

The following overview is intended to help familiarize you with ISACA's new CPE reporting system that takes effect at the *beginning* of the 2013 renewal period. This new reporting system will make it more convenient and efficient to record and track your CPE, and will clearly indicate your progress in acquiring the sufficient number of CPE hours needed to meet your annual and three-year renewal requirements. The primary advantage of the new system is the ability to record CPE as it is earned and in greater detail. In addition, some of your ISACA International-related CPE activity will be automatically preloaded into your account for your convenience.

To access the new CPE reporting system, sign in to your isaca.org account from the home page. If you are not automatically directed to the My ISACA section, click the My ISACA tab.

{Apologies for the imperfect screen capture images which do not reflect the online experience.}

The screenshot shows the ISACA website interface. At the top, there's a header with the ISACA logo and navigation links: Join ISACA, Feedback, Shopping Cart, Sign In. Below this is a main navigation bar with tabs: ISACA, My ISACA (highlighted with a blue arrow), ABOUT, MEMBERSHIP, CERTIFICATION, EDUCATION, COBIT, KNOWLEDGE CENTER, JOURNAL, and BOOKSTORE. A search bar is located below the navigation tabs. The main content area features a large banner for COBIT 5 for Information Security, with a blue arrow pointing to the 'Sign in to My ISACA' section on the right. This section includes a login form with fields for User Name and Password, a 'Remember my preferences' checkbox, and a 'SIGN IN' button. Below the login form are links for 'Being a member has its benefits >>' and buttons for 'JOIN' and 'RENEW'. The bottom section of the page is divided into three columns: 'What's New' (with a 'Subscribe to RSS Feeds' link), 'ISACA Updates' (listing recent news items), and 'ISACA Now Blog' (listing recent blog posts). On the far right, there's a 'Follow us' section with social media icons for LinkedIn, Facebook, and Twitter, and a 'Membership' section with a 'Certification' section below it.

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ISACA My ISACA

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Now Available

No other guidance focused on information security has the breadth of COBIT 5 for Information Security. [Learn More](#)

Sign in to My ISACA
Or create an account.

User Name
Password
☐ Remember my preferences ?

SIGN IN Forgot Password and/or User Name?

Being a member has its **benefits >>**

JOIN RENEW

Renew your certification

What's New [Subscribe to RSS Feeds](#)

ISACA Updates

- 01 Aug 2012
JOnline Volume 4, 2012 Now Available
- 01 Aug 2012
@ISACA Volume 16: 1 August 2012
- 31 Jul 2012
View ISACA's New CRISC Certification Video
- 30 Jul 2012
Journal Author Blog: Auditing Applications: How It Is Similar to Other IT Audits, and How It Is Different
- 24 Jul 2012

ISACA Now Blog

- 31 Jul 2012
BYOD—great opportunity, great risks to manage
BYOD began in 1981. In 1981 the world of data processing would forever change with the introduct...
- 26 Jul 2012
Using COBIT 5 in a small to medium enterprise
ISACA is enjoying a rare opportunity: the International Headquarters office will be among one ...
- 24 Jul 2012
INSIGHTS 2012—Looking back, moving forward
It is hard to believe that it's been a full month since I was

ISACA is...

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Join a global network of peers, and save on exams, education and books.
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ISACA My ISACA

myPROFILE myMEMBERSHIP myCERTIFICATIONS myDOCUMENTS myPURCHASES myCONNECTIONS & GROUPS

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Welcome, Ron (I'm not Ron)
Last login: 04 June 2012 | Messages (0)
☒ Make this my default page when I visit ISACA.org
☐ Remember My Preferences ?

Latin CACS/ISRM
1-3 October 2012
Bogotá, Colombia
REGISTER NOW

ISACA Updates
01 Aug 2012
JOnline Volume 4, 2012 Now Available
01 Aug 2012
@ISACA Volume 16: 1 August 2012
31 Jul 2012
View ISACA's New CRISC Certification Video
30 Jul 2012
Journal Author Blog: Auditing Applications: How It Is Similar to Other IT Audits, and How It Is Different
24 Jul 2012
'Calculating Cloud ROI: From the Customer Perspective' white paper now available!

