



# ISACA's CSX Practitioner Certification CPE Policy

---

## Table of Contents

MAINTAINING YOUR CSX PRACTITIONER™ CERTIFICATION.....	2
ANNUAL AND THREE-YEAR CERTIFICATION CYCLE.....	2
CSX PRACTITIONER RECERTIFICATION REQUIREMENTS.....	2
QUALIFYING LEARNING ACTIVITIES.....	3
RECORDING OF CPE HOURS FOR RECERTIFICATION.....	4
NOTIFICATION OF ANNUAL COMPLIANCE.....	4
CPE POLICY AUDIT.....	5
RECORDKEEPING.....	5
REVOCATION.....	5
RECONSIDERATION AND APPEALS .....	5
USE OF CSX LOGO .....	5
CALCULATING CPE HOURS.....	6
CODE OF PROFESSIONAL ETHICS .....	6
VERIFICATION OF CPE ACTIVITY/COURSE OR WORK PERFORMED FORM .....	7
TRACKING FORM.....	8

# ISACA's CSX Practitioner Certification CPE Policy

---

## MAINTAINING YOUR CSX PRACTITIONER™ CERTIFICATION

The goal of the CSX 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.

## ANNUAL AND THREE-YEAR CERTIFICATION CYCLE

Initial certification is granted upon passing the CSX Practitioner exam. After passing the exam, official exam results and notice of CSX Practitioner certification will be provided via email. Once certified, the CSX certification needs to be renewed annually. The renewal period aligns with the calendar year.

CSX Practitioner certification will be valid for a three-year certification cycle that begins on 1 January of the year succeeding certification provided all recertification requirements stated in this CPE policy are met. During this assigned three-year cycle CSX Practitioners will be required to earn CPE hours annually in the first two years of the cycle and retake and pass the exam in the third year of the cycle. These recertification requirements are described in detail throughout this document.

For new CSX Practitioners, CPE hours do not need to be earned or reported in the initial calendar year of certification. However, hours attained between the date of certification and 31 December of the initial certification year can be used and reported as hours earned in year one of the certification cycle. CPE can only be claimed from the date of certification forward. **No credit will be given for CPE earned prior to certification.**

## CSX PRACTITIONER RECERTIFICATION REQUIREMENTS

To maintain the CSX Practitioner certification a CSX Practitioner must:

*In years one and two of the certification cycle -*

- Attain and report a minimum of 30 qualifying CPE hours annually. Qualifying learning activities must align to the skills and knowledge required to perform tasks related to the CSX Practitioner certification. The 30 annually required CPE hours can be attained by participating in skill-based training/labs and/or via the more traditional knowledge-based learning activities. (See Qualifying Learning Activities section for examples of qualifying skill and knowledge-based learning activities.)
- Submit required documentation of CSX CPE activities if selected for the annual CPE policy audit.
- Comply with [ISACA's Code of Professional Ethics](#).

*In year three of the certification cycle -*

- Retake and pass the CSX Practitioner exam to prove that the required cybersecurity skills are maintained or advanced. Candidates cannot re-test prior to 1-July of year three.
- Comply with [ISACA's Code of Professional Ethics](#).

# ISACA's CSX Practitioner Certification

## CPE Policy

---

### QUALIFYING LEARNING ACTIVITIES

CSX Practitioner qualifying CPE activities include skill-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 within year one and two of the certification cycle, one must attain and report at least 30 qualifying skill-based and/or knowledge-based CPE hours per year. Please note that CPEs cannot be carried over from one year/certification cycle to the next.

Skill-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. Skill-based learning activities must directly relate to competencies assessed for the CSX 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.

The following categories of qualifying activities and limits are acceptable for CPE for the CSX 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 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.

# ISACA's CSX Practitioner Certification

## CPE Policy

---

- **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, sub-committee, 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.
- **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 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 Practitioner certification. In addition, as all certificates are 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 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 in order 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 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).

# ISACA's CSX Practitioner Certification CPE Policy

---

## CPE POLICY AUDIT

ISACA will conduct annual CSX 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 Practitioner certification revoked.

CPE policy audits are conducted in January.

## 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 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.

## REVOCAION

Those who fail to comply with the CSX Practitioner CPE policy will have their CSX Practitioner certification revoked and will no longer be allowed to present themselves as CSX Practitioners.

## RECONSIDERATION AND APPEALS

Individuals whose CSX Practitioner certification has been revoked due to noncompliance with the CPE policy have 30 days to appeal their revocation. Those who have had their certification revoked due to noncompliance with the recertification requirements may appeal such revocation by submitting a written request to ISACA headquarters at [csx@isaca.org](mailto:csx@isaca.org). All appeal requests must be received no later than 30 days from notice of revocation and must include detailed explanation for the appeal as well as the CPE supporting documentation of the CPE earned but not reported during the certification cycle. Those who appeal and gain reinstatement will incur a reinstatement fee of US \$50. Appeals are undertaken at the discretion and cost of the individual. Appeals received after the (30) day appeal period will not be considered.

## USE OF CSX LOGO

Individual use of the CSX 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 CSXP after their name (e.g., John Q. Customer, CSXP) in lieu of the logo.

# ISACA's CSX Practitioner Certification

## CPE Policy

---

### 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*

<b>Educational Activity Schedule</b>	<b>Actual Hours</b>	<b>Minutes</b>
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 Certification Department  
3701 Algonquin Road  
Suite 1010  
Rolling Meadows, Illinois 60008-3124  
USA

**Telephone:** +1.847.660.5760  
**Fax:** +1.847.253.1755  
**Email:** [csx@isasa.org](mailto:csx@isasa.org)

# ISACA's CSX Practitioner Certification CPE Policy

---

## 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.*



# ISACA's CSX Practitioner Certification CPE Policy

## 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.