



ISCA CONTINUING PROFESSIONAL  
DEVELOPMENT (CPD) POLICY

***ISACA***<sup>®</sup>

**South Africa Chapter**

## 1. Introduction

The goal of this continuing professional development (CPD) policy is to ensure that all Information Systems Chartered Auditors maintain an adequate level of current knowledge and proficiency in the field of information systems audit, control and security. CISAs who successfully comply with the CPD policy will be better prepared to assess information systems and technology and provide leadership and value to their organizations.

CPD should be seen as a lifelong learning commitment, the activities are measurable.

The responsibility for setting the CPD requirements rests with the ISACA International CISA Certification Committee. The Committee oversees the CPD process and requirements to ensure their applicability.

All professionals who comply with the CPD policy will be better trained to assess information systems and technology and provide leadership and value to their organization.

**Note: ISACA International refers to CPD as CPE (Continuous Professional Education), however in the South Africa Chapter, reference will be made to CPD which will be in line with the South African Qualifications Authority (SAQA).**

## 2. CPD Policy objectives

This policy aims to ensure alignment and consistency with international best practice and enhances professional development, promotes and contributes towards members' global competitiveness by enforcing continuing professional education, training and competency through the various CPD activities.

## 3. Certification Requirements

### *General Requirements*

The ISCA CPD policy requires the attainment of CPD hours over an annual and three-year certification period. CISAs must comply with the following requirements to retain their certification:

- Attain and report an annual minimum of twenty (20) CPD hours. These hours must be appropriate to the currency or advancement of the CISA's knowledge or ability to perform CISA-related tasks. The use of these hours towards meeting the CPD requirements for multiple ISACA certifications is permissible when the professional activity is applicable to satisfying the job-related knowledge of each certification.
- Submit annual certification maintenance fees to ISACA International in full.
- Attain and report a minimum of one hundred and twenty (120) CPD hours for a three-year reporting period.
- Respond and submit required documentation of CPD activities if selected for the annual CPD audit.
- Comply with ISACA's Code of Professional Ethics.

**Failure to comply with these certification requirements will result in the revocation of an individual's CISA designation.**

**In addition, as all certificates are owned by ISACA and, and if revoked, the certificate must be destroyed immediately.**

### *Annual and Three-Year Certification Period*

The annual reporting period begins on 1 January of each year. The three-year certification period varies and is indicated on each annual invoice and on the letter confirming annual compliance.

For newly certified CISAs, the annual and three-year certification period begins on 1 January of the year succeeding certification.

Reporting CPD hours attained during the year of certification is not required. However, hours attained between the date of certification and 31 December of that year can be used and reported as hours earned

in the initial reporting period.

### *Payment of CISA Maintenance Fee and Reporting of CPD Hours*

To renew the CISA certification requires payment of the maintenance fee and reporting of CPD hours. Payment notification is sent by email in the third quarter of each calendar year by ISACA International as well as ISACA South Africa to all CISAs.

Payment of the annual maintenance fee can be done online at [www.isaca.org/renew](http://www.isaca.org/renew). CPD can be recorded as they are earned in the *MyISACA > MyCertifications > Manage My CPD* page of the web site. Certified members can also renew by submitting the information on the annual renewal invoice. Payment and reporting of CPD hours is due by 15 January to retain certification.

### *Notification of Annual Compliance*

CISAs who report the required number of CPD hours and submit maintenance fees, in full, in a timely manner will receive a confirmation from ISACA International. This confirmation will include the number of CPD hours accepted for the annual reporting period, hours reported for past years within the three-year certification period and the number of hours required to qualify for the fixed three-year certification period. It is the responsibility of each CISA to notify ISACA International promptly of any errors or omissions in this confirmation.

### *Use of CISA Logo*

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

## **4. Audits on CPD Hours**

A random sample of CISAs is selected each year for audit. Those CISAs chosen must provide written evidence of previously reported activities that meet the criteria described in the Qualifying Professional Education Activities. Please send copies of supporting documentation since documents will not be returned. The ISACA International CISA Certification Committee will determine the acceptance of hours for specific professional educational activities. Those individuals who do not comply with the audit will have their CISA certification revoked.