Chapter at-a-glance
New York Metropolitan Chapter
Visit Chapter Website

Messages
15 Aug 2011 -
A few weeks ago, each Chapter member...
15 Aug 2011 -
ISACA@ is responding to market dema...
15 Aug 2011 -
Our chapter publishes a monthly eNe...

Chapter Compliance
Events

My Notifications
30 Jul 2012
NEW! View the complete program schedule for North America ISRM IT GRC!
24 Jul 2012
Prepare for the December CISA exam. Register for an exam cram course.
23 Jul 2012
Certification exam early registration savings end 15 August. Register now!
More »

Membership Status
Members Paid Through: 31 December 2012
Local Chapter New York Metropolitan Chapter
Member Level Platinum ?
RENEW NOW

Certification Status
CISA: Certified through 31 December 2012
RENEW NOW
CRISC: Certified through 31 December 2012
RENEW NOW

Quick Links
I want to... My Bookmarks Saved Searches
Download COBIT
Join a community
Join ISACA
Purchase a book
Read and comment on ISACA's blog
Read the 2011 ISACA Shopping on the Job Survey Results
Register for an event
Renew My Membership and/or Certification
Download and Save CPE credits

On the My ISACA page you can view your certification renewal status. To view detailed certification information and access the CPE reporting system, click the *myCERTIFICATIONS* tab.

The screenshot displays the 'myISACA' website interface for CPE reporting. The top navigation bar includes links for Downloads, Join ISACA, My Alerts, Feedback, Shopping Cart, Sign Out, and Welcome Ron. The main navigation menu features tabs for myPROFILE, myMEMBERSHIP, myCERTIFICATIONS (selected), myDOCUMENTS, myPURCHASES, and myCONNECTIONS & GROUPS. A search bar is located below the navigation menu.

The 'My Certifications' section shows the '2013 Renewal Status' for two certifications: CISA and CRISC. The table below summarizes the renewal status:

	Payment Received?	CPE Hours Reported?	Certified Through *	Status	Certification Number	Certification Date
CISA	PAY NOW	REPORT NOW	2012	ACTIVE	9111111	07 Nov 1991
CRISC	PAY NOW	REPORT NOW	2012	ACTIVE	1101111	08 Apr 2011

* Certified Through year is subject to advancing on the next business day after all renewal requirements are met.

Learn how to manage and report CPE hours – Watch Now.

The 'CISA CPE 3-Year Cycle Summary' section provides a detailed view of the CPE hours earned and required for the 2011-2013 cycle. It includes a bar chart showing progress towards the 20 CPE minimum and the 40 CPE recommended goal. The overall 3-year requirement is 120 CPE hours, with a total of 66 hours earned.

Year Earned	20 Minimum	40 Recommended	Total
2011	20	40	66
(#) 2012	0	0	0
2013	0	0	0

3-Year Requirement

Year Earned	20 Minimum	40 Recommended	Total
2011 - 2013	20	40	66

The 'CRISC CPE 3-Year Cycle Summary' section provides a similar view for the 2012-2014 cycle. It includes a bar chart showing progress towards the 20 CPE minimum and the 40 CPE recommended goal. The overall 3-year requirement is 120 CPE hours, with a total of 0 hours earned.

