



# EXAM REGISTRATION FORM

## BUSINESS CONFIDENTIAL

Please print clearly, incomplete registration forms will be returned.

### SECTION 1: APPLICATION INFORMATION

Mr.    Ms.    Mrs.    Dr.

Family Name/Surname: \_\_\_\_\_ Other: \_\_\_\_\_

First Name/Given: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Email: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Fax: \_\_\_\_\_

Employer: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Industry Type: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Please contact me at (indicate your preferred email address):    Home Email Address    Business Email Address

Have you taken an (ISC)<sup>2</sup> examination before?    No    Yes   If so, what is your existing Member/Candidate ID? \_\_\_\_\_

### SECTION 2: EXAMINATION INFORMATION (Please indicate the examination you wish to sit for:)

**CISSP® Certified Information Systems Security Professional**   Associate of (ISC)<sup>2</sup>:  **CISSP**    **SSCP**

**SSCP® Systems Security Certified Practitioner**

**CAP® Certification and Accreditation Professional**

**ISSAP® Information Systems Security Architecture Professional**

**ISSEP® Information Systems Security Engineering Professional**

**ISSMP® Information Systems Security Management Professional**

I have a physical or other disability that may require special arrangements. Please refer to the (<https://www.isc2.org/certification-register-now.aspx>) for our complete policy on special arrangements.

### SECTION 3: APPLICANT BACKGROUND

Have you ever been convicted of a felony, a crime based on dishonesty (felony or misdemeanor involving lying) or a Court Martial in military service, or is there a felony charge now pending against you? (Omit minor traffic violations and offenses prosecuted in juvenile court).    Yes    No

Have you ever been involved, or publicly identified, with criminal hackers or hacking?    Yes    No

Have you ever had a professional license, certification, membership or registration revoked, or have you ever been censured or disciplined by any professional organization or government agency?    Yes    No

Have you ever been known by any other name, alias, or pseudonym? (You need not include user identities or screen names with which you were publicly identified).    Yes    No

If you replied YES to any of the questions in Section 3, explain fully below and if you need additional space, on a separate sheet of paper attached to this form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SECTION 4: APPLICATION REQUIREMENTS

(Complete the appropriate section related to the certification/concentration you checked in Section 2)

Applicant must meet the following requirements to qualify to sit for the CISSP®/CAP®/SSCP® examination:

A) Subscribe to the (ISC)² Code of Ethics

B) Have the minimum year(s) of **professional experience** indicated below. Please refer to the (ISC)² Website ([www.isc2.org](http://www.isc2.org)) for comprehensive guidelines regarding what constitutes professional information security experience. CISSP's may be eligible to waive some of the **Required Years of Professional Experience\***:

CISSP® - 5 years of direct full-time information security professional experience in 2 or more of the 10 domains of the (ISC)² CISSP CBK®

CAP® - 2 years of direct full-time information systems security certification and accreditation professional experience in 1 or more of the 4 domains of the (ISC)²

CAP CBK®

SSCP® - 1 year of direct full-time information security professional experience in 1 or more of the 7 domains of the (ISC)² SSCP CBK®

### PROFESSIONAL EXPERIENCE

List information that qualifies for your required year(s) of professional experience. If your experience is not clearly information security or certification and accreditation related as required, provide further details on an attached sheet of paper. (ISC)² may, at its sole discretion, require more information and/or reject any candidate's application.

Number of Months

CISSP/SSCP CBK® Domain See Page 4

Industry Type See Page 4




**CISSPs only:** Are you claiming a 1 year waiver of the 5-year experience requirement in accordance with the published policy on the (ISC)² Website?

