

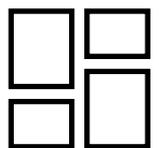


PECB CERTIFICATION MAINTENANCE POLICY

PECB



01 Overview



PECB certified professionals who follow this policy and successfully comply with its requirements will be able to continually demonstrate competence, broaden knowledge, and consequently renew their certification(s).

The CPD requirements are set and overseen by the PECB Scheme Committee.

02 Recertification Requirements



PECB Certifications are valid for three years. In order to maintain a certification, PECB certified professionals must comply with the following requirements:

- » **Submit CPDs**
- » **Pay AMFs**
- » **Adhere to the PECB Code of Ethics**



03

How to Renew the Certification?



To be able to renew a certification, PECB certified professionals will need to demonstrate that they have maintained their certification(s) on an annual basis. It is not mandatory for the requirements to be fulfilled every year; the required number of CPD hours can be fulfilled within the three-year certification cycle.

For example, a PECB certified professional that holds a Lead Certification has performed 20 hours of certification-related activities in year 1, 10 hours in year 2, and 60 hours in year 3. Although during the first and second year the person did not perform sufficient certification-related activities, their 3-year total is equal to the 3-year requirements.

In addition to CPDs, PECB certified professional will need to pay the annual maintenance fee (AMF).

PECB certification(s) can be renewed online through the PECB Dashboard, by logging into the dashboard (<https://pecb.com/en/login>), clicking **My Certifications**, and then the **Renew** button. If after three years the recertification requirements are met, the certification will be renewed.

Note: *PECB certified professionals who fail to meet the recertification requirements for CPDs and AMFs will have their credentials downgraded. Meanwhile, holders of Master Certifications will have their certification revoked.*

3.1 Continuing Professional Development (CPD)

Continuing Professional Development is a portfolio structure for demonstrating, documenting, and tracking the skills, knowledge, and experience acquired by professionals after their initial certification.

CPDs are important for updating professional experience, acknowledging achievements, and demonstrating professional activities conducted.

In order to support certified professionals earn CPD credits, PECB continually organizes webinar sessions, provides opportunities for writing articles, participating in trainings and events, and more. For more information, please read the [CPD Policy](#).

3.2 Annual Maintenance Fees (AMF)

Annual Maintenance Fees are required to maintain a PECB certification.

If the certified professional fails to fulfill either of these CPD or AMF requirements, the certification will be downgraded as explained below.



04

How to Report CPDs and Pay AMFs?



4.1 Reporting of CPDs

PECB certified professionals will need to provide PECB with the required hours of auditing and/or implementation-related tasks they have performed and/or other CPD activities that are considered eligible.

CPDs can be submitted at any time, by logging into your [PECB dashboard](#), and clicking on **My Certifications > CPD Info > Submit CPD**.

4.2 Payment of AMF

A PECB certification requires the payment of the maintenance fee. The annual reporting begins with the initial certification date; however, the maintenance fee for the first year is included in the certification application payment.

Example:

Issuance date: 2019-01-15; Valid until: 2022-01-15

- » **First AMF:** 2019-01-15 until 2020-01-15 – No payment of AMF required
- » **Second AMF:** 2020-01-15 until 2021-01-15 – Payment of AMF required
- » **Third AMF:** 2021-01-15 until 2022-01-15 – Payment of AMF required

The annual maintenance fee can be paid online through your PECB dashboard by logging [here](#), clicking **My Certifications**, and then the **Submit AMF** button. If CPDs have not been submitted, certified professionals will be required to do so before the AMF payment.

For the last year of the certification cycle, the button to pay the AMF will be changed from Submit AMF to **Renew**.

For more instructions on how to submit CPDs and AMFs, please refer to this [manual](#).

4.3 Notifications to submit CPDs and AMFs

PECB periodically notifies each PECB certified professional to maintain their certification(s), throughout the certification cycle. The first email is sent three months before the annual certification issuance date, which based on the example above would be 2019-10-15. In this case, the payment of AMF would be due by 2020-04-15 (three months after the annual certification issuance date).

PECB Certified Professionals that report CPD hours and submit the full AMF payments on time will receive a confirmation from PECB, which will include the hours required to qualify for the three year certification cycle.

