CompTIA Continuing Education Program and Certification Renewal Policy

CompTIA A+, CompTIA Network+ and CompTIA Security+ certifications are valid for three years from the date the candidate becomes certified. An expiration date will appear on all certificates and certificate holder CompTIA ID cards.

I. CompTIA Certification Renewal Policy

What if I have a question that is not addressed here?

Please submit a ticket to http://support.comptia.org with your question and we will respond to you as soon as possible.

What are the terms of the new CompTIA Certification Renewal Policy?

Individuals who become certified in CompTIA A+, CompTIA Network+ or CompTIA Security+ on or before December 31, 2010 will be considered certified for life.

Effective January 1, 2011, all new CompTIA A+, CompTIA Network+ or CompTIA Security+ certifications will be valid for three years from the date the candidate is certified. After three years, the certification must be renewed. This can be done by passing the most current exam for a respective certification or by participating in CompTIA's new continuing education program, which will allow individuals to keep their skills current and their certification up to date without retesting.

Who is affected by the certification renewal policy?

The new certification renewal policy is applicable to all individuals who earn CompTIA A+, CompTIA Network+ and/or CompTIA Security+ certifications on or after January 1, 2011.

Does this change affect individuals who were certified prior to 2011?

No, those individuals certified on or before December 31, 2010 in CompTIA A+, CompTIA Network+ and CompTIA Security+ will retain their "certified for life" status. No valid through date will appear on certificates and certificate holder CompTIA ID cards.

Does this policy only apply to individuals who reside in the United States?

No. CompTIA A+, CompTIA Network+ and CompTIA Security+ are global certification programs. Therefore this policy is applicable to all certified individuals worldwide.

Are CompTIA certifications other than CompTIA A+, CompTIA Network+ and CompTIA Security+ affected by this policy?

No, not at this time. The renewal policy is only applicable to the certification programs that are currently ANSI accredited; those are CompTIA A+, CompTIA Network+ and CompTIA Security+. If other programs become ANSI accredited, individuals pursuing those certifications will be advised of any renewal policy implications associated to those certification programs.

Can I keep my certification current without taking a new exam?

Yes. Our certification renewal policy includes a continuing education component that allows eligible individuals to renew their certifications by earning continuing education units.

My certificate has a "ce" notation. Why is that?

To comply with the new certification renewal policy beginning January 1, 2011, CompTIA will launch new American National Standards Institute (ANSI) accredited versions of our CompTIA A+, CompTIA Network+, and CompTIA Security+ certification programs. The new programs will have a notation on the certificates: CompTIA A+ ce, CompTIA Network+ ce and CompTIA Security+ce. The content of the respective certification exam(s) will not change, nor will the associated objectives, but the name change will denote the new continuing education requirement associated with these programs. This new CE designation signifies these certifications will expire three years from the date certified.

CompTIA has always said its certifications are good for life. Why have you changed your policy?

The certifications affected by this change – CompTIA A+, CompTIA Network+ and CompTIA Security+ - are accredited under ANSI/ISO/IEC 17024. The International Organization for Standardization (ISO), an international body which standardizes the procedures used by personnel certification bodies, requires that individuals have a way to renew the currency of their certification on a regular basis. In CompTIA's case, that renewal will occur every three years.

This change in policy is in line with the practice of other major providers of certifications for IT professionals. In today's IT environment it's important for IT professionals to demonstrate that their knowledge and skills are current. CompTIA's new renewal program is a way to assist those individuals who would like to take advantage of it. Our certification renewal program includes a continuing education component that gives eligible certification holders a range of ways to keep their CompTIA certifications current without necessarily having to take a new exam.

Isn't this just another way for CompTIA to make more money?

As a not-for-profit association for the IT industry, CompTIA reinvests the money it earns into new programs that serve the industry and the people who work in IT. This is certainly true for our certification programs. The process of developing and delivering high-stakes certification exams carries with it significant costs in time and resources. Likewise, the development and ongoing management of our new continuing education program has costs associated with it. The dollars paid for our certification exams are rolled back into the industry in the form of new and updated certification offerings and continuing education options for the IT workforce.