Yes  No (**No more than 1 year total can be waived.**)

**One-year waiver of the professional experience requirement for education.**

4- Year Degree

Master's Degree in information Assurance Education/information security from U.S. National Center of Academic Excellence in Information Security (CAEIAE) or regional equivalent; see list at: [http://www.isc2.org/credential\\_waiver/default.aspx](http://www.isc2.org/credential_waiver/default.aspx)

**University/College:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Degree / Diploma Granted:** \_\_\_\_\_

**OR One-year waiver of the professional experience requirement for holding a credential on the (ISC)²-approved list; see list at [www.isc2.org/credential\\_waiver](http://www.isc2.org/credential_waiver)**

Approved Credential(s) per list on (ISC)² Website: \_\_\_\_\_

### ASSOCIATE OF (ISC)²

By registering for the CISSP, or SSCP examination to become an Associate of (ISC)², you have chosen a career path in information security and will work toward meeting the requirements for professional certification as a CISSP, or a SSCP. You also, therefore, agree to subscribe to the (ISC)² Code of Ethics.

**List any professional experience you may have toward the requirements for CISSP or SSCP certification. There is no experience requirement to become an Associate of (ISC)².**

Number of Months

CISSP/SSCP CBK® Domain See Page 4

Industry Type See Page 4




**When do you expect to obtain the 5 years of experience required for CISSP certification?(date)** \_\_\_\_\_

**When do you expect to obtain the 1 year of experience required for SSCP certification? (date)** \_\_\_\_\_

### CISSP CONCENTRATION

To qualify for a concentration examination, you must be a CISSP in good standing. Please enter your Member ID Number:

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Please indicate how many years of information security experience you have, including any required years for this credential: Concentration candidates must demonstrate two years of professional experience in the area of concentration for the following:

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-ISSAP - Please send resume / curriculum vitae to verify two years professional experience in this area of concentration.

- ISSMP - Please send resume / curriculum vitae to verify two years professional experience in this area of concentration.

**Please send to: (See Page 4, Section 9 Form Instructions)**



## Section 8: APPLICATION AGREEMENT & POLICIES

By registering for an (ISC)<sup>2</sup> certification examination, I hereby affirm that I understand, acknowledge and agree to abide to the following policies attached to this application (pages 1-22).

I have read the (ISC)<sup>2</sup> Code of Ethics and agree to abide by its provisions. I have also read the applicant requirements as listed in this registration form and in the associated Candidate Information Bulletin published on the (ISC)<sup>2</sup> Website and agree that I meet each and every requirement set forth and have completely, honestly and accurately completed this registration form to the best of my knowledge. (ISC)<sup>2</sup> may, at its sole discretion, make inquiry of individuals and organizations directly or indirectly referenced in any part of this application to verify the accuracy and completeness of this information I have provided. I further agree to cooperate in any such investigation by (ISC)<sup>2</sup> regarding the information I have provided, including my criminal history. I understand that providing any information that is fraudulent, or failing to completely or accurately disclose facts known to me, or my failure to cooperate in any inquiry by (ISC)<sup>2</sup> into the information I have provided, will result in the refusal of (ISC)<sup>2</sup> to issue the credential to me or revocation of my credential if already awarded, and me being forever barred from ever attaining an (ISC)<sup>2</sup> credential.

Any action arising out of the application, the examination, or the certification must be brought in the Circuit Court of Suffolk County, Massachusetts, USA and shall be governed by the laws of the State of Massachusetts.

(ISC)<sup>2</sup> will not accept third-party payment or applications for any (ISC)<sup>2</sup> examination applicant unless the third party is a government agency, the applicant's employer, or is otherwise authorized by (ISC)<sup>2</sup> prior to the application being submitted.

**I HAVE READ AND UNDERSTAND THESE STATEMENTS AND INTEND TO BE LEGALLY BOUND BY THEM.**

Authorized Signature:

Date:

## Section 9: FORM INSTRUCTIONS

Mail or fax this completed form to the (ISC)<sup>2</sup> office nearest to the examination event location:

### AMERICAS

(ISC)<sup>2</sup> Registration  
33920 US Highway 19 North, Suite 205  
Palm Harbor, FL 34684  
USA  
Ph: +1.727.785.0189  
(Toll Free): 1.866.331.ISC2 (4722)  
Fax: +1.727.683.0785