Year Earned	20 Minimum	40 Recommended	Total
(#) 2012	0	0	0
2013	0	0	0
2014	0	0	0

3-Year Requirement

Year Earned	20 Minimum	40 Recommended	Total
2012 - 2014	20	40	0

1. The myCERTIFICATIONS page provides an overview of your renewal status that indicates any renewal requirements that are still outstanding. Click on the buttons shown to pay and/or report CPE hours.
2. Below that, for each certification, is the annual CPE summary for each year of your three-year cycle, and the overall three-year cycle requirement. Three graph indicators are important to note: The 20 CPE hours minimum that is required annually; the annual 40 CPE hours recommended in order to satisfy the overall three-year cycle requirement; and your progress toward reaching the 120 CPE hours minimum requirement over your three-year cycle period.
3. ADD, DELETE or EDIT CPE records by clicking the REPORT NOW or MANAGE MY CPE button.

Manage My CPE

Scroll down to ADD CPE hours and REVIEW CPE detail which is located beneath the CPE Hour Summary tables. Learn how to manage and report CPE hours – [Watch Now](#).

CISA CPE Hour Summary CISA CPE Policy

(#) indicates which year corresponds to the current renewal period. CPE may be reported for any year indicated that does not fall in the future.

	Required	Reported	Allowed*	CPE Due
2011	20	66	66	0
2012 (#)	20	0	0	20
2013	20	0	0	20
3-year Cycle ending 2013	120	66	66	54

* Total CPE that can be claimed based on any annual limit set by the corresponding CPE policy

CRISC CPE Hour Summary CRISC CPE Policy

(#) indicates which year corresponds to the current renewal period. CPE may be reported for any year indicated that does not fall in the future.

	Required	Reported	Allowed*	CPE Due
2012 (#)	20	0	0	20
2013	20	0	0	20
2014	20	0	0	20
3-year Cycle ending 2014	120	0	0	120

* Total CPE that can be claimed based on any annual limit set by the corresponding CPE policy

Unapplied CPE Hours

Edit each entry to add them to your CPE totals

Action	Start Date	Title/Description	Sponsoring Organization	Activity	Hours	Source
	27 Dec 2011	eLearning-COBIT Foundation Course Online COBIT Foundation Course v4.1	ISACA	Self-study courses	-	ISACA

CPE Detail

Filter CPE

Search:

Start Date:

End Date:

Status:

Qualifying Activity:

Certification Type:

Source:

The Manage My CPE page contains detailed CPE information that includes CPE earned through ISACA International-related activity that has been preloaded on your behalf, which you need to process, and the detail of all CPE records associated with your account. This is where you can ADD, EDIT or DELETE CPE records.

1. The annual CPE hour summary indicates what is required; what has been reported; what is allowed; and how many CPE hours are still needed to reach the minimum requirement. The number reflected in the CPE Allowed column indicates the number of CPE hours accepted based on annual qualifying activity limits imposed by ISACA's CPE policy. Enforcing the qualifying activity maximums will ensure you do not inadvertently claim more than the annual number allowed, which would put your certification at risk in the event you are selected for a random CPE audit.
2. You can also expand each year by clicking the + sign to reveal the CPE hours reported by qualifying activity.
3. It is important to note the year for which CPE is due in order to comply with the current renewal period. The year is identified with the hash or pound sign (#).

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ISACA > My ISACA > Manage My CPE

Manage My CPE

Scroll down to ADD CPE hours and REVIEW CPE detail which is located beneath the CPE Hour Summary tables.
Learn how to manage and report CPE hours – [Watch Now](#).

CISA CPE Hour Summary CISA CPE Policy

(#) indicates which year corresponds to the current renewal period. CPE may be reported for any year indicated that does not fall in the future.

	Required	Reported	Allowed*	CPE Due
2011	20	66	66	0
2012 (#)	20	0	0	20
2013	20	0	0	20
3-year Cycle ending 2013	120	66	66	54

* Total CPE that can be claimed based on any annual limit set by the corresponding CPE policy

CRISC CPE Hour Summary CRISC CPE Policy


(#) indicates which year corresponds to the current renewal period. CPE may be reported for any year indicated that does not fall in the future.

