



IAPP CERTIFICATION CONTINUING PROFESSIONAL EDUCATION POLICY



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Overview

All AIGP, CIPP®, CIPM and CIPT™ holders must meet two minimum requirements over the two-year term of their certification in order to maintain credentialed status: (a) pay a certification maintenance fee for their term (members have this fee covered by their membership benefits), and (b) submit evidence of 20 hours of continuing professional education for each certification they hold.

The intent of this policy is to ensure certified individuals are staying up to date with the latest developments in their designation or sector, while also allowing them the freedom to pursue education that is most relevant to their interests and job requirements. By earning CPEs, certification holders do not have to retest to renew their certifications. Certification holders can retest to renew their certification if they do not wish to submit CPEs.

There are a few features of the policy that merit particular attention:

- Individuals with more than one IAPP certification are able to apply CPE credits to all of their IAPP credentials. We understand that there can be substantial crossovers that break through the boundaries we place around sectors and jurisdictions. We believe it will be rare that people with multiple credentials will need to earn 20 unique credits for each designation.
- The number of available CPEs for certain activities are capped per term to encourage certified individuals to pursue a variety of educational opportunities.
- The IAPP is not the only place to pursue CPEs. Events, seminars, training, web conferences and other activities hosted by other professional institutions are often CPE eligible.

This CPE policy was developed by the IAPP in conjunction with its advisory boards. The various requirements of the policy have been reviewed and approved by the certification advisory board of the IAPP. The IAPP and the certification advisory boards established the CPE program and policy and are solely responsible for reviewing, approving and issuing CPE credits. Further inquiries relating to continuing professional education can be [directed to the IAPP](#).

Continuing professional education

Definition

A continuing professional education credit is generally defined as a one-hour unit earned from participating in or attending any event or forum; reading or writing any published material; creating and administering a presentation; a course of instruction; or other activity that relates to a certification's body of knowledge. The number of credits that can be earned per activity type are more clearly defined later in this policy.

Certification term

The IAPP credentials are considered "active" beginning on the date that the individual credential holder has successfully completed the certification examination for that credential and has paid a certification maintenance fee or is an active member, and ends on the last day of the month two years later for all credential end dates.

Certification maintenance

To maintain credentials, the certification holder must meet the minimum requirement of CPEs for each term, as well as pay the CMF of USD250 (this fee is included in membership benefits).

Multiple credentials

Term alignment

All certifications will eventually align to the start and end dates of the credential holder's first earned certification. When an additional certification is earned, the new certification will automatically adopt the end date of the original certification.

If an additional certification is attained after year-one of an existing term, CPEs will not be required for the new certification until the individual's next term starts (in alignment with their first certification.) The certificate holder will then be required to complete the 20 additional credits. If the additional certification is attained during year one of the existing term, the full 20 CPEs will be required.

When the end date of the certifications arrives, and each requirement has been met, all certifications will run concurrently for the same two-year term going forward.

Note: The AIGP and CIPP/CN certifications will align to CIPM, CIPT or other CIPP certification anniversaries regardless of the order of when the certifications were earned while the IAPP undergoes a database transition.

CPE submission

It is the certificant's responsibility to ensure that CPEs earned from IAPP and non-IAPP programming and events have been applied correctly to their accounts.

Certified individuals must use the [CPE Submission Form](#) to self-report all non-IAPP activities. CPEs earned from IAPP activities such as conferences or webinars will be automatically added to the certificant's account and do not need to be self-submitted. CPEs can only be submitted for the current certification term.

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Suspension and reinstatement

An individual's certification can be suspended due to a lack of a maintenance fee or for lack of their required CPEs.

Note: The CMF is strictly a credential maintenance product and therefore runs concurrently with the certification term. Membership is not a certification-only product and as a result may have a unique start and end date separate from the certification term.

Suspension for lack of CPEs:

If, at the end of a certification term, the certificant has not completed and submitted the required amount of CPEs, the certification will be placed in a suspended status. When an individual's certification is suspended for lack of CPEs, they cannot submit CPEs earned in the prior term to cover the deficiency; instead, they must earn additional CPEs during the new term. Once the individual earns the CPEs owed from the prior term, the suspension will be lifted and the individual must then satisfy the regular CPE requirements for their credential(s) for the current term. For example, someone with a CIPP/US whose term is suspended for missing eight CPEs will then need to earn 28 during the new term. Once they submit eight CPEs, the certification returns to active status and the certification holder will be required to earn the 20 CPEs for the current term.

