner exam and submit a completed application for CSX-P certification.

RECONSIDERATION AND APPEALS

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 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 CSX-P STATUS

RETIRED CSX-P STATUS

CSX-Ps are entitled to apply for retired CSX-P status if over 55 years of age and permanently retired from the CSX-P profession, or unable to perform the duties of an CSX Practitioner or security professional by reason of permanent disability. CSX-Ps granted this status are no longer required to obtain CPE hours.

NONPRACTICING CSX-P STATUS

CSX-Ps who are no longer working in the CSX Practitioner or security profession are entitled to apply for nonpracticing CSX-P status. Requests for the nonpracticing status must be received by ISACA no later than 15 January and accompanied with your annual invoice. CSX-Ps 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. Although previously permitted, CSX-Ps in nonpracticing or retired status cannot use "CSX-P" or "CSX-P-nonpracticing" on business cards.

CSX-Ps interested in filing for a retired or nonpracticing CSX-P status must complete and submit the appropriate Application for CSX-P 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.

USE OF CSX-P LOGO

Individual use of the CSX® Cybersecurity Practitioner 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. Individuals can use the acronym CSX-P after their name (e.g., John Q. Customer, CSX-P) in lieu of the logo.

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CALCULATING CPE HOURS

One CPE hour is earned for each 50 minutes of active participation (excluding lunches and breaks) for qualifying professional educational learning activities. 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 individual who attends an 8-hour presentation (480 minutes) with 90 minutes of breaks will earn 7.75 continuing professional education hours.

Sample Calculation

Educational Activity Schedule	Actual Hours	Minutes
9:00 a.m. – 5:00 p.m.	8.0	480
Less: Two 15-minute breaks	0.5	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 CPE hours (rounded to the nearest quarter hour)

CODE OF PROFESSIONAL ETHICS

ISACA sets forth a [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 or certification holder's conduct and, ultimately, in disciplinary measures.

If you have questions regarding how to maintain certification, contact us at:

ISACA Support

<https://support.isaca.org>

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VERIFICATION OF CPE ACTIVITY/COURSE OR WORK PERFORMED FORM CSX Continuing Professional Education

Name: _____ CSX Certification Number: _____

Verification of attendance at the below CPE professional educational activity

Title: _____
(Title or name of program/course)

Location: _____

Verification of work performed

Employer: _____

Date(s): _____ CPE Hours Earned: _____

Description of CPE Activity/Course or Work Performed: _____

*Name of Presenter or Authorized Person: _____

Job Title: _____

Signature: _____
(Presenter or Authorized Person)

**Note: If you are the presenter of the professional activity, please have the course sponsor sign.*

For verification of work performed, the individual verifying your work should be your immediate supervisor or a person of higher rank within the organization. The individual verifying the work experience must be an independent verifier and not of any relation to the applicant nor can the applicant verify his/her own work.

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TRACKING FORM

Name: _____

CSX 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.