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

Maintenance Guide
Version 2.0

September 2016

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 requirement from none to 10 per year.*
November 2014	1.2	*Change the QIR CPE requirement from none to 10 per year.*
September 2016	2.0	*Updated to reflect the new CPE reporting process for QSAs in the PCI Portal. Clarification provided regarding annual limits. Clarification provided for CPE evidence documentation. Minor edits and corrections.*

Table of Contents

1 Introduction

Continuing professional education is an important component of a PCI SSC Qualification. Staying up-to-date with the latest knowledge, techniques, and insights helps support the Program Participant's ability to effectively conduct the tasks and responsibilities associated with a PCI SSC Qualification. This document provides a guide for eligible activities and includes the process for reporting Continuing Professional Education (CPE) credits to PCI SSC.

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 credits may be earned in half-hour units.
CPE Cycle	A rolling three-year period of time designated to calculate earned CPE credits, determined by the Qualification program. For example, year three will include years' one, two and three. After the third year, the next cycle will include years' two, three and four and so on.
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 for the applicable Qualification Program. One Primary Contact is designated per company per Qualification Program. Not all programs require a Primary Contact.
Program Participant	An individual who has been qualified by PCI SSC and continually satisfies 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).
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).
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). Obtaining qualification may include 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.

1.2 General Requirements

Program Participants are required to earn and submit CPE credits to maintain qualification. Table 1 provides an overview of the minimum CPE credits required by program per year and rolling CPE Cycle. CPEs must be earned (completed) during the CPE Cycle prior to the expiration date for requalification.

Table 1: PCI SSC CPE Requirements by Qualification Program

Minimum CPE Requirements		
Program	**Annual**	**Rolling 3-year Cycle**
ASV	20	120
QIR	10	30
PCIP	10	30
QSA	20	120
PFI, PA-QSA, QSA (P2PE), and PA-QSA (P2PE)	There are no additional CPE requirements beyond those established for QSAs.	
ISA*	There is no requirement to submit evidence of CPEs *Recommendation: Adhere to CPE requirements established for QSAs*	

A Program Participant must submit the minimum annual or rolling three-year CPE requirements for the applicable program in order to be eligible to enroll in requalification training. A Program Participant's enrollment in requalification training will be confirmed following the acceptance of CPEs.

2 Eligible Activities to Obtain CPE Credits and Acceptable Evidence

A Program Participant may obtain approved CPE credits using one or more of the following methods. Please note that CPE credits are not earned for day-to-day activities performed as part of an individual's employment. CPEs 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. CPE credits may be used to meet requirements for multiple PCI Qualifications when the eligible activity satisfies the job-related knowledge required by each Qualification.

Evidence should be in the form of course transcripts, certificates/proof of attendance/completion, research/prep notes for speaking or teaching engagements. For online courses that do not provide any of the above, a screenshot (that includes a date/time stamp) is sufficient. At a minimum, each record must include the name of the attendee, name of the sponsoring organization, activity title, activity description (including hours), and the date of the activity. Program Participants must retain evidence of CPE credits for 12 months following each CPE cycle. *Note: the table below is only a guide and not an all-inclusive list of evidence that may be accepted.*

2.1 PCI SSC Activities

Table 2: PCI SSC Activities

Activity Type	Description/Criteria	Maximum CPEs credits allowed	Acceptable Evidence
Conferences	Community Meetings and assessor Sessions	No limit	- CPE letter provided by PCI SSC (upon request)
Training Courses	New or Re-qualifying PCI SSC training course*	No limit	*For new PCI SSC training:* - CPE letter provided by PCI SSC *For re-qualifying PCI SSC training:* - CPE letter provided by PCI SSC, or - Email notification of completion from PCI SSC *Note: At the time of this publication, QSAs may obtain their CPE letter via the PCI Portal.*
Webinars	Hosted by PCI SSC	No limit	- CPE letter provided by PCI SSC
Special Interest Groups (SIG)	- SIG involvement - Providing feedback during open feedback period	10 CPE credits annually/30 per 3 year rolling cycle	- Name of the SIG, description of activities done to support the SIG), and emails/correspondence with PCI SSC reflecting SIG work - Details regarding the feedback provided (i.e., what feedback was provided)
Examination for additional PCI certifications	Two (2) CPE credits are earned for each examination hour when a passing score is achieved	No limit	- CPE letter provided by PCI SSC (upon request)
Other	Any additional activities communicated as eligible for CPE credits	No limit	- CPE letter provided by PCI SSC (upon request)