### EUROPE / MIDDLE EAST / AFRICA

(ISC)<sup>2</sup> EMEA  
3 More London Riverside, 1st Floor  
London SE1 2RE  
United Kingdom  
Ph: +44 (0)203.283.4380  
Fax: +44 (0)203.283.4384

### ASIA - PACIFIC

(ISC)<sup>2</sup> Asia - Pacific  
Unit A, 10/F, BOC Group Life Assurance  
Tower  
136 Des Voeux Road Central  
Hong Kong  
Ph: +852.8226.7798  
Fax: +852.8226.7723

**You will be contacted at your preferred email address (as indicated on page 1) regarding your exam registration.**

### CISSP DOMAINS

Access Control  
Application Development Security  
Business Continuity and Disaster Recovery Planning  
Cryptography  
Information Security Governance and Risk Management  
Legal, Regulations, Investigations and Compliance  
Operations Security  
Physical (Environmental) Security  
Security Architecture and Design  
Telecommunications and Network Security

### CAP DOMAINS

Initiate the Preparation Phase  
Perform Execution Phase  
Understand the Purpose of Security Authorization  
Perform Maintenance Phase

### SSCP DOMAINS

Access Controls  
Cryptography  
Malicious Code and Activity  
Monitoring and Analysis  
Networks and Communications  
Risk, Response, and Recovery  
Security Operations and Administration

### INDUSTRY TYPES

Aerospace  
Agriculture / Forestry  
Banking / Financial / Accounting  
Communications / Networks  
Computer Services / Systems  
Construction / Engineering /  
Architectural Education  
Federal Government  
Fishing  
Government & Military  
Healthcare / Medical / Pharmaceutical  
Hospitality  
Initiate the Preparation Phase (formerly known as  
Certification and Accreditation process and Certification  
Phase)  
Perform Execution Phase (formerly known as  
Accreditation Process)  
Understand the Purpose of Security Authorization  
(Formerly known as Certification and Accreditation (C&A))  
Insurance  
Legal  
Local Government

Management Consulting  
Manufacturing  
Media  
Merchandising  
Natural Resources  
Public Utilities  
Real Estate  
Retail  
Self-employed  
State Government  
Service  
Transportation / Shipping  
Wholesale  
Other (Please specify)



## Certification Examination Information and Requirements Agreement (Examination Agreement)

Before you can register for an (ISC)² examination, you must read the following information.

(ISC)² reserves the right to amend this agreement with 90 days notice to its members. Notice will be posted to the member-only website and sent to each member's email address of record.

By registering for an (ISC)² examination, I hereby affirm that I understand, acknowledge and agree to the following:

### 1. EXAMINATION REGISTRATION

#### 1.1 Candidate Requirements

To become certified, a candidate must successfully complete two separate processes: **Examination** and **Certification**. The eligibility requirements to sit for an (ISC)² examination are completely separate from the eligibility requirements necessary to be certified.

*Security technology is constantly changing. Ensuring professional competence and currency with these changes is accomplished by meeting the Continuing Professional Education hours required by the Board; No certificate holder should be certified by (ISC)² if he/she is in violation of ethical standards required by the Board or otherwise not in good standing as a certificate holder; Payment of Annual Maintenance Fees ensures that the organization has the necessary financial resources to maintain the members' records, ensures the certification continues to meet the needs and requirements of the market, and the organization continues to be a viable entity into the future.*

##### 1.1.1 Associates of (ISC)²

Associate of (ISC)² toward CISSP®, or Associate of (ISC)² toward SSCP® status is available to those who have gained competence in key areas of industry knowledge and information security concepts and can pass either the CISSP and SSCP examinations, but lack the years of practical work experience required for full certification. Associates of (ISC)² must also subscribe to the (ISC)² Code of Ethics (Section 3) and maintain their status in good standing (Section 4.4) with (ISC)².

