



HISPI Recertification Requirements

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What are the requirements for maintaining the HISP Certification?

Recertification of the HISP designation is required every three years to maintain your credentials in good standing. The following requirements must be achieved every three (3) years:

1. Obtain a total of 90 CPEs by the end of the three-year recertification cycle. A minimum of 20 CPEs must be earned annually.
2. Pay the annual membership fee of US \$50 during each year of the three-year certification cycle by December 31 of each year.
3. First year annual membership fee is due upon acceptance into the institute. In some cases this fee may be included in the examination or training fee. Consult your HISP instructor / proctor to determine your status.

What qualifies as valid CPEs for recertification?

CPEs can be earned in a variety of ways. Some examples include:

1. Attending company sponsored security awareness training.
2. Attending conferences, symposiums, training classes and workshops related to the ISO 27x standards, Cobit, COSO, ITIL or any of the ISO 27002 controls.
3. Attending vendor or professional presentations that are related to practicing holistic information security.
4. Professional development training of any type (i.e. classroom, webinar, podcast, self-study, etc.)
5. Performing on-the-job activities related to establishing, monitoring, measuring, reviewing, operating and improving an information security management system (ISMS).
6. Attending any of the following chapter meetings:
 - ISACA
 - ISSA
 - InfraGard
 - ASIS
7. Attending online webinars and podcasts where the topic(s) presented are related to the ISO 27x standards, Cobit, COSO, ITIL or any of the ISO 27002 controls.
8. Reading/writing books, journals and white papers related to establishing, monitoring, measuring, reviewing, operating and improving an information security management system (ISMS).
9. Serving in an Advisory/Board of Director capacity with a qualified security/audit organization such as:
 - HISPI
 - ISACA
 - ISSA
 - InfraGard
 - ASIS
 - ISC²

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- 10. Contribute to the growth of the HISP Institute by writing/reading examination questions, contributing materials such as white papers, journals, books and case studies to the HISPI Library and volunteering at HISPI sponsored events.
- 11. Attending formal college or university classes specific to audit/security/regulatory compliance/governance

What is the significance of Group 1 and Group 2 CPEs?

Group 1 CPEs must relate directly to the security/audit/risk/compliance/governance professions and contain education related to frameworks (ISO 27000, ISO 20000, COBIT, ITIL, COSO, NIST) or Security Regulations (i.e. HIPAA, PCI, GLBA, FISMA, NIST, SOX, CMS, JCAHO, FFIEC, etc.) and their related controls.

Group 2 CPEs can relate to activities which enhance one's overall professional skills, education, knowledge or competency. These would include management programs, Toastmasters or internal company training related to personal or business development, such as public speaking, financial management courses, forensics, compliance, etc.

NOTE: A minimum of 60 of the 90 credits in any three year recertification cycle must come from Group 1 activities.

Examples of Group activities

Examples of Valid Group 1 Activities

- HISP Institute sponsored training
- Security / Audit / GRC conferences
- Designing / Managing an Incident Response program
- Designing / Managing a security awareness program
- Training classes specific to security, audit or GRC controls, techniques, processes or frameworks.
- Designing or managing a risk assessment, privacy or compliance program within your organization.
- Contributing to the growth of the HISP Institute
- Reading/writing books, articles and whitepapers related to establishing, monitoring, measuring, reviewing, operating and improving an information security management system (ISMS).

Examples of Valid Group 2 Activities

- Toastmaster meetings
- Management training course
- Business Finance course
- Serving on a Board of Director or in an Advisory capacity of a security or audit organization.
- Attending an organization’s chapter meeting where you benefit professionally

How do I calculate number the CPEs I can claim?

For simplicity, the HISP Institute has decided to implement a one-for-one credit system. This means if you spend one hour in a training class, you can report one (1) CPE credit against that activity. Generally, this works well to report your CPEs earned for attending training classes, conferences, meetings, webinars, podcasts, symposiums and forums.

For those activities that do not translate well under this system, we have included a list of activities and the number of hours you can report against it. If you have an activity that is not listed here and you have questions

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about its applicability and the number of CPEs you may be able to claim, please contact the HISP Institute via e-mail at: questions@hispi.org

Activity	Group	CPEs
Serving on a Board of Directors or in an Advisory capacity. Must be a full year term to qualify.	2	20
Reading an article, whitepaper or security magazine	1	1
Writing a whitepaper	1	8
Writing and publishing a book	1	30
Performing on-the-job activities related to establishing, monitoring, measuring, reviewing, operating and improving an information security management system (ISMS).	1	10 hours for each activity
Contributing to the growth of the HISP Institute.	1	Varies by task. HISPI will designate each task.
Designing and/or Managing an Incident Response program	1	10 hours per year
Designing and/or Managing a security awareness program	1	10 hours per year
Designing and/or managing a risk assessment, privacy or compliance program within your organization.	1	10 hours per year

What documentation will I need to prove I earned my CPEs?

CPE hours can be entered into your profile online at any time (see requirements above). Documentation of CPE hours does not need to be provided to the HISP Institute unless you are selected for an audit. Audits are done on a random basis to ensure the CPE documentation process is effective. Types of documentation that can be used to substantiate your CPE submission includes:

- Certificates of attendance, achievement or appreciation for service
- Meeting, conference, webinar, symposium agendas that you attended
- Copy of an attendance list or class roster
- Project plan
- Copy of published material or a statement of your contribution from a publisher
- A formal job description indicating your activities or job responsibilities

You will be notified by e-mail if an activity you submitted was chosen for an audit.

Please contact the HISP Institute if you have any questions about earning and reporting CPEs, or if you have any questions about the CPE audit process.

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