	Required	Reported	Allowed*	CPE Due
2012 (#)	20	0	0	20
2013	20	0	0	20
2014	20	0	0	20
3-year Cycle ending 2014	120	0	0	120

* Total CPE that can be claimed based on any annual limit set by the corresponding CPE policy

Unapplied CPE Hours

Edit each entry to add them to your CPE totals

Action	Start Date	Title/Description	Sponsoring Organization	Activity	Hours	Source
	27 Dec 2011	eLearning-COBIT Foundation Course Online COBIT Foundation Course v4.1	ISACA	Self-study courses	-	ISACA

CPE Detail

Filter CPE

Search: []

Start Date: []

End Date: []

Status: All []

Qualifying Activity: All []

Certification Type: All []

Source: All []

CLEAR **APPLY**

1. Unapplied CPE hours, if present, are those that have been preloaded based on ISACA International-related activity. Please note, it is your responsibility to determine that these CPE hours were in fact earned and make any appropriate adjustments necessary when you apply them.
2. Click the EDIT icon to apply these hours to your certification CPE totals.

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ISACA My ISACA

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ISACA > My ISACA > Edit CPE

Edit CPE

CPE ID: 11816
Title/Description: eLearning-COBIT Foundation Course Online COBIT Foundation Course v4.1
Start Date: 12/27/2011
End Date: 12/27/2011
Sponsoring Organization: ISACA
Originating Source: ISACA
Qualifying Activity: Self-study courses
Method of Delivery: N/A
Max Available Hours: 8

Enter the number of qualifying CPE hours earned for each certification listed.

CISA:
CRISC:

1

2

SAVE CANCEL

The preloaded ISACA data are displayed on the form.

1. Enter the number of CPE hours earned pertaining to this activity that is appropriate for each certification listed. If Max Available Hours is indicated, that is the maximum number of CPE hours you can claim. The number of hours you enter may be less, depending on your own unique circumstances.
2. When this form is SAVED, one CPE record is created for each certification for which you entered CPE hours. This window closes, returning you to the Manage My CPE page.

CPE Stage - 10.0.98.12 - Remote Desktop Connection

CRISC CPE Hour Summary [CRISC CPE Policy](#)

(#) indicates which year corresponds to the current renewal period. CPE may be reported for any year indicated that does not fall in the future.

	Required	Reported	Allowed*	CPE Due
2012 (#)	20	0	0	20
2013	20	0	0	20
2014	20	0	0	20
3-year Cycle ending 2014	120	0	0	120

* Total CPE that can be claimed based on any annual limit set by the corresponding CPE policy

Unapplied CPE Hours

Edit each entry to add them to your CPE totals

Action	Start Date	Title/Description	Sponsoring Organization	Activity	Hours	Source
	27 Dec 2011	eLearning-COBIT Foundation Course Online COBIT Foundation Course v4.1	ISACA	Self-study courses	-	ISACA

CPE Detail

Filter CPE

Search:

Start Date:

End Date:

Status:

Qualifying Activity:

Certification Type:

Source:

Action	Start Date	Title/Description	Sponsoring Organization	Activity	Certification Type	Hours	Status	Source
	31 Dec 2011	Total migrated from prior CPE system (year 1)		Summary CPE - Qualifying Activity not specified	CISA	66	Locked	
	27 Dec 2011	eLearning-COBIT Foundation Course Online COBIT Foundation Course v4.1	ISACA	Self-study courses		0	Unapplied	ISACA

Below the Unapplied CPE Hours section is the list of individual CPE records.

1. You may filter the CPE records that display by using the controls in this area.
2. You can export and print the list of CPE records using these icons.
3. Depending on status, individual CPE records can be EDITED and DELETED. CPE records that are locked can be viewed but not changed, since they pertain to prior renewal periods.
4. To ADD new CPE records, click on the ADD CPE button.

