PECB Continuing Professional Development (CPD) POLICY

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1. Purpose

This policy establishes the requirements to be followed for accepting the Continuing Professional Development (CPD) credits.

2. Scope

This policy applies to all PECB certified professionals that have satisfied all applicable PECB certification requirements. The following credentials do not require maintenance: Foundation, Provisional, and Transition.

3. CPDs obtained with PECB

In order to support our certified professionals and certificate holders earn CPD credits, PECB continually organizes webinar sessions, provides opportunities for writing articles, participating in trainings and events, and more. The table below explains what is acceptable as a CPD activity.

CPD category	Description	Evidence required	CPD credits awarded
Live webinars	Live webinars, focused on enhancing professional development. PECB issues CPD credits to participants who attend more than 60% of the webinar.	Attendance record	1 CPD
Presenting in Webinars	Webinars are hosted by premium and renown presenters who have an extensive experience in the field they operate.	Attestation of Webinar Contribution	3 CPDs per webinar
PECB Regional Webinars	Live sessions, focused on enhancing professional development. PECB issues CPD credits to participants who attend more than 60% of the session.	Attendance record	1 CPD

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Presenting in PECB Regional Webinars	Live sessions are hosted by premium and renown presenters who have extensive experience in the field they operate.	Attestation of Contribution	3 CPDs per session
PECB Conference Speaker	The PECB Conference is a gathering of professionals and experts, where you can discuss and hearfrom experts on the latest trends and topics.	Certificate of contribution	18 CPDs (if a speaker has contributed to an additional session, they will be eligible to an additional 3 CPDs)
PECB Conference Attendee		Certificate of attendance	18 CPDs
1-day training course or eLearning[1]	Introduction training courses enable candidates to become familiar with the basic concepts of a specific management system.	Attestation of Course Completion	7 CPDs
2-day training course or eLearning	Foundation training courses enable candidates to gain knowledge on the main elements to implement, manage, or audit a management system.	Attestation of Course Completion	14 CPDs
3-day training course or eLearning	Manager training courses enable candidates to develop the competence to support an organization in implementing or auditing the management system for which they are certified.	Attestation of Course Completion	21 CPDs

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[1] For eLearning, the attestation of course completion will be available soon

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5-day training course or eLearning	Lead training courses enable candidates to develop the necessary skills and knowledge to support an organization in establishing, implementing, managing, maintaining, or auditing a management system.	Attestation of Course Completion	31 CPDs
Self-study[2]	This is the traditional study-on-your-own method where training materials are studied by the candidates themselves.	Attestation of Course Completion	1- day training course: 4 CPDs 2- day training course: 7 CPDs 3- day training course: 11 CPDs 5-day training course: 16 CPDs
Module PECB Skills	An innovative online learning platform offering expert-led video capsules and certificate programs.	Attestation of Module Completion	1 module =1hour =1 CPD
Essential Certificate PECB Skills (4 modules)	An innovative online learning platform offering expert-led video capsules and certificate programs.	Essential Certificate	4 modules=4 hours=4 CPDs
Exam	Candidates can take a PECB exam remotely at the convenience of their own home	Evidence of passing the exam	

[2] For Self-study, the attestation of course completion will be available soon

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	Through the PECB Exam application.		2 CPDs per exam hour
Contributing in whitepapers	Whitepapers are guides that give information on a particular subject.	' Printed/electronic evidence of the published whitepaper ' Written confirmation of authenticity by PECB	1 CPD per 200 words
Writing articles	The articles are published in our website and in the PECB Magazine.	' Printed/electronic evidence of the published article/material ' Written confirmation of authenticity by PECB	1 CPD per 200 words
Contributing in writing PECB eBooks	Contributing in writing PECB eBooks — a material that helps readers obtain information on a particular subject.	Written confirmation of authenticity by PECB	CPD credits are awarded for the number of hours used to complete or review the material. 1 CPD per hour
Delivering training courses (specifically for PECB Trainers)	PECB Trainers delivering training courses on behalf of PECB	Completion of a training event	1- day training course: 7 CPDs 2- day training course: 14 CPDs 3- day training course: 21 CPDs

			5-day training course: 31 CPDs
Recording eLearning (specifically for PECB Trainers)	Recording eLearning on behalf of PECB	Completion of a recording	1-day: 7 CPDs 2-day: 14 CPDs 3-day: 21 CPDs 4-day: 25 CPDs 5-day: 31 CPDs
Recording Essential Certificate for PECB Skills (4 modules)	PECB Trainers recording Essential Certificate on behalf of PECB	Recording Essential Certificate (PECB Skills)	4 modules = 4 hours = 4 CPDs
Taking PECB University courses	University courses related to certification field	Evidence of passing the exam	2 CPDs per exam

4. Non-PECB CPDs

CPD category	Definition	Evidence required	CPD credits awarded
Professional experience	Audit or project-related tasks related to the certification field	• References from employers • Job specifications • Job assessments • Certificate of service • Letter of appointment	CPDs are calculated based on the hours spent in a specific project/audit.
Conferences, seminars, workshops	Participation on conferences, seminars, or workshops dealing with relevant topics to the certification field	• Certificate of attendance • Proof of participation • Written confirmation of authenticity by the respective organization	1 CPD per hour
Online programs	Attendance of courses presented by educational/ training institutions	Certificate of completion	1 CPD per hour

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Books, articles	Design, development, and contribution on books/articles in relevant topics	Printed/electronic evidence of published books/articles	1 CPD for 200 words

5. How to Calculate CPDs for Professional Experience?

If you have been delivering or studying course materials that are related to, for example, information security, then you can calculate CPDs based on the number of hours spent during that activity. For example, if you have spent 10 hours on delivering a training course, then you have obtained 10 CPDs (excluding breaks).

The activities that can be considered valid for professional experience are the following:

Audit Credentials

- Planning audits
- Conducting audit interviews
- Managing an audit program
- Drafting audit reports
- Drafting nonconformity reports
- Drafting audit working documents
- Reviewing documentation
- Conducting on-site audits
- Performing follow-up audits
- Leading audit teams

Implementer Credentials

- Drafting an MS plan
- Initiating an MS implementation
- Implementing a management system
- Managing, monitoring, and maintaining a management system
- Identifying and acting upon continual improvement opportunities

Risk Management Credentials

- Identifying assets, existing measures, and sources of risks and their consequences
- Assessing risk consequences and incident likelihood
- Evaluating risk levels and risk treatment options
- Assessing residual risks
- Accepting residual risks

Other Credentials

Hours of audit/project experience related to the certification field.

Note: *CPDs are not accepted for on-the-job activities unless they are related to a specific project or audit associated to the certification field.*

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6. How to Calculate CPDs for Other Activities?

An example of this would be taking a 1-day CPD training course. If the training starts at 9 a.m. and ends at 5 p.m., with a 1-hour break for lunch, the CPD hours would be 7.

7. Simple Calculation

Training course	Hours
09:00 a.m. – 5.00 p.m.	8.0
Lunch: 1 hour	-1.0
Total hours	7

8. CPD Verification

PECB may select a random sample of PECB Certified Professional to audit and validate the CDP hours reported. If required, PECB Professionals must provide written evidence of the reported activities.

9. Recordkeeping

The reported CPD hours must be supported by respective documentation confirming the CPD activities performed. Such documentation can be: Certification of Completion, Attendance Record, Confirmation Letter, etc.