If the CompTIA certifications are considered foundational level certifications, why do I need to renew them?

As technology continues to evolve, it is important that a candidate's skills are both current and relevant even at the foundational level. Our certification programs are updated with new content that is developed in conjunction with subject matter experts from across the industry. Keeping your certification(s) up to date demonstrates to employers your knowledge is current and relevant.

II. CompTIA Continuing Education Program

When will the continuing education part of the program launch?

The CompTIA Continuing Education Program is launching on Jan. 1, 2011.

Who is eligible to participate in the continuing education (CE) program?

The program is available to those individuals who are certified in any version of CompTIA A+, CompTIA Network+, or CompTIA Security+.

How do I know if I'm considered "certified for life"?

If you have earned one or more of the following certifications: CompTIA A+, CompTIA Network+ or CompTIA Security+ on or before 12/31/10, those certifications will never expire and you will always be considered "certified for life" for those certifications, regardless of if you participate in the CE program. On or after 1/1/11, any of the CE certifications earned will have an expiration date of three years from the date certified and will not carry a "certified for life" status.

If I'm considered "certified for life" and want to participate in continuing education (CE) what do I need to know?

- Individuals certified on or before December 31, 2010 must enroll in the continuing education (CE) program on or before December 31, 2012.
- You must enroll in the CE program to participate.
- You have three years from the date of enrollment in the CE program to complete the appropriate level of continuing education units to receive a new CE designation.
- By enrolling and completing your CE program you will obtain this new CE certification. You will be held to the policies related to certification renewal and the CE program. Therefore, this new CE certification will expire three years from the date of achieving it through the CE program. This expiration date will also become your new CE program cycle expiration date.

  Example: If you enroll on 2/1/11, your CE program expiration date will be 2/1/14. If you complete the CE program on 8/25/13, prior to your existing program expiration date, your new CE program expiration date would be 8/25/16. Your new CE activity submission/CE cycle is 8/25/13-8/25/16.

- If you do not enroll in continuing education on or before December 31, 2012, or do not meet your CE program requirements on or before your CE program expiration date, you will be required to retake and pass the current exam(s) in order to be certified and be allowed to participate in the CE program again. You will retain any previous "certified for life" status.
- Qualified CE activities can be submitted for units if they occurred or were completed within 90 days prior to enrollment into CE.

If I'm not considered "certified for life" and want to participate in continuing education (CE) what do I need to know?

- If you are CE certified on or after 1/1/11 you are not "certified for life" and will have a certificate expiration date of three years from the date certified.
- If you are CE certified on or after 1/1/11 you will automatically be enrolled into the CE program and you will have three years from the date certified to successfully complete your CE units.
- Candidates who choose to participate in the CE program and comply with its policies and complete the CE program requirements before their certification expiration date will renew their certification.
- Upon completion of the CE program, the candidate's certification expiration date will be increased by three years. Qualified CE activities must have been completed within CE program's 3-year window. Consequently, a candidate may only submit CE units and be recertified once in any three year period. If you have completed a CE cycle you cannot begin to submit again until after the new cycle begins.

  Example: If you earn a CE certification on 2/1/11, your certification and CE program expiration date will be 2/1/14. If you complete the CE program on 8/25/13, prior to your existing program expiration date, your new CE program expiration date would be 2/1/17. Your new CE activity submission/CE cycle is 2/1/14-2/1/17 you cannot begin to submit for units again until 2/1/14.
- A candidate's certification will expire if they do not complete or comply with the CE program requirements and policies.
- Candidates who allow their certification to expire must retake and pass the current exam(s) in order to opt back into the CE program.