You will add one entry for each CPE activity you are claiming. However, if you would rather not enter individual CPE activity records, there is a way to enter lump sum totals. The system enables you to enter one CPE record that reflects the total CPE hours earned from multiple CPE activities. When entering a lump sum total, select the qualifying activity named “Summary CPE – Qualifying Activity not specified.” You may also combine individual CPE entries with a lump sum entry—just be careful not to double-enter CPE hours.

1. Begin adding a CPE record by entering the title, which might be the name of a course or event. Enter the start and end dates pertaining to the activity. Enter the organization or the activity sponsor, if applicable.
2. Select the appropriate qualifying activity to which the CPE earned pertains. Use the Help icon to access qualifying activity definitions and limitations. If you are entering a lump sum total that combines many CPE activities into one, select the Summary CPE – Qualifying Activity not specified option from the drop-down list.
3. Select the appropriate method of delivery, if applicable.
4. Enter the number of CPE hours earned for each certification listed. Depending on the nature of the CPE activity and subject matter, it may or may not qualify for all certifications listed. Enter CPE hours only for those certifications to which the hours are applicable.
5. Click SAVE or SAVE & ADD MORE if you have more CPE to add at this time.

Upon saving the data, an individual CPE record will be created for each certification listed that contains CPE hours.

CPE Stage - 10.0.98.12 - Remote Desktop Connection

ISACA > My ISACA > Manage My CPE

Manage My CPE

Scroll down to ADD CPE hours and REVIEW CPE detail which is located beneath the CPE Hour Summary tables.
Learn how to manage and report CPE hours – [Watch Now](#).

CISA CPE Hour Summary CISA CPE Policy

(#) indicates which year corresponds to the current renewal period. CPE may be reported for any year indicated that does not fall in the future.

	Required	Reported	Allowed*	CPE Due
+ 2011	20	66	66	0
+ 2012 (#)	20	10	10	10
2013	20	0	0	20
3-year Cycle ending 2013	120	76	76	44

* Total CPE that can be claimed based on any annual limit set by the corresponding CPE policy

CRISC CPE Hour Summary CRISC CPE Policy

(#) indicates which year corresponds to the current renewal period. CPE may be reported for any year indicated that does not fall in the future.

	Required	Reported	Allowed*	CPE Due
+ 2012 (#)	20	5	5	15
2013	20	0	0	20
2014	20	0	0	20
3-year Cycle ending 2014	120	5	5	115

* Total CPE that can be claimed based on any annual limit set by the corresponding CPE policy

- The CPE hours you entered are reflected immediately. Here you can see that Reported, Allowed, and CPE Due values for 2012 have all been updated.

CPE Stage - 10.0.98.12 - Remote Desktop Connection

Edit each entry to add them to your CPE totals

Action	Start Date	Title/Description	Sponsoring Organization	Activity	Hours	Source
	27 Dec 2011	eLearning-COBIT Foundation Course Online COBIT Foundation Course v4.1	ISACA	Self-study courses	-	ISACA

CPE Detail

Filter CPE

Search:

Start Date:

End Date:

Status:

Qualifying Activity:

Certification Type:

Source:

Action	Start Date	Title/Description	Sponsoring Organization	Activity	Certification Type	Hours	Status	Source
	02 Sep 2012	Sample Title	ISACA	Mentoring	CISA	10	Unlocked	SELF
	02 Sep 2012	Sample Title	ISACA	Mentoring	CRISC	5	Unlocked	SELF
	31 Dec 2011	Total migrated from prior CPE system (year 1)		Summary CPE - Qualifying Activity not specified	CISA	66	Locked	
	27 Dec 2011	eLearning-COBIT Foundation Course Online COBIT Foundation Course v4.1	ISACA	Self-study courses		0	Unapplied	ISACA

- An individual CPE detail record is created for each certification. Therefore, if you need to edit the CPE information you just recorded, you will need to edit each one of the individual records.

Return to *myCERTIFICATIONS* by clicking the tab at the top of the page to view the high-level summary of your renewal status and CPE hour summary.

