



*Re-certification  
Policies and Procedures*

*What You Need to Know*

## Re-certification: What You Need to Know

This document contains information on the policies and procedures for maintaining your CIPS certification and pertains to both the Information Systems Professional (I.S.P.) and the Information Technology Certified Professional (ITCP) designations. To retain your certified status, certified members must maintain their professional currency in I.T.

Every three years, certified members must:

- obtain a minimum of 100 professional development credits;
- Demonstrate that they are actively practicing in the profession (a guideline is that one has accumulated approximately 3,000 hours over the last three years). Work experience must be at least 60% IT-related.

Your re-certification cycle begins the day you attain your designation(s) and ends three full years later. Once you re-certify, a new, three year cycle starts.

Your reminder to submit your Re-Certification Reporting Form will be provided to you with your membership renewal. Alternatively, you can download the form from the CIPS website at [www.cips.ca/recertification](http://www.cips.ca/recertification).

### Transferring Continuing Education Credits to the Next Cycle

If you earn more than the required continuing education credits, you may apply up to 20 credits to your next re-certification cycle. Only education credits earned in the final year (12 months prior to submission) of your certification cycle can be transferred.

### Re-Certification Audit Process

Starting in 2017, a percentage of certified members will be randomly selected for an annual audit process. During an audit credential holders will be asked to submit supporting materials to verify any continuing professional development claims submitted. It is strongly encouraged that all documentation for claims be maintained for at least 18 months after the re-certification cycle has ended. As the holder of a CIPS designation you have agreed to comply with its terms of use including adherence to the continuing professional development process and the terms of the audit process. The terms of the audit process provide that all credential holders are subject to a random audit.

### Suspended Status

If you do not satisfy the continuing re-certification requirements, but have continued to pay your membership dues, your certification status will be change to Suspended. You are also considered to be in suspended status if both your membership dues and your re-certification have lapsed. The suspension period lasts one year (12 months). While you are in suspended status you may not refer to yourself as a certified member or use the either the I.S.P. or ITCP designation until you earn the necessary professional development credits and complete the renewal process within the one year suspension period. The date of your next re-certification cycle will not change after you are reinstated to active status. The suspension period overlaps the time frame of your next cycle. If you are unable to re-certify or do not complete the renewal process within the suspension period, you will lose your right to hold a CIPS designation.

### Re-instatement as a certified member

To attain your designation again you will be required to re-apply for the credential by completing the Re-Certification Activity Reporting Form (demonstrating that you have attained the required CPD credits and are actively working in I.T.), pay the \$350 re-instatement fee, and submit the relevant membership fees.

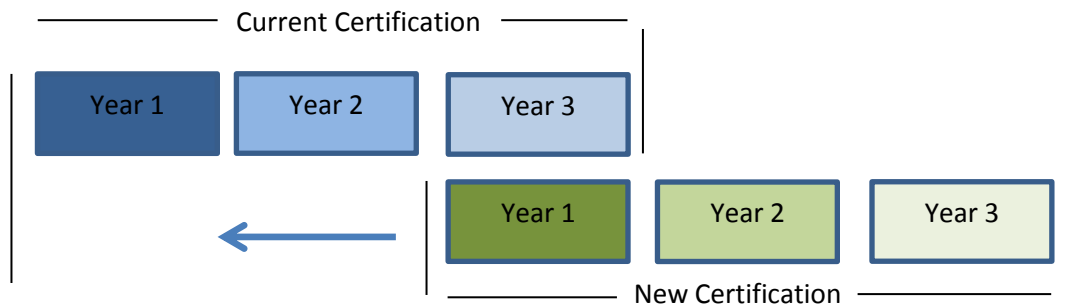
### Extensions

Certified members that have serious circumstances that prevent them from meeting the re-certification requirements are allowed to request a one-year extension of the certification cycle end date, and their status will remain active (not Suspended). The extension needs to be approved. Eligibility includes: being out of work for at least a year during the three year cycle, illness, or caring for an ill family member. You need to submit a request in writing to the Office of the Registrar outlining the reason for your request. The Office of the Registrar will respond to you within two weeks of receiving the request. There are no costs associated with the request for an extension.

## Maintaining Multiple Credentials

You can earn multiple designations if you meet the eligibility requirements. If you do attain your certifications in the same year, CIPS makes it easy for you to earn professional development credits towards maintaining your credentials simultaneously. The 100 credits over three year rule still applies, but you can apply them to both your certifications and there is no need to double the credits or top-up.

The new credential will share the credits you already earned for your current credential and any that you earn moving forward. The renewal date for the new credential will be set equal to the existing renewal date for the credential you currently hold.



Example

## Recording your Professional Development Activities

You are responsible for recording your professional development activities as they occur. The most efficient way to record these is by using the CIPS *Re-Certification Reporting Form* template. This template will be provided to you when you attain your designation(s) or can be downloaded from the CIPS website (see [www.cips.ca/recertification](http://www.cips.ca/recertification)). You are encouraged to keep supporting documentation in soft-copy format which will make it easier to submit the information for audit if required.

