



## Continuing Professional Education (CPE) Log

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Certificate Nr.: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date	End Date	Subject Matter Area <sup>1</sup>	CPE Provider	Title of CPE Event	Details of the Activity	Hours
<b>Total CPE Credits:</b>						

If you need more space to list courses, you may copy this page and enclose the additional sheets. Logs that are incomplete, unsigned or calculated incorrectly will be deemed deficient and rejected.

### Candidate Declaration

I hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this log are genuine. I understand that TRECCERT may request further evidence for verification screening of reported CPE credits.

\_\_\_\_\_  
**SIGNATURE**

<sup>1</sup> Information Security, Business Continuity, Audit, Compliance, Environmental Management, Quality Management, Risk Management or Management Systems.

## Continuing Professional Education (CPE) Instructions

One (1) CPE credit is accrued per 45-60 minutes of CPE activity. (In some cases, such as academic or professional training sessions, an 'hour' might be shorter-between 45 to 55 minutes, taking into account breaks between sessions. CPE activities that last a minimum of 45 minutes may be reported as a full hour of activity and earn one (1) CPE credit.).

The TRECCERT recertification cycle is three years, beginning on January 1st of the year after the certificate was issued. TRECCERT requires candidates to adhere to the CPE Program, by requesting candidates to present evidence of their continual professional development and pay the maintenance fee annually or triennially. Through this program, TRECCERT evaluates that the candidates:

- Maintain the competencies through an update of existing knowledge and skills in the area in which they are certified.
- Maintain pace with current standards.
- Maintain and enhance the knowledge and skills necessary to provide professional services that are up to date.
- Maintain increased public confidence in their profession.

### How to Recertify?

To maintain and be eligible to renew TRECCERT credentials, candidates are required to:

1. Earn at least 90 CPE credits during the three-year recertification cycle (30 CPEs per year, recommended).
2. Submit the CPE log to [certification@treccert.com](mailto:certification@treccert.com) annually, within the first month of the year for the CPE earned (if applicable) during the previous year.
3. Ensure the annual maintenance fee (AMF) is paid upon submitting the CPE report. Alternatively, candidates can opt to pay the triennial maintenance fee (TMF) before the end of the full recertification cycle.
4. Maintain a record of CPE activities, credits and related evidence and provide such evidence if requested.

Note: For more information about the recertification requirements, please visit our website or contact [certification@treccert.com](mailto:certification@treccert.com) and request the Candidate Handbook.

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