Certified for Life	Not Certified for Life
Applicable Certifications – CompTIA A+, CompTIA Network+, CompTIA Security+	Applicable Certifications – CompTIA A+, CompTIA Network+, CompTIA Security+
Certified on or before 12/31/10	Certified on or after 1/1/11
Certification does not expire	Certification expires 3 years from date certified
Must enroll in the CE program on or before 12/31/12	Auto enrolled in the CE program upon earning a CE certification
Program expiration date is 3 years from date CE program enrollment	Program expiration date is 3 years from certification date
Upon CE program completion, new CE cycle starts the first day following successful completion of current CE cycle	Upon CE program completion, new CE cycle starts the day after the original certification/current CE program expiration date
New CE cycle expiration date will be 3 years from the date of completion of the current CE program cycle (i.e. meeting program requirements and earning recertification)	Upon program completion the new CE cycle expiration date will be 3 years from original certification /current CE program expiration date
Units can be submitted anytime within the 3 year CE program cycle. Also, qualifying CE activities completed within 90 days prior to enrollment in the CE program can be submitted for units.	Units can be submitted anytime within the 3 year CE program cycle

Do I have to participate in the continuing education program if I'm considered "certified for life"?

No you do not have to participate in CE. You hold a valid certification that will not expire. However, please check with your employer, as some employers will require recertification.

If I'm "certified for life," why would I want to participate in continuing education?

In today's IT environment it's important IT professionals demonstrate to employers their knowledge and skills are current. The continuing education program provides individuals a variety of relevant methods of exhibiting that knowledge and skill without requiring retesting.

I've recently, or am in the process of, completing an activity that could qualify for continuing education units. Can I earn continuing education units for that?

This only applies if you are a "certified for life" professional. You can submit qualifying activities for continuing education units as long as they were completed within 90 days prior to enrollment into CE. So if you enroll in CE on day one, 1/1/11, you could submit qualifying activities that were completed on or after 10/1/10.

What types of activities are eligible for continuing education units?

Among activities that will qualify for continuing education units are passing the most current exam for your CompTIA certification; teaching, lecturing or presenting on relevant industry topics; participating in non-degree courses or computer-based training; attending relevant industry conferences and events; participating in a CompTIA exam development workshop; publishing articles, white papers, blog posts or books on relevant topics; obtaining other industry certifications; or completing industry-related college courses from degree-granting institutions. Please refer to the section entitled "CompTIA Continuing Education Qualified Activities" for a detailed list of qualified activities and categories.

How many continuing education units are required to renew my certification?

For a candidate to renew CompTIA A+ requires 20 CEUs; to renew CompTIA Network+, 30 CEUs; and to renew CompTIA Security+, 50 CEUs.

I hold multiple CompTIA certifications. Am I required to renew each of them?

No. Individuals with multiple CompTIA certifications are encouraged to participate in CE at the highest level of certification held. For example, someone who holds CompTIA A+, CompTIA Network+ and CompTIA Security+ certifications would be required to meet only the continuing education requirements for CompTIA Security+. Completion of CE for CompTIA Security+ would grant the participant with a CompTIA Security+ce, and simultaneously grant a new CompTIA A+ce and CompTIA Network+ce. Please note you must have a certification for it to be applicable as part of the CE program. No certification is granted through CE participation, only renewed.

If I hold multiple CompTIA certifications, can I choose which one I want to get recertified in through CE?

Yes. The system will allow participants to select which of the certifications they would like to enroll into for earning a recertification through CE. If a participant has two certifications and chooses to enroll in the highest level of certification, their lower-level certification will be tied to the program and upon completion of the CE program they would be granted both new CE certifications. CompTIA Security+ is considered the highest-level certification of the three, followed by CompTIA Network+ and CompTIA A+, respectively.

So for example, a person holding both CompTIA A+ and CompTIA Network+ certifications could fulfill CE requirements for both by completing only the CompTIA Network+ce program, but not by completing the CompTIA A+ce program.

What if I choose not to participate in CE for the highest level certification I hold?

