![PCI Security Standards Council logo]

Payment Card Industry (PCI)
Continuing Professional Education (CPE)

Maintenance Guide
**Version 1.2**

November 2014

Document Changes

Date	Version	Description
May 2014	1.0	*CPE Maintenance Guide v1.0, this is the first release of the CPE Maintenance Guide.*
July 2014	1.1	*Change the PCIP CPE hours requirement from none to 10 per year.*
November 2014	1.2	*Change the QIR CPE hours requirement from none to 10 per year.*

Table of Contents

1 Introduction

Continuing professional education is an important component of managing your PCI SSC Qualification. On an on-going basis, staying up-to-date and current with the latest knowledge, techniques, and insights helps support the PCI Program Participant's ability to effectively conduct the tasks and responsibilities associated with the Program Participant's PCI SSC Qualification. The purpose of this guide is to document the process for reporting of Continuing Professional Education (CPE) credits to PCI SSC.

Figure 1. Submitting, Recording, and Managing PCI CPE Credits
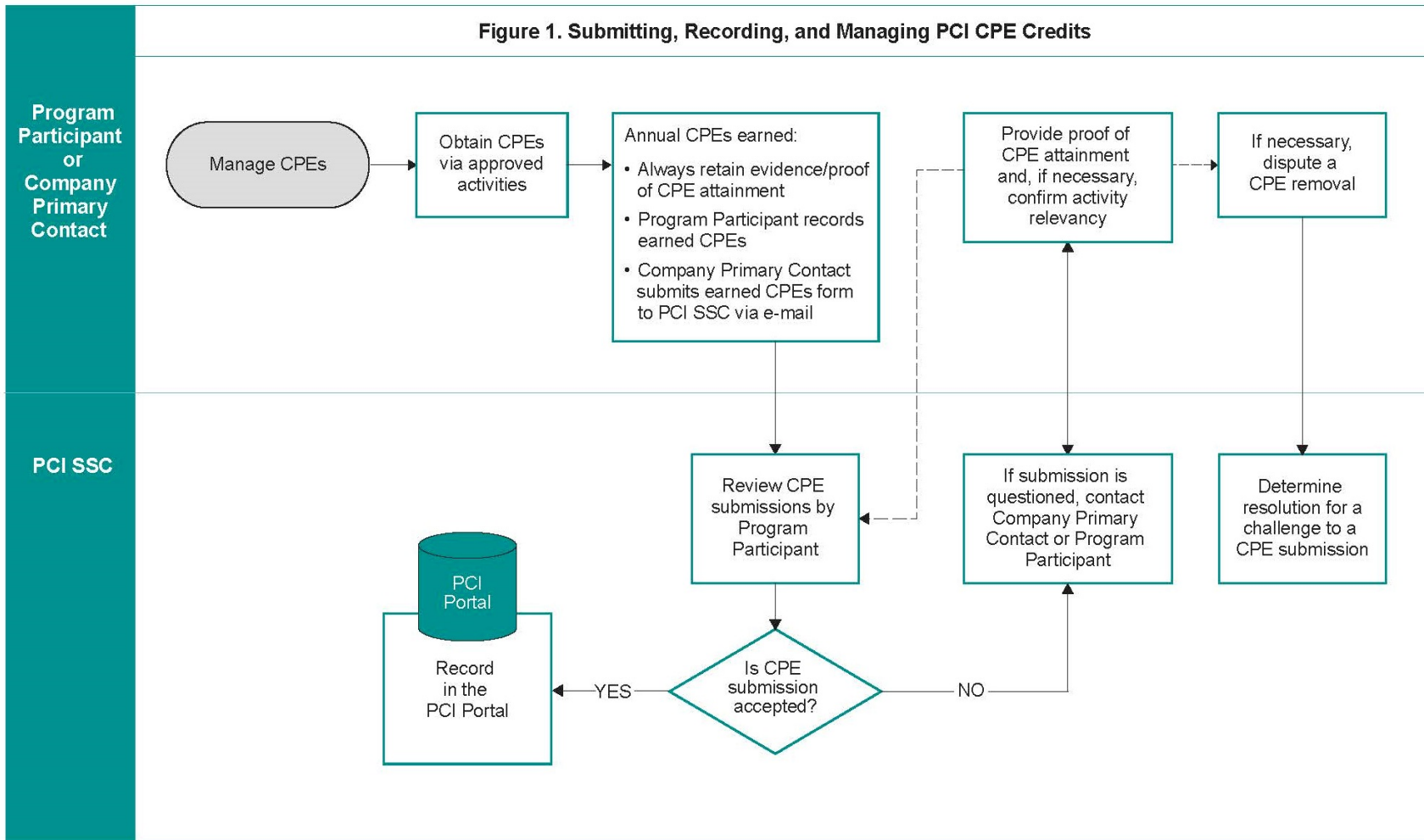
1.1 Terminology

Throughout this document, the terms listed below shall have the meanings shown.