## **5. Recordkeeping**

A CISA must obtain and maintain documentation supporting reported CPD activities. Documentation should be retained for twelve months following the end of each three-year reporting cycle. Documentation should be in the form of a letter, certificate of completion, attendance roster, 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 CPD hours awarded or claimed.

## **6. Revocation**

CISAs who fail to comply with the ISCA CPD Policy will have their CISA credential revoked and will no longer be allowed to present themselves as a CISA. Individuals who have their CISA certification revoked will be required to take and pass the CISA exam and submit a completed application for CISA certification.

## **7. Reconsideration and Appeal**

Individuals whose certification has been revoked due to noncompliance with the CPD policy and who later appeal for reinstatement may incur an additional reinstatement fee of \$50. This reinstatement fee is effective for those reinstated after 1 January 2013 (when the revocation had been outstanding more than 60 days) and is in addition to any back or current certification maintenance fees needed to bring the certified

individual in compliance with the CPD policy. Appeals undertaken by a certification exam taker, certification applicant or by a certified individual are undertaken at the discretion and cost of the exam taker, applicant or individual.

### 8. Retired and non-practising CISA Status

#### *Retired CISA Status*

CISAs are entitled to apply for retired CISA status if over 55 years of age and permanently retired from the CISA profession, or unable to perform the duties of an IS audit, control or security professional by reason of permanent disability. CISAs granted this status are no longer required to obtain CPD hours.

#### *Non-practising CISA Status*

CISAs who are no longer working in the IS audit, control or security profession are entitled to apply for non-practising CISA status. Requests for the non-practising status must be received by ISACA no later than 15 January and accompanied with your annual invoice. CISAs granted this status are not required to obtain CPD hours, but are required to pay the annual maintenance fee. Once the individual has returned to the profession, they are required to return to active status. Although previously permitted, CISAs in non-practising or retired status cannot use "CISA" or "CISA-non-practising" on business cards.

CISAs interested in filing for a retired or non-practising CISA status must complete and submit the appropriate Application for CISA Non-practising or Retired Status form. For additional details contact the ISACA International certification department via telephone at +1.847.660.5660, via fax at +1.847.253.1755 or via e-mail at [certification@isaca.org](mailto:certification@isaca.org).

### 9. Qualifying Professional Educational Activities

Activities that qualify for CPD include technical and managerial training. This training must be directly applicable to the assessment of information systems or the improvement of audit, control, security or managerial skills ([CISA job practice](#)) to ensure a proper balance of professional development is attained.

CPD hours related to management skills must be relevant to management of audits and/or audit resources. CPD hours are not accepted for on-the-job activities unless they fall into a specific qualifying professional education activity. Training in basic office productivity software, such as Microsoft Word or Excel, does not qualify as CPD. Specific activities have annual CPD hour limits. CPD can be reported in quarter hour increments.

**The following categories of qualifying activities and limits have been approved by the Certification Committee and are acceptable for CPD:**

- **ISACA professional education activities and meetings (no limit):** These activities include ISACA conferences, seminars, workshops, chapter programs, and meetings and related activities. Professional's earn CPD hours according to the number of hours of active participation. (See Calculating CPD Hours section). Participation in ISACA chapter meetings will earn a minimum of one CPD point 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 limit):** These activities include in-house corporate training, university courses, conferences, seminars, workshops, and professional meetings and related activities not sponsored by ISACA. In addition, CPD hours can be earned from certification review courses if such courses advance the professional's IS audit, control and security or audit-related managerial knowledge or skills.. However, successfully completed university courses in related fields, including university online courses, earn 15 CPD hours per semester credit hour and 10 CPD hours per quarter credit hour (semester = 15 weeks of class; quarter = 10 weeks of class).
- **Self-study courses (no limit):** These activities include structured courses designed for self-study that offer CPD points. These courses will only be accepted if the course provider issues a

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certificate of completion and the certificate contains the number of CPD hours earned for the course. One CPD hour can also be earned when a passing score is achieved on an *ISACA Journal* quiz. Additional CPD can be earned by ISACA members when participating in an online eLearning presentation event sponsored by ISACA (for example: Virtual Trade Shows, Webinars, etc.) For an updated listing of eLearning events, please visit [www.isaca.org/elearning](http://www.isaca.org/elearning). Please note that the *ISACA Journal* quiz and ISACA eLearning activities can be counted (more than once) toward each ISACA designation that is held.