In an effort to ensure this program is cost efficient and demonstrates growth within your chosen profession, CompTIA always recommend you select participation at the highest level to ensure "all" of your qualifying certifications are kept current. If however, you choose to participate at a level lower than your highest level held, your higher level certification will not be tied to your CE program. Upon completion of your designated CE program, the only certifications renewed would be based on those you previously selected. See chart below:

If you choose to participate in CE program level for:	And you hold the following valid certification(s):	Completion of CE or passing a qualifying higher-level certification earns you:
CompTIA A+	CompTIA A+	CompTIA A+ce
CompTIA A+	CompTIA A+, CompTIA Network+	CompTIA A+ce CompTIA Network+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce CompTIA Network+ and CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA Network+	CompTIA Network+ce
CompTIA Network+	CompTIA A+, CompTIA Network+	CompTIA A+ce, CompTIA Network+ce
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Network+ce CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ce, CompTIA Network+ce CompTIA Security+ would not be renewed
CompTIA Security+	CompTIA Security+	CompTIA Security+ ce
CompTIA Security+	CompTIA A+, CompTIA Security+	CompTIA A+ce, CompTIA Security+ce
CompTIA Security+	CompTIA Network+, CompTIA Security+	CompTIA Network+ ce CompTIA Security+ce
CompTIA Security+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ce, CompTIA Network+ce, CompTIA Security+ce

Is there a cost associated with the certification renewal program?

Yes. Participants will pay annual maintenance fees that will be used to offset the costs associated for the administration and hosting of the continuing education program and system. There will be an annual fee of $25 for CompTIA A+ certified candidates, or $49 for CompTIA Network+ or CompTIA Security+ certified candidates. On or before the CE program expiration date, the full CE program fees must be paid in full, along with completing the required continuing education units (CEUs).

Individuals will be responsible for paying the minimum of $25 or $49 on an annual basis or will have the option of paying their remaining balance if they choose to complete their program in a shorter timeframe. Each year participants will be prompted to pay their required annual fee prior to submitting units into the CE system. If you skip a year of submitting activities, you would be responsible for paying that previous year's fee along with the current year's fee. All program fees must be paid in full prior to your CE program expiration date as part of the program requirements.

Important Note: If you are "certified for life" in more than one of these certifications (CompTIA A+, CompTIA Network+, and CompTIA Security+) and participate in the CE program at the CompTIA Network+ or CompTIA Security+ level, you'll be updating all of your currently held certifications, upon successful program completion, for $147 total.

CE Program	Annual CE program fee	Total 3 year fee required for program completion	Continuing Education Units required for program completion
CompTIA A+	$25	$75	20
CompTIA Network+	$49	$147	30
CompTIA Security+	$49	$147	50

What forms of payment are accepted for the CE program?

The CE system will allow payment using the following methods: Visa, Master Card, American Express and PayPal. Upon payment being received the participant will receive an email receipt. Payment will also be posted to the participant's CE account for tracking current payments and overall program balance for the active CE cycle.

What currencies are accepted by PayPal?

• Canadian Dollars
• Euros
• British Pounds
• U.S. Dollars
• Yen
• Australian Dollars
• New Zealand Dollars
• Swiss Francs
• Hong Kong Dollars
• Singapore Dollars
• Swedish Kroner
• Danish Kroner
• Polish Zloty
• Norwegian Kroner
• Hungarian Forints
• Czech Koruny
• Israeli Shekels
• Mexican Pesos
• Brazilian Real (only for Brazilian users)
• Malaysian Ringgits (only for Malaysian users)
• Philippine Pesos
• Taiwan New Dollars
• Thai Baht

What are the program requirements that must be met to successfully complete a continuing education program cycle?

Successful completion of a CE program cycle (3 years) requires that the following terms are met on or before your continuing education program expiration date:

1. The CompTIA Continuing Education Program Ethics Policy has been agreed to in the CE system
2. All continuing education units associated to the selected program level are completed and submitted
3. All fees associated to the selected program level are paid in full

Will CompTIA allow any special considerations or exemptions from the certification renewal program?

No. An underlying premise of the program is for candidates to demonstrate current and relevant skills. The integrity of the program would be compromised if exceptions were made. Therefore, no exceptions will be made. If any of the stated program requirements are not met on or before the CE program expiration date the certification(s) will expire, except for those certifications granted prior to Jan 1, 2011.

What happens if the program requirements aren't met on or before the CE program expiration date?