Term	Meaning
Continuing Professional Education (CPE) Credit	A unit of professional development obtained by the Program Participant and reported to PCI SSC to demonstrate the ongoing continuing education and professional development activities of the Program Participant.
CPE Cycle	Program-specific number of CPEs to be obtained and reported over a defined period of time; may differ by Qualification Program. For example, QSA employees must obtain 120 CPEs over a rolling three-year period with a minimum of 20 CPEs per year.
PCI Portal	Database used for keeping records of CPE credits and hours, company information, and Program Participant data.
Primary Contact	The assigned or designated employee contact on file with PCI SSC for the Program Participant's company or employer for the applicable Qualification Program. One Primary Contact is designated per company per Qualification Program.
Program Participant	An individual who has been qualified by PCI SSC under, and satisfies and continues to satisfy all applicable qualification and requalification requirements for a given Qualification Program (e.g. a PCI SSC-qualified QSA Employee, QIR Employee, ASV Employee, or PCIP Employee).
Qualification	The individual qualification earned by an individual who successfully completes all required PCI SSC training and training exams, and adheres to corresponding qualification and requalification requirements under a Qualification Program (e.g. a PCI SSC-qualified QSA Employee, QIR Employee, ASV Employee, or PCIP Employee).
Qualification Program	A program developed and managed by PCI SSC under which companies and/or individuals may receive a corresponding PCI SSC qualification (e.g. QSA, ASV, QIR and PCIP) subject to application submission, successful completion of required PCI SSC training and training exams, and adherence to corresponding program qualification and requalification requirements, including but not limited to CPE attainment and recording.
Website	The then current PCI SSC website (and its accompanying Web pages), which is currently available at www.pcisecuritystandards.org.

2 Approved Methods for Obtaining CPE Credit

A PCI Program Participant may obtain approved CPE credits using one or more of the following methods. Please note that, in general, CPE credits are not earned for day-to-day activities performed as part of an individual's employment.

2.1 PCI SSC Activities

The PCI SSC provides several opportunities directly to Program Participants for obtaining CPE credit. Activities include:

- Attendance at and participation in conferences presented by the PCI SSC, such as annual Community Meetings and Assessor sessions.

- Completion of a new or re-qualifying PCI SSC training course.

- Attending webinars presented by the PCI SSC that support learning and development for a PCI Qualification and identified as valid for CPE credit by the PCI SSC.

- Special Interest Group (SIG) involvement and similar activities, such as providing feedback when requested by PCI SSC during a formal Open Feedback period (maximum of 5 CPE credits annually, 15 CPE credits per rolling three-year cycle).

- Any additional activities as determined and communicated as eligible for CPE credit attainment.

A PCI Program Participant can earn CPE credit according to the number of hours of active participation. The Program Participant is responsible for retaining evidence of their attendance and participation and should not rely on PCI SSC to retain this information on their behalf. While there are annual CPE minimum requirements by PCI Qualification Program, there is no annual CPE maximum limit. PCI SSC Qualification Program CPE requirements are as follows (as of May 2014):

Table 1: PCI SSC CPE Credit Requirements by Qualification Program

Program	CPE Credit Requirements	Comments
ASV	Minimum of 20 CPE credits/year, minimum of 120 CPE credits per rolling 3-year period	
ISA	There is no requirement to submit evidence of CPE credits	**Recommendation:** Adhere to CPE requirements established for QSAs
PA-QSA	Based on QSA CPE requirements	No additional CPE credits required above and beyond the CPE credit requirements established for the QSA program
PCIP	Minimum of 10 CPE credits/year, minimum of 30 CPE credits per 3 year re-qualification period	
PFI	Based on QSA CPE requirements	No additional CPE credits required above and beyond the CPE credit requirements established for the QSA program
QIR	Minimum of 10 CPE credits/year, minimum of 30 CPE credits per 3 year re-qualification period	

Program	CPE Credit Requirements	Comments
QSA	Minimum of 20 CPE credits/year, minimum of 120 CPE credits per rolling 3-year period	
QSA (P2PE) and PA-QSA (P2PE)	Based on QSA CPE requirements	No additional CPE credits required above and beyond the CPE credit requirements established for the QSA program

PCI SSC may, from time to time modify CPE requirements by Qualification Program and this will be communicated to the impacted Qualification Program practitioner in advance.