- **Vendor sales/marketing presentations (10-hour annual limitation):** These activities include vendor product or system specific sales presentations related to the assessment of information systems.
- **Teaching/lecturing/presenting (no limit):** These activities include the development and delivery of professional educational presentations and the development of self-study/distance education courses related to the assessment of information systems. For presentations and courses (all types), CPD hours are earned at five times the presentation time or time estimated to take the course for the first delivery (e.g.: two hour presentation earns ten CPD hours) and at the actual presentation time for the second delivery. CPD hours cannot be earned for subsequent presentations of the same material unless the content is substantially modified. For self-study/distance education courses, one CPD hour is earned for each hour spent upgrading/maintaining the course limited to twice the estimated time to take the course.
- **Publication of articles, monographs and books (no limit):** These activities include the publication and/or review of material directly related to the information systems audit and control profession. Submissions must appear in a formal publication or website and a copy of the article or the website address must be available, if requested. For books and monographs, the table of contents and title page must be available. CPD hours are earned for the actual number of hours taken to complete or review the material.
- **Exam question development and review (no limit):** This activity pertains to the development or review of items for the relevant exam or review materials. Two CPD hours are earned for each question accepted by an ISACA CISA or CISM item review committee. Such hours can be multi-counted for all ISACA certifications. Actual hours will be given for the formal item review process.
- **Passing related professional examinations (no limit):** This activity pertains to the pursuit of other related professional examinations. Two CPD hours are earned for each examination hour when a passing score is achieved.
- **Working on ISACA Boards/Committees (20-hour annual limitation per ISACA certification):** These activities include active participation on an ISACA Board, committee, sub-committee, task force or active participation as an officer of an ISACA chapter. One CPD hour is earned for each hour of active participation. Active participation includes, but is not limited to, the development, implementation, and/or maintenance of a chapter website. Such activities can be counted more than once toward each ISACA designation that is held.
- **Contributions to the IS audit and control profession (20-hour annual limitation in total for all related activities for CISA or CISM reported hours):** These activities include work performed for ISACA and other bodies that contribute to the IS audit and control profession (i.e. research development, certification review manual development, Knowledge Center contributor, performing peer reviews).
- **Mentoring (10-hour annual limitation):** Certified mentors are able to receive up to 10 CPD's annually for mentoring. Activities include mentoring efforts directly related to coaching, reviewing or assisting with the relevant exam preparation or providing career guidance through the credentialing process either at the organizational, chapter or individual level. The mentoring activity must be an activity supporting a specific person in preparation for their ISACA exam or certification career decisions. One CPD hour is earned for each hour of assistance.

### 10. Calculating CPD Hours

One CPD hour is earned for each fifty (50) minutes of active participation (excluding lunches and breaks)

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for qualifying ISACA and non-ISACA professional educational activities and meetings. CPD hours can be earned in quarter hour increments and can also be reported in quarter hours (rounded to the nearest quarter hour). For example, a CISA who attends an eight- hour presentation (480 minutes) with 90 minutes of breaks will earn seven (7.75) continuing professional education hours.

### 11. Review

This Policy shall be reviewed annually or when necessary.

### 12. Amendment History

Revision Number	Date	Author Name & Designation	Amendment comment
0.1	24 October 2019	Esther van der Walt (Finance Manager)	Document Created
0.2	31 October 2019	Board of Directors	Approved

### 13. Approval

This policy document was approved by the ISACA SA Board of Directors on 31 October 2019.