- **There are no refunds of any previously collected fees.**
- No units will carry over from one CE program cycle to another.
- If the certification held is a CE version (has an expiration date of 3 years from the date certified) it will expire. The only way to participate in CE going forward would be to take and pass the current version of the exam(s) needed to earn the certification again.
- If the certification held is considered "certified for life" (was earned on or before 12/31/10) it will remain as is. The only way to participate in CE going forward would be to take and pass the current version of the exam(s) needed to earn the certification again.

How can I submit my units and keep track of them?

The program will be a Web-based system linked to the existing database that CompTIA certification holders use. Program participants will submit their continuing education units and track their status online as they work toward their target.

Does the CompTIA Continuing Education Program only apply to individuals who reside in the United States?

The program is worldwide in scope.

III. CompTIA Continuing Education Program Qualifying Activities

What will count for Continuing Education Units?

The CompTIA certification programs that are part of the CE program cross the vast IT industry. Therefore, CompTIA is providing a chart of qualifying activities. These activities fall into general categories but do not, in most cases, specify by name exactly what will qualify for continuing education units. Instead, it provides guidelines for the types of activities that could qualify and what is required as part of the submission to meet that activities guidelines. The submissions must fall into one of these categories and meet the submission guidelines to qualify for the designated amount of continuing education units.

Are there any other requirements for the activities?

Yes. As part of the audit process, subject matter experts will be reviewing the activity submissions to ensure what is being completed is relevant to your CE program level. The documentation submitted as evidence for completion for these activities must demonstrate knowledge equal to or above your current CE program (CompTIA A+, CompTIA Network+, or CompTIA Security+) level.

Do the submissions need to be in a specific format?

The system will **only** accept a zip file, which cannot be more than 1 megabyte. The files contained within the zip can be in any of the following formats: doc, xls, pdf, ppt, tiff, bmp, jpg, gif, png, jpeg. The system will only allow for one 1 megabyte upload to one selected activity.

Can someone other than the CE program participant submit CE units into the system?

No. The CE tracking system is directly tied to the certified individual's CompTIA Career ID. Therefore, the individual participating in the program is the only person who submits information into the participant's record.

Activity	Units Earned	Submission Requirement	Max CEUs Earned	Activity Guidelines
Presenting content relevant to the highest-level CompTIA certification held	2 CEUs for each hour of material creation; 1 CEU for each hour presenting	Presentation description, including time and date, content, location, and number of attendees. Must also submit a copy of the presentation.	**CompTIA A+** - 6 CEUs **CompTIA Network+** - 9 CEUs **CompTIA Security+** - 15 CEUs	This activity pertains to developing and delivering a presentation that demonstrates knowledge relevant to your IT profession. This **does not** include product presentations/ demonstrations. **Example: You are a CompTIA Network+ certified professional and you're presenting to your executive team a possible solution for improving the security on the network.**
Teaching content relevant to the highest level CompTIA certification held	2 CEUs for each hour of material creation; 1 CEU for each hour presenting	Lesson plan or description of content covered, delivery time and date(s), session location, and number of attendees	**CompTIA A+** - 10 CEUs **CompTIA Network+** - 15 CEUs **CompTIA Security+** - 20 CEUs	This activity pertains to developing and delivering educational content applicable to an IT profession. The content must be IT- specific and demonstrate knowledge relevant to your IT profession. **Example: You are a CompTIA Security+ certified professional and you teach a course on "Securing the Cloud."**
Participation in non-degree courses and/or training sessions designed to train to higher level **CompTIA certifications** relevant to certification held or to updated version of the exam held Includes authorized classroom or computer-based training using CAQC approved content **See the list of unauthorized training providers at:** http://www.comptia.org/ certifications/policies/ unauthorized.aspx	1 CEU for each hour of validated training	Training event description, including content covered, date(s) of participation, number of hours and proof of completion from training provider	**CompTIA A+** - 16 CEUs **CompTIA Network+** - 24 CEUs **CompTIA Security+** - 40 CEUs	This activity pertains to the participation and completion of a course(s) and/or training session that is structured to prepare for CompTIA certifications.
Participation in non-degree courses or training sessions relevant to the highest level CompTIA certification held or to updated version of the exam held Includes authorized classroom or computer-based training. Professional simulations and practice exercises are also applicable. **See the list of unauthorized training providers at:** http://www.comptia.org/ certifications/policies/ unauthorized.aspx	1 CEU for each hour of validated training	Training event description, including content covered, date(s) of participation, number of hours and proof of completion from training provider	**CompTIA A+** - 16 CEUs **CompTIA Network+** - 24 CEUs **CompTIA Security+** - 40 CEUs	This activity pertains to the participation and completion of a course(s) that are structured to educate on an IT topic(s) relevant to your IT profession. **Example: You are a CompTIA Network+ certified professional and you have taken a course at a local training center on Wireless LAN Foundations or have completed an online course(s) on networking and operating systems.**