2.2 Other Qualified Training Activities

There are many additional activities that may help to satisfy PCI SSC CPE credit requirements. A Program Participant may:

- Attend industry conferences.
- Attend chapter meetings.
- Participate in relevant company training.
- Attend university courses (maximum of 10 CPE credits per semester/term course).
- Attend seminars, workshops, and other forms of relevant meetings.
- Submit, and have published, articles to PCI SSC newsletters.
- Receive additional professional certifications such as the CISSP, CISA, and CISM (maximum of 10 CPE credits per certificate).
- Subscribe to and read books and information security periodicals (maximum of 5 CPE credits annually).
- Engage in other forms of self-learning.

The intent is to demonstrate continued, active exploration of new threats and vulnerabilities and the technology and methodology to mitigate such risks. Unless otherwise stated, there is no annual CPE maximum limit for participation in these activities. A Program Participant may receive CPE credit for technology-specific educational activities (e.g., an operating systems class, software development seminar, etc.) so they are better prepared to perform a security assessment. A maximum of 15 CPE credits per cycle for non-security related, technology-specific, or audit-focused training may be submitted.

On-Site Training

For on-site training, each hour of in-class lecture may account for one CPE credit. Please note that CPE credits must always be rounded down.

For example, a training class that is scheduled from 8:00am – 5:00pm would most likely account for 9 hours or 7 CPE credits as there is an assumed one-hour lunch break and two 15-minute breaks.

Table 2. On-Site Training CPE Credit Breakdown

Activity	Begins	Ends	CPE Credit
Class Instruction	8:00am	10:00am	2
Break	10:00am	10:15am	0
Class Instruction	10:15am	12:15pm	2
Lunch	12:15pm	1:15pm	0
Class Instruction	1:15pm	3:15pm	2
Break	3:15pm	3:30pm	0
Class Instruction	3:30pm	5:00pm	1.5
Total	**8:00am**	**5:00pm**	**7.5**

Eligible CPE credit (rounded down for reporting to PCI SSC):	7

2.3 Qualified Teaching Activities

The PCI SSC recognizes the effort to create a presentation or author an article and the amount of research often required. A Program Participant may submit teaching activities up to a maximum of 20 CPE credits annually. Please note that all presentations should be related to protecting cardholder information and not include sales or marketing presentations on behalf of the company. For example, a presentation to industry peers on effective firewall configurations would qualify for CPE credit, but a presentation on how a company's product meets PCI requirements would not qualify.

2.4 Lecturing and Other Presentations

A Program Participant can receive credit as an instructor or guest speaker for the development and the delivery of a presentation relevant to safeguarding sensitive information. A Program Participant cannot receive additional CPE credit for the same lecture after the material has been presented to three different audiences unless the content has been significantly modified. CPE credit can be earned at the maximum rate of two hours of preparation for each single hour of delivery.

Table 3. Example of CPE credits to be obtained for lectures and other presentations

Presentation	Length of Presentation	Hours of Preparation	CPE Credit
Lecture 1 – 1st Audience	2 hours	2 hours	4
Lecture 1 – 2nd Audience	2 hours	0 hours	2
Lecture 1 – 3rd Audience	2 hours	0 hours	2
Lecture 1 – 4th Audience	2 hours	0 hours	0
Lecture 2 – 1st Audience	1 hour	3 hours (maximum of 2 credited hours)	3
		Total Eligible CPE credit:	**11**

2.5 Publication of Articles and Other Literature

Authoring an article for a formal publication, website, or other medium that is relevant to information security systems and practices is eligible for CPE credit. The publication or website must be recognized as media commonly read by industry peers. CPE hours will be credited for the hours required to research the article or publication (up to a maximum of 5 hours) and up to 1 CPE credit for every page of content or 1 CPE credit for each article published in a PCI SSC newsletter. For example, a 7-page document with 5 pages of content and more than 5 hours of research may account for 10 CPE credits.