Suspension for lack of membership:

If a certification holder's membership lapses during a certification term, the certification(s) will be suspended immediately. The certification(s) will be reinstated once payment of all missing fees has been processed. Membership can be purchased [here](#).

Suspension for lack of CMF:

If, at the end of a certification term, the certification holder has not paid the CMF for the next term, the next term will begin in suspended status. The certification will become active once the individual pays the CMF. A CMF can be purchased [here](#).

Revocation

If a certification term reaches its end date with a status of suspended, the certification will then be revoked. Certificants with revoked credentials will be required to retake and pass the certification exam in order to reinstate the certification.



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Surplus CPE credits

In the event that an individual exceeds the required CPE credits, that individual may carry over a maximum of 10 credits per certification for surplus CPEs earned in the final six months of the certification term.

If the surplus CPEs are earned outside of the last six months, certification holders can still view the activity in their CPE history but the credits will not roll over.

Documentation

Certified individuals must use the CPE Submission Form to self-report all CPE activities that are not automatically awarded by the IAPP, but are not required to submit supporting documentation at the time of submission. However, you must retain documentation in your own records in the event you are randomly selected for a CPE audit.

Audit

The IAPP will conduct a monthly audit of submitted CPEs and request documentation for non-IAPP activities. Certification holders are randomly selected for an audit and will be notified by email. Audits may result in any of the following findings:

1. Acceptable documentation and verification of CPE credit hours submitted.
2. Unacceptable documentation and request for further documentation. Such further documentation must be received by the IAPP within 30 days of the request.
3. CPE credit hours will be denied for either (a) unacceptable documentation or (b) failure to respond within the specified period, and the credit hours will be subtracted from the certificant's CPE account.

If, in the course of an audit or by any other means, the IAPP determines that a certification holder has submitted CPE credit hours for activities in which they did not participate, the credential(s) will be immediately and permanently **revoked**.

Certification disputes

In the event of a dispute regarding certification status, CPE status or CPE credit value, concerned credential holders may [contact the IAPP](#) to resolve the matter informally. Formal complaints and appeals may be made by completing the appropriate form within 30 days of the incident's occurrence and sending it to the IAPP certification department. The submission may be mailed or emailed. The submission should include sufficient objective evidence to substantiate the claims and allow for a decision to be made and the appropriate action to be taken. Please review the policies and forms [here](#) for more information.

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CPE activity list

Activity type	Credit amount	Max. per term	Submission type
IAPP activities			
Attendee/delegate: IAPP conference	1 CPE per hour	N/A	Automated
Speaker/presenter: IAPP events or online courses	3 CPEs per hour for preparation and initial presentation; 1 CPE per hour for redelivery of the same material.	12	Automated
Instructor: IAPP training	1 CPE per hour of teaching	16	Automated
Attendee: IAPP KnowledgeNets	1 CPE per hour	3	Automated
Attendee: IAPP web conferences	1 CPE per hour	N/A	Automated
Speaking/presenting: IAPP web conferences	3 CPEs per hour for preparation and initial presentation; 1 CPE per hour for redelivery of the same material.	N/A	Automated
Attendee: IAPP training courses (instructor-led and live online)	13 CPEs per course, per attendee	13	Automated
Attendee: IAPP training courses (online)	13 CPEs per course, per attendee	13	Self-submit
IAPP Board of Directors, Certification Advisory Board, Exam Development Board	5 CPEs per year	10	Automated
Other IAPP advisory boards	3 CPEs per year	6	Automated
Chairperson: IAPP KnowledgeNets	3 CPEs per year	6	Automated

Chart continued on next page

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CPE activity list

Activity type	Credit amount	Max per term	Submission type
Non-IAPP activities			
Attendee: academic class	3 CPEs per academic class hour	12	Self-submit
Coaching/mentoring	3 CPEs per mentorship	N/A	Self-submit
Author: general publications, newsletters, articles	2 CPEs per publication	N/A	Self-submit
Author: book	10 CPEs per book 5 CPEs for standalone book chapter	N/A	Self-submit
Reading materials	1 CPE per 40 pages or 10,000 words	5	Self-submit
Attendee: Non-IAPP event or web conference	1 CPE per hour	N/A	Self-submit
Speaker/presenter: Non-IAPP event or web conference	3 CPEs per hour for preparation and initial presentation; 1 CPE per hour for redelivery of the same material.	12	Self-submit
Instructor: Non-IAPP training course	1 CPE per hour	16	Self-submit
Attendee: Non-IAPP training course	1 CPE per hour	12	Self-submit