# Continuing Professional Education (CPE) Log

First and Last Name:_____ Certificate Number: _____ Date of Submission (DD/MM/YYYY): _____

| Start Date (DD/MM/YYYY) | End Date (DD/MM/YYYY) | Subject Matter Area | CPE Issuing Organization | Title of CPE Activity | Details of the Activity | CPE Credits |
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| | | | | | **Total CPE Credits:** | |

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:** _____ (*Electronic or handwritten signature required; typed names are not accepted)*

[1] Examples of subject matter areas: Information Security, Business Continuity, Audit, Compliance, Environmental Management, Quality Management, Risk Management, Management Systems, Artificial Intelligence, etc.

# Continuing Professional Education (CPE) Instructions

## CPE Credit Calculation

One (1) CPE credit is normally earned for 60 minutes of CPE activity. Academic or professional training sessions lasting 45 to 55 minutes may be reported as one (1) full CPE credit, taking scheduled breaks into account.

## Recertification Cycle

The TRECCERT recertification cycle is three years, beginning on January 1 of the year after the certificate was issued. Candidates must maintain evidence of continual professional development and pay the maintenance fee annually or triennially.

- 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.

## Lead Implementer and Lead Auditor Certifications

1. Accumulate 90 CPE credits during the three-year recertification cycle (recommended minimum: 30 CPE credits per year).
2. Earn at least 30 CPE credits annually and submit them via email using this CPE Log Form.
3. Ensure that the Annual Maintenance Fee (AMF) is paid each year. A total of three AMF payments is required during the three-year certification cycle. Alternatively, you may pay the Triennial Maintenance Fee (TMF) to cover the full three-year cycle.
4. Maintain a record of all CPE activities, credits, and the corresponding evidence.

## Professional-Level Certifications

1. Accumulate 30 CPE credits during the three-year recertification cycle (recommended minimum: 10 CPE credits per year).
2. Earn at least 10 CPE credits annually and submit them via email using this CPE Log Form.
3. Ensure that the Annual Maintenance Fee (AMF) is paid each year. A total of three AMF payments is required during the three-year certification cycle. Alternatively, you may pay the Triennial Maintenance Fee (TMF) to cover the full three-year cycle.
4. Keep a record of all CPE activities, credits, and the corresponding evidence.

## Important Notes

- CPE activities must relate to the subject matter area of the certificate being maintained.
- CPE credits may be reported at any time during the certification cycle and are recommended to be reported at the end of each year.

## How to Submit CPE:

Email the completed and signed CPE Log to certification@treccert.com

For more information about the recertification requirements, please visit our website or contact certification@treccert.com.