Table 4. Example of CPE credits to be obtained for publication and other literature

Writing Activity	Actual	Relevant Content	CPE Credit
Pages	7	5	5
Hours	8	5	5
		Total Eligible CPE credit:	**10**

Note: Any published misinformation related to PCI Security Standards or supporting programs will be disqualified from earning CPE credit and may lead to termination of the Program Participant's Qualification.

3 Obtaining and Reporting CPE Credits

The Program Participant is responsible for:

- Completing the CPE requirements established in Table 1 above for each Qualification Program they participate in. These hours must be appropriate to the maintenance or advancement of the Program Participant's knowledge or ability to perform tasks relevant to the PCI SSC standards and/or their applicable Qualification Program. The use of these hours towards meeting the CPE requirements for multiple PCI Qualifications is permissible when the professional activity is applicable towards satisfying the job-related knowledge of each Qualification.

- Reporting earned annual CPE credits to PCI SSC as instructed and responding to any and all inquiries including, but not limited to, proving CPE credits submitted.

- Responding and submitting required documentation of CPE activities if selected for an audit.

The Program Participant, guided by the approved CPE attainment methods described above, must attain, successfully complete, and record all valid and applicable CPE credits. As requested by PCI SSC or at least annually, Program Participants will be required to submit all earned CPE credits over the course of the prior twelve months via e-mail to PCI SSC for review and approval. In most cases, the Program Participant will be required to first submit their earned CPE credits to their company's primary PCI contact who then submits, on their behalf, the CPE credit submission form directly to PCI SSC. A CPE credit submission form is available on the PCI SSC website to record and submit CPE activity.

3.1 Retention

Proof of CPE credit attainment must be retained for 12 months following submission to, and acceptance by, PCI SSC. 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 (including hours), activity date, and the number of CPE credit hours awarded or claimed.

3.2 Impact on Annual Requalification

If the Program Participant's CPE credit hours meet the minimum yearly and rolling three-year minimum requirements, the Program Participant or primary contact will then be eligible to enroll the Program Participant in the appropriate requalification training class (if applicable).

Once the Program Participant has successfully completed their requalification training (if applicable) and exam, an electronic certificate will be provided via e-mail and the Program Participant's active status on the PCI SSC website will be updated to reflect the new Qualification expiration date (if applicable).

4 CPE Credit Review, Approval, and Dispute Resolution

PCI SSC will review all submitted CPE credits and may, from time to time, question a Primary Contact, or in their absence, the Program Participant regarding the validity of a CPE credit submitted. The Primary Contact or Program Participant must then submit supporting evidence and documentation of the reported CPE credit hours to PCI SSC through the PCI Portal or e-mail, as applicable, prior to the Program Participant's Qualification expiration date. PCI SSC will review the submitted documentation and determine the number of approved CPE credits to be accepted.

In the case of approval, PCI SSC will send an e-mail to the Primary Contact or, in their absence, the Program Participant notifying him or her that the Program Participant's CPE credits have been accepted.

In the case of failure, PCI SSC will send an e-mail to the Primary Contact or Program Participant notifying him or her that the Program Participant has not submitted acceptable supporting evidence or documentation. In this notification, PCI SSC will include the reason(s) for failure, which could include:

- Reporting more than permitted credit for CPE hours earned unrelated to PCI or IT Security.
- Reporting hours not earned during the accumulation timeframe.
- No evidence of supporting documentation or proof of attendance.

Failure to meet the minimum annual CPE credit requirement for a given Qualification Program may result in Remediation or revocation of a Program Participant's Qualification(s).

4.1 Outcome of Failure to Comply with CPE Guidelines

Program Participants who fail to comply with the PCI SSC policy of obtaining and managing their CPE credits or fail an audit of submitted CPE credits may have their PCI SSC Qualification(s) revoked. Program Participants who have their PCI SSC Qualification(s) revoked and wish to become active again may be required to successfully complete new Qualification training and/or training exam(s), unless they successfully apply for reconsideration within fifteen (15) days of audit failure notification and prevail on appeal). Program Participants should consult the applicable PCI SSC Qualification Requirements document for further guidance on managing PCI SSC Qualifications.

Program Participants whose Qualification has been revoked due to non-compliance with the CPE policy and who appeal for reinstatement within 15 business days may incur an additional reinstatement fee.