Note: *One (1) CPE credit is earned per hour of attendance unless otherwise specified.*

2.2 Other Qualified Training Activities

Table 3: Other Qualified Training Activities

Activity Type	Description/Criteria	Maximum CPE credits allowed	Acceptable Evidence
Industry Conferences	Any conference related to information security. One (1) CPE per hour of attendance at each session.	No limit	- Proof of attendance
Completion of higher academic courses	Must receive passing score (online courses are accepted). One (1) CPE credit for each hour spent in class or for online class.	No limit	- Copy of official course transcripts
Computer-Based Training (CBT), webinars, webcasts, and podcasts	Only the maximum number of CPE credits recommended by the self-study provider are allowed. Minimum duration – 50 minutes	No limit	- Certificate of completion, or - Email confirmation of course attendance, or - Screenshot that includes the name of the name of the attendee, name of the sponsoring organization, activity title, activity description (including hours), and a date/time stamp.
Self-study for an additional professional certification	-One (1) CPE credit per hour spent on self-paced certification prep courses and practice exams	30 CPE credits annually/90 per 3 year rolling cycle	- Log of time spent that includes materials used (i.e. websites, books, etc.), dates, and length of time spent
Examination for additional professional industry certifications	Two (2) CPE credits are earned for each examination hour when a passing score is achieved	No limit	- Certification letter, or - Notification of a passing score
Information security magazine quizzes	- (ISC)²'s InfoSecurity Professional magazine – Two (2) CPE credits per issue/quiz - ISACA® Journal - One (1) CPE credit per quiz	No limit	- Certificate of completion, or - Screenshot of passing score with date of completion and name of quiz
Presentation, teaching/lecture and guest speaking related to information security	Two (2) CPE credits for preparation; one (1) CPE credit for each single hour of delivery	10 CPE credits annually/30 per 3 year rolling cycle	- Preparation notes, records of time spent, and PowerPoint/video of the presentation
Publish security articles and other literature	One (1) CPE credit per page of content	5 CPE credits annually/15 per 3 year rolling cycle	- Website or medium, date of the article, title of the article, and page number (if applicable)
Industry-relevant training	One (1) CPE credit per hour of training	No limit	- Certificate of completion

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 in which they participate.

- Reporting all valid and applicable earned annual CPE credits obtained during the prior 12 months to PCI SSC

- Responding to any and all inquiries from PCI SSC regarding CPEs submitted for credit toward qualification requirements

The Primary Contact, as applicable, is responsible for:

- Reviewing, approving and submitting CPEs for Program Participants

4 Submitting CPEs

CPE credits must be submitted in accordance with Table 1 above. PCI SSC has developed an automated workflow within the PCI Portal for most of the programs to help simplify the process; at the time of publication of this document, that automated workflow is available for QSAs and PCIPs. QSAs enter and report their CPE credits directly into the PCI Portal annually. PCIPs may record their CPE credits in the PCI Portal and submit at the end of year three (3). As of the publication of this document, ASVs and QIRs have not yet migrated to the automated process, so their CPE credits must be submitted manually by the Primary Contact through email to their PCI Training Coordinator or Program Manager, as applicable.

For all online submissions (excluding PCIPs), assessors obtain, record, and then attest to the validity of their submission. Once submitted, the record is sent to their Primary Contact. The Primary Contact receives an email notification generated from the PCI Portal alerting them that a QSA CPE submission is ready for review. The Primary Contact must attest to the CPE credits entered by the Program Participant and select a training session, as applicable, before submitting the record to PCI SSC.

For manual submissions, the Submission Form can be found in the PCI Portal.