

Continuing Professional Education (CPE) Instructions

One (1) CPE credit is accrued for 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 CPE requirements, 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.

In order to be eligible to renew TRECCERT Lead Implementer and Lead Auditor certifications, candidates are required to:

1. Accumulate 90 CPE credits during the three-year recertification cycle (with a recommended minimum of 30 CPE credits per year).
2. Earn at least 30 CPE credits annually and submit them via email to certification@treccert.com using the CPE Log Form.
3. Ensure the Annual Maintenance Fee (AMF) is paid upon submitting the CPE Log.
4. Maintain a record of CPE activities, credits, and the corresponding evidence.

For Professional-Level Certifications:

1. Accumulate 30 CPE credits during the three-year recertification cycle (with a recommended minimum of 10 CPE credits per year).
2. Earn at least 10 CPE credits annually and submit them via email to certification@treccert.com using the CPE Log Form.
3. Ensure the Annual Maintenance Fee (AMF) is paid upon submitting the CPE Log.
4. Maintain a record of CPE activities, credits, and corresponding evidence.

Please be aware that the CPE credits earned for each certificate are required to be related to the subject matter area in which you are certified. CPE credits can be reported at any time during the certification cycle but are recommended to be reported at the end of the year.

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