Participation in a relevant industry event, seminar, workshop, podcast/webinar or conference	1 CEU for each hour spent in relevant session	Description of activity attended, including content covered, time(s) and date(s) of participation, location (where applicable) and proof of completion provided by activity host	**CompTIA A+** - 4 CEUs **CompTIA Network+** - 6 CEUs **CompTIA Security+** - 10 CEUs	This activity pertains to participation in educational industry events that are intended to impart knowledge relevant to your IT profession. **Example: You are CompTIA A+ certified professional and you have attended a one-hour Webinar on "Exchange Outlook 2010 – Problems and Solutions."**
Participation in relevant CompTIA exam development workshop	10 CEUs per successful workshop completion	Signed form from workshop coordinator confirming successful workshop completion	**CompTIA A+** - 10 CEUs **CompTIA Network+** - 20 CEUs **CompTIA Security+** - 30 CEUs	This activity pertains to participation in a 3-5 day onsite CompTIA exam development workshop. **Go to:** http://www.comptia.org/certifications/examdevelopment.aspx **to find out more about upcoming workshops and requirements. for workshop participation.**
Publishing a relevant industry article, white paper, blog post or book	4 CEUs per article or white paper; 1 CEU per blog post; 20 CEUs per published book	Description of the content covered, link to or copy of the published work; the author credit must be the candidate seeking CE units Articles and White Papers, min. 4 pages (Note: multiple articles can be combined to meet the 4 page requirement) **Blog post**, min. 1000 words **Book**, min. 150 pages	**CompTIA A+** - 8 CEUs for articles, white papers, blog posts; 20 CEUs for books **CompTIA Network+** - 12 CEUs for articles, white papers, blog posts; 20 CEUs for books **CompTIA Security+** - 20 CEUs You can complete one or more of these activities individually or in combination to earn the max amount of CEUs for this category of activities.	This activity pertains to authoring and publishing content applicable to the IT profession. The content must be IT specific and demonstrate knowledge associated to your IT profession. **Example: You are a CompTIA A+ certified professional and your blog post on "Troubleshooting Hardware Problems" is published to a site for IT professionals.**
Obtaining an industry certification relevant to the highest level CompTIA certification held For an individual who is considered "certified for life" the higher level certification must be earned within 90 days prior to CE program enrollment or within the current three year CE cycle. For an individual certified after Jan 1, 2011 the higher level certification must be earned within the current three year CE cycle.	<u>Full Units earned</u> 20 CEUs for CompTIA A+ 30 CEUs for CompTIA Network+ 50 CEUs for CompTIA Security+	If higher level certification is granted by CompTIA for **CompTIA A+**, **CompTIA Network+** or **CompTIA Security+**, no submission required. If higher level certification is **not** granted by CompTIA— or are for other CompTIA approved certifications, proof of certification from certification body is required	**No Max – Full credits earned**	This activity pertains to obtaining an approved higher level industry certification. See CompTIA CE Higher Level Certifications chart for qualified certifications **Example: You are enrolled in the CompTIA CE program for CompTIA A+ and choose to earn CEU's by certifying in CompTIA Network+.**