The screenshot displays the 'My Certifications' page within a remote desktop connection window titled 'CPE Stage - 10.0.98.12 - Remote Desktop Connection'. The page header shows the navigation path 'ISACA > My ISACA > My Certifications'. The main section is titled 'My Certifications' and features a '2013 Renewal Status' table. This table lists two certifications: CISA and CRISC. For each, there are buttons for 'PAY NOW' and 'REPORT NOW', along with columns for 'Certified Through', 'Status', 'Certification Number', and 'Certification Date'. Below the table, a note states: '* Certified Through year is subject to advancing on the next business day after all renewal requirements are met.' A link 'Learn how to manage and report CPE hours – Watch Now.' is provided. The page then shows the 'CISA CPE 3-Year Cycle Summary' with a 'MANAGE MY CPE' button and a link to 'CISA CPE Policy'. A warning icon and text state: 'In order to satisfy the 3-year CPE requirement, you should earn an average of 40 CPE each year. (#) indicates which year CPE is due that corresponds to the current renewal period.' A bar chart shows 'Year Earned' for 2011 (66), (#)2012 (10), and 2013 (0), with a '3-Year Requirement' of 120. The 'CRISC CPE 3-Year Cycle Summary' section follows a similar format, showing earned CPE for (#)2012 (5), 2013 (0), and 2014 (0), with a '3-Year Requirement' of 120. Two blue boxes with the number '1' are placed on the left side of the page, one next to the CISA section and one next to the CRISC section.

	Payment Received?	CPE Hours Reported?	Certified Through *	Status	Certification Number	Certification Date
CISA	PAY NOW	REPORT NOW	2012	ACTIVE	9111111	07 Nov 1991
CRISC	PAY NOW	REPORT NOW	2012	ACTIVE	1101111	08 Apr 2011

* Certified Through year is subject to advancing on the next business day after all renewal requirements are met.

[Learn how to manage and report CPE hours – Watch Now.](#)

CISA CPE 3-Year Cycle Summary

[MANAGE MY CPE](#) [CISA CPE Policy](#)

⚠ In order to satisfy the 3-year CPE requirement, you should earn an average of 40 CPE each year. (#) indicates which year CPE is due that corresponds to the current renewal period.

Year Earned	20	Minimum	40	Recommended	Total
2011	[Progress Bar]				66
(#)2012	[Progress Bar]				10
2013	[Progress Bar]				0

3-Year Requirement

2011 - 2013	120	Minimum	Total
[Progress Bar]			76

CRISC CPE 3-Year Cycle Summary

[MANAGE MY CPE](#) [CRISC CPE Policy](#)

⚠ In order to satisfy the 3-year CPE requirement, you should earn an average of 40 CPE each year. (#) indicates which year CPE is due that corresponds to the current renewal period.

Year Earned	20	Minimum	40	Recommended	Total
(#)2012	[Progress Bar]				5
2013	[Progress Bar]				0
2014	[Progress Bar]				0

3-Year Requirement

2012 - 2014	120	Minimum	Total
[Progress Bar]			5

- Here you can see the additional CPE information reflected in your account, and the progress you have made in reaching the CPE requirements for recertification.

We trust you find this CPE reporting system easy to use and it helps you to actively monitor your progress throughout the year to ensure you are on track to renew your certification.

Remember that you can add CPE hours at any time throughout the year—not just when the renewal period is open—making it easier to track CPE as it occurs. This should help streamline the overall renewal process.

Future enhancements will include the ability for local ISACA chapters to upload CPE activity into your account, in much the same way the ISACA International activity is preloaded today. This upload ability may also be extended to third parties in the future as well.

We hope you find this service of value. We welcome any comments or suggestions you might have that will support our ongoing efforts to ensure this system is easy to use and continues to meet your needs. Email your comments and suggestions to certification@isaca.org and include “CPE Feedback” in the subject line. Thank you!