05 Downgrade



A PECB Certification can be downgraded to a lower credential due to the following reasons:

- » AMF has not been paid.
- » CPD hours have not been submitted.
- » Insufficient CPD hours have been submitted.
- » Evidence on CPD hours has not been submitted upon request.

06 Upgrade



PECB Professionals can apply for a higher credential once they provide evidence that proves that they fulfill the requirements of the higher credential.

PECB Certifications can be upgraded online through your dashboard by logging [here](#), clicking **My Certifications** and then the **Upgrade** button.

The application fee for an upgrade is \$100.

Note: For certifications that need to be upgraded, an evaluation will be done to determine if an exam is required prior to obtain an upgraded certification.

07 Suspension



PECB can temporarily suspend the certification for the following reasons:

- » PECB receives excessive or serious complaints by interested parties (suspension will be applied until the investigation has been completed.)
- » The logos of PECB or accreditation bodies are willfully misused.
- » The candidate fails to correct the misuse of a certification mark within the determined time by PECB.
- » The certified individual has voluntarily requested a suspension.
- » PECB deems appropriate other conditions for suspension of certification.

Individuals whose certification has been suspended, are not authorized to further promote their certification while it is suspended.

08 Revocation



PECB can revoke (that is, to withdraw) the certification if the candidate fails to satisfy its requirements. In such cases, candidates are no longer allowed to represent themselves as PECB Certified Professionals. Additional reasons for revoking certification can be if the candidates:

- » Violate the PECB Code of Ethics
- » Misrepresent and provide false information of the scope of certification
- » Break any other PECB rules

Individuals whose certification has been revoked, are not authorized to use any references to a certified status.

09 Others statuses



Besides being active, suspended, or revoked, a certification can be voluntary withdrawn, or designated as Emeritus. More information about these statuses and the permanent cessation status, and the application procedure, please visit [Certification Status Options](#).

10 PECB Code of Ethics



All PECB Professionals are required to adhere to the PECB Code of Ethics. Failure to do so can result in investigations and/or disciplinary measures. The PECB Code of Ethics can be reviewed here: <https://pecb.com/en/pecb-code-of-ethics>.

CPD Requirements

| Certification | Activities | Annual CPD hours | 3-Year/Total CPD hours |
|--|---|------------------|------------------------|
| Foundation, Provisional, and Transition | None | None | None |
| Implementer | Hours of project experience, implementation or consulting-related tasks, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 20 hours | 60 hours |
| Auditor, Assessor | Hours of audit or assessment-related experience, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 20 hours | 60 hours |
| Manager | Hours of project experience related to the certification field, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 20 hours | 60 hours |
| EBIOS, MEHARI | Hours of project experience related to the certification field, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 20 hours | 60 hours |
| Lead Implementer | Hours of project experience, implementation, or consulting-related tasks, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 30 hours | 90 hours |
| Senior Lead Implementer | Hours of project experience, implementation, or consulting-related tasks, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 60 hours | 180 hours |
| Lead Auditor, Lead Assessor | Hours of auditing or assessment-related experience, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 30 hours | 90 hours |
| Senior Lead Auditor | Hours of auditing or assessment-related experience, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 60 hours | 180 hours |
| Lead Manager | Hours of project experience related to the certification field, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 30 hours | 90 hours |
| Senior Lead Manager | Hours of project experience related to the certification field, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 60 hours | 180 hours |
| CLFE | Hours of project experience related to certification field, assessment-related tasks, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 30 hours | 90 hours |
| CLPI | Hours of project experience, implementation, or consulting-related tasks, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 30 hours | 90 hours |
| CDPO | Hours of project experience related to the certification field, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 30 hours | 90 hours |
| CLSIP | Hours of project experience related to the certification field, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 30 hours | 90 hours |
| Master | Hours of implementation, management, or auditing-related tasks, training, private study, coaching, attendance of seminars and conferences, or other relevant activities | 90 hours | 270 hours |

AMF Requirements

| Certification | AMF (Rate per year) |
|---|------------------------|
| Foundation, Provisional, and Transition | None |
| All other certifications | \$120 |





PECB

certification@pecb.com

www.pecb.com