Completing industry related college courses from a degree-granting institution	10 CEUs per completion of 3-4 credit hour course	Copy of transcript from a degree-granting institution, including student name, course description, course completion date, grade and number of credits earned	**CompTIA A+** - 10 CEUs **CompTIA Network+** -20 CEUs **CompTIA Security+** - 40 CEUs	This activity pertains to the successful completion of an IT related course from a degree-granting institution. **Example: You are a CompTIA Security+ certified professional and you are taking a course at a local community college on "Cyber Security."**
Active participation on an IT-related Board	2 CEUs per year of participation, must submit information each year to earn annual units	Board name and charter, your role and level of participation on the board, timeframe in which you are an active board member	**CompTIA A+** - 6 CEUs **CompTIA Network+** -6 CEUs **CompTIA Security+** - 6 CEUs	This activity pertains to active participation on an IT relevant industry board. **Example: You are a CompTIA Network+ certified professional and you are a member of your local networking association chapter.**
Work Experience	3 CEU's per year, must submit information each year to earn annual units	Submission must be on employer letterhead and contain the following information: - Current job title - Brief description of expectation of tasks to be performed in this job - duration in this job (start and end dates) - confirmation by employer the participant is meeting the expectations of an individual holding this and/or similar job title - Signature of the participant's supervisor	**CompTIA A+** - 9 CEUs **CompTIA Network+** - 9 CEUs **CompTIA Security+** - 9 CEUs	This activity pertains to demonstrating the application of the knowledge validated by your highest level CompTIA certification held.

Chart updated 12/17/10 version 1.0
Note: All activities and CompTIA continuing education requirements are subject to change without prior notification. Qualifying activities and units earned based on the activity chart posted as of the submission date of the activity and not the activity completion date.

If I earn my CEUs by taking a qualifying CompTIA exam what do I need to know?
- You must already be enrolled into the CE program
- Your CE program will update automatically if you earn CompTIA A+, CompTIA Network+ or CompTIA Security+. You will not be required to submit anything to the CE system.
- For the other CompTIA certifications that are approved as qualifying for the CE program, **you must submit** documentation per the stated activity guidelines
- Fees previously collected for your current CE program cycle are non-refundable, remaining outstanding fees for that CE program cycle are waived.

  Example: If you are participating in the CE program for CompTIA Network+ and have paid $49 at the time of earning CompTIA Security+ce, you would not be responsible for the remaining $98 program balance to obtain CompTIA Network+ce. However, once you start the next CE cycle, you would then be starting with a $147 balance for the next 3 year cycle.

If I earn my CEUs by taking a qualifying vendor certification exam what do I need to know?

- You must already be enrolled into the CE program
- You must submit documentation per the stated activity guidelines
- Fees previously collected for the current CE program cycle are non-refundable; remaining outstanding fees for the current CE program cycle must be paid in full prior to obtaining a recertification.
- **Example:** If you are participating in the CE program for CompTIA Security+ and have paid $49 at the time when you earn CISSP, you **would be** responsible for the remaining $98 program balance before earning the CompTIA Security+ce recertification. Upon earning the recertification you would then start the next 3 year cycle that would require the $147 total to be paid before the program expiration date.

If too many units are submitted within a CE cycle will those extra units carry over into the next CE program cycle?

No. Nothing, including overpayments and excessive units, will carry over from one CE renewal period to another. Each time a new CE cycle is started the participant starts over.

Can units be earned for activities completed to meet other recertification program requirements?

Yes, assuming the activities completed to maintain other IT certifications are qualified activities on the CompTIA Continuing Education Qualifying activities chart and the submission requirements are met.

Does the date of when an activity is completed matter to it qualifying?

Yes. For those who enroll into the CE program and have certifications that are considered "certified for life," the completion date of the qualifying activity must be within a window of 90 days prior to enrollment into CE program and the expiration date of the CE program.

For those individuals who certify after 1/1/11 and are not considered "certified for life," the qualifying activity must be completed within the 3 year CE program window. Activities completed prior to your certification date will not qualify.

Important reminder: All CEU activities must be **submitted** into the system on or before CE program expiration to qualify.