You only need to send the CIPS *Re-Certification Reporting Form*. You do not need to send supporting documentation for activities reported at this point, but should retain such documentation in the event you are audited.

### Have questions?

Email: [certification@cips.ca](mailto:certification@cips.ca)

Phone 905-602-1370, 1-877-ASK-CIPS (275-2477)

Fax: 905- 602-7884

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## Professional Development Credits

The re-certification credits outline the methodology but not the content for the learning activity. Members are required to interpret the guidelines as they relate to their own professional needs. The guidelines are neither exhaustive nor always applicable. Learning credits have been designed to provide a great deal of flexibility to allow one to achieve the minimum requirement. CIPS encourages members to ensure that their professional development choices advance their professional competence while being relevant to an individual's career application.

Professional Development Credits fall into two areas: **Education** and **Giving Back to the Profession**. Education includes: Informal learning and development, formal learning and development, formal teaching and writing and reading or research. Giving back to the profession includes providing non compensated volunteer services to an ICT related organization.

| Education Category   | Examples   | Credit Rate   | Maximum Credits  | Documentation Required  |
|--|--|---|--|---|
| <b>Informal Learning &amp; Development</b><br>This involves obtaining learning through a self-directed program of informal studies that serves to maintain and/or enhance professional competence.   | <ul style="list-style-type: none"> <li>Relevant continuing education courses</li> <li>Training courses</li> <li>Attend conferences, seminars, workshops, CIPS dinner meetings</li> <li>Non-credit courses</li> <li>On-line training</li> <li>Self-paced course-ware</li> </ul> | 1 hour of learning = 1 learning credit  | 30 credits   | Registration form, certificate or letter of attendance.<br>For self-directed learning evidence supporting your reported learning project, including notes and dates of discussion or reading.   |
| <b>Formal Learning &amp; Development</b><br>This involves formal course study leading to a new degree or a recognized professional designation.  | <ul style="list-style-type: none"> <li>Courses that include structured evaluation such as university/college courses or programs, post-graduate degrees, distance or part-time university/college courses. One is required to be on a formal path of study.</li> </ul>         | 100 for each year of study<br><br>Obtaining Professional Designation = 50 credits   | 100 credits per year<br><br>50 credits   | For an academic course provide the transcript or grade report indicating a passing mark.<br>For non-academic courses or for obtaining a professional designation, provide registration form, certificate or letter of attendance or approval. |
| <b>Formal Teaching &amp; Writing</b><br>This involves teaching and instruction in a formal academic environment or in a defined teaching position within IT. It also involves course development. Both the time required to prepare or create course material and the time to present it can be claimed. Writing involves published articles (including Web-based publications). | <ul style="list-style-type: none"> <li>Teaching or moderating an IT-relevant course</li> <li>Writing articles or books of a professional nature</li> <li>Delivering presentations contributing to professional competency</li> </ul>   | Teaching and instruction = 5 credits per hour<br><br>Course development = 5 credits per class hour<br><br>Published referred journals = 25 credits per article<br><br>Published non-refereed journals = 15 per article<br><br>Published IT related book = 1 credit per page | 50 credits<br><br>Unlimited<br><br>Unlimited<br><br>Unlimited<br><br>Unlimited | Links or proof of publications, sample educational materials, our course outlines.  |

| Education Category  | Examples   | Credit Rate        | Maximum Credits             | Documentation Required  |
|---|--|--------------------|-----------------------------|---|
| Reading or Research Related   | <p>This involves reading professional and/or technical literature or research that is conducted at work.</p> <ul style="list-style-type: none"> <li>• Examples include:</li> <li>• Reading refereed journals</li> <li>• Reading non-refereed journals</li> <li>• Reading relevant books</li> <li>• Web-based reading</li> <li>• Web-based research</li> </ul>  | 2 credits per hour | 25 credits                  | For self-directed learning evidence supporting your reported learning project, including notes and dates of discussion or reading.  |
| <b>Giving Back to the Profession</b>  | <b>Examples</b>  | <b>Credit Rate</b> | <b>Maximum Credits</b>      | <b>Documentation Required</b>   |
| Credits can be achieved by providing volunteer, non-compensated activities to non-employer or non-client customer groups. | <ul style="list-style-type: none"> <li>• Serve as an elected volunteer officer, or as a volunteer/appointed committee member for an ICT related organization, including CIPS National, a CIPS Provincial Society or any section of the Provincial Society and communities of practice. This work must be done for a legally recognized non-profit, not-for profits, or charitable groups and organizations.</li> <li>• Provide volunteer ICT-related services to: <ul style="list-style-type: none"> <li>• a community or charitable group,</li> <li>• a group of college students for educational purposes, or</li> <li>• being a coach or mentor in a CIPS mentorship program or on an ICT project or initiative.</li> </ul> </li> </ul> | 1 credit per hour  | 45 credits over three years | For volunteer services a letter or certificate from the organization served acknowledging you for your work. For coaching or mentoring: evidence supporting your coaching or mentoring arrangement. |
|   |  |                    |                             |   |