I think what I did should qualify for Continuing Education Units but I don't see it on the chart, what do I do to see if it could count?

Go to http://itpro.comptia.org and join the CompTIA Continuing Education forum to provide your feedback and suggestions. This information will be collected and reviewed for upcoming program updates.

IV. CompTIA Continuing Education Program Auditing Information

Can anyone be audited?

Yes. Anyone participating in the CompTIA Continuing Education program can be audited at any time during their participation. This includes a current continuing education cycle as well as previous cycles in which a recertification could have been granted through continuing education program completion.

What is being reviewed during an audit?

- Confirm participating in qualified CE program level
- Completion date of activity falls within the approved CE program time frame
- Number of units earned is appropriate for submission*
- Documentation submitted is representative of an approved activity*
- Documentation submitted meets stated guidelines*
- Documentation submission demonstrates knowledge equal to or above your current CE program (CompTIA A+, CompTIA Network+, or CompTIA Security+) level

* Based on the activity chart posted as of the submission date of the activity and not the activity completion date

Are participants notified about an audit?

No. Audits are random and the participant will not be notified an audit is being conducted but will be

contacted upon the completion of a successful audit or if there are issues found during the audit.

If there is an issue found with a submission(s) during an audit what needs to be done?

The CE participant will be contacted via email by the CE auditor, who will indicate what the issue is with the submission as well as the course of action required to address the issue. The CE participant has 90 days to address the issue. If the issue is not resolved reasonably within 90 days from initial auditor contact, the submission will be pulled from the CE record and the associated units deducted from the units earned. If the participant previously earned recertification through continuing education activities and the deduction of previously submitted units results in not meeting the program guidelines, the recertification for the CE program previously completed and associated certifications earned as part of that recertification cycle, will be de-certified.

Is there a case where a participant could be de-certified?

Yes. If at any point during participation in the CE program a participant is proven to be acting contrary to the previously agreed to CompTIA Continuing Education Ethics Policy, the participant can be immediately removed from the CE program and any recertification earned through continuing education activities will also be immediately de-certified. Also, if the participant previously earned recertification through continuing education activities and the deduction of previously submitted units results in not meeting the program guidelines the recertification for the CE program previously completed, and associated certifications earned as part of that recertification cycle, will be de-certified.

What if there is a disagreement on the audit findings?

CompTIA offers an appeals process where a group of impartial industry peers will be engaged to review and decide upon submission(s) being disputed. The final determination of this group is the final say and will be acted on accordingly.

CompTIA CE Higher Level Certifications

Certification	Qualified Higher Level Certifications for earning full CEU credits	
CompTIA A+	CompTIA Network+ CompTIA Security+ CompTIA PDI+ CompTIA CTP+ CompTIA Linux+ (powered by LPI) CompTIA Server+ SANS - GSEC SANS - GSE SANS - GISF SANS - GSLC SANS - GCIH	SCP – SCNP SCP – SCNA ISACA – CISA ISACA - CISM ISC2 – CISSP ISC2 – CAP ISC2 – SSCP Microsoft – MCDST Microsoft – MCSE Microsoft – MCSA Cisco – CCNA Cisco - CCNP
CompTIA Network+	CompTIA Security+ CompTIA CTP+ CompTIA Server+ SANS - GSEC SANS - GSE SANS - GISF SANS - GSLC SANS - GCIH SCP – SCNP SCP – SCNA ISACA – CISA	ISACA - CISM SC2 – CISSP ISC2 – CAP ISC2 – SSCP Microsoft – MCSE Microsoft – MCSA Cisco – CCNA Cisco – CCNP Cisco – CCVP Cisco – CCIE Cisco - CCSP
CompTIA Security+	SANS - GSE SANS - GISF SANS - GSLC SANS - GCIH SCP – SCNP SCP – SCNA ISACA – CISA ISACA - CISM	ISC2 – CISSP ISC2 – CAP ISC2 – SSCP Microsoft – MCSE Microsoft – MCSA Cisco – CCNA Security Cisco – CCIE Security Cisco - CCSP