Candidates seeking Associate of (ISC)² status must meet the following requirements prior to taking either the CISSP, or SSCP examination:

- Submit the examination fee
- Legally commit to abide by the (ISC)² Code of Ethics (Section 3), and
- Answer four questions regarding criminal history and related background

##### 1.1.2 SSCP candidates

SSCP candidates must meet the following requirements prior to taking the SSCP examination:

- Submit the examination fee
- Have at least one year of cumulative work experience in one or more of the seven domains of the (ISC)² SSCP CBK®. Valid experience includes information systems security-related work performed as a practitioner or that which requires information security knowledge and involves direct application of that knowledge.
- Attest to the truth of his or her assertions regarding professional experience, and legally commit to abide by the (ISC)² Code of Ethics (Section 3), and
- Answer four questions regarding criminal history and related background

### 1.1.3 CISSP candidates

CISSP candidates must meet the following requirements prior to taking the CISSP examination:

- Submit the examination fee
- Have a minimum of five years of direct full-time security professional work experience in two or more of the ten domains of the (ISC)<sup>2</sup> CISSP CBK. If you hold a certification on the (ISC)<sup>2</sup> -approved list (visit [http://www.isc2.org/credential\\_waiver/default.aspx](http://www.isc2.org/credential_waiver/default.aspx) for a complete list), you may waive one year of the 5-year requirement. Alternatively, a 4-year college degree or a Master's Degree in U.S. National Center of Academic Excellence in Information Security (CAEIAE) or regional equivalent can substitute for one year towards the 5-year requirement. **No more than 1 year of experience may be waived.**
- Attest to the truth of his or her assertions regarding professional experience, and legally commit to abide by the (ISC)<sup>2</sup> Code of Ethics (Section 3), and
- Answer four questions regarding criminal history and related background

### 1.1.4 CSSLP candidates

CSSLP candidates must meet the following requirements prior to taking the CSSLP examination

- Submit the examination fee
- Have a minimum of four years of professional experience in the software development lifecycle (SDLC) in one or more of the seven domains of the (ISC)<sup>2</sup> CSSLP CBK<sup>®</sup>, or three years of recent work experience with an applicable college degree in an IT discipline.
- Attest to the truth of his or her assertions regarding professional experience, and commit to abide by the (ISC)<sup>2</sup> Code of Ethics (See Section 2.1), and
- Answer four questions regarding criminal history and related background.

### 1.1.5 CISSP concentration candidates (ISSAP<sup>®</sup>, ISSMP<sup>®</sup>, ISSEP<sup>®</sup>)

CISSP concentration candidates must meet the following requirements prior to taking a concentration examination:

- Submit the examination fee
- Be a CISSP in good standing (Section 4.4)

### 1.1.6 CAP<sup>®</sup> candidates

CAP candidates must meet the following requirements prior to taking the CAP examination:

- Submit the examination fee
- Have a minimum of two years of direct full-time security professional work experience in one or more of the four domains of the (ISC)<sup>2</sup> CAP CBK; Valid professional experience includes the direct application of appropriate certification and accreditation, knowledge in certification and accreditation-related work performed as a practitioner, auditor, consultant, vendor, investigator or instructor
- Attest to the truth of his or her assertions regarding professional experience, and legally commit to abide by the (ISC)<sup>2</sup> Code of Ethics (Section 3), and
- Answer four questions regarding criminal history and related background

## 1.2 Special Accommodations

### 1.2.1 Religious Beliefs

Should a candidate desire to sit for an examination in which the date conflicts with religious beliefs in any way, (ISC)<sup>2</sup> recommends the candidate check the list of examination events at <https://webportal.isc2.org/Custom/ExamsSearch.aspx> for an alternate date or an alternate location with an examination scheduled on a conforming date. If an alternate date or location is not available, the candidate should notify (ISC)<sup>2</sup> Candidate Services. (See contact information in Section 1.3)

### 1.2.2 Disabilities

(ISC)<sup>2</sup> provides reasonable special accommodations in accordance with the Americans with Disabilities Act of 1991. If a disability prevents you from taking the examination under normal conditions, you may request special accommodations. You must submit a written request along with your application form for special accommodations that explains the nature of the disability, the type of accommodation you feel is appropriate. In addition, you must provide supporting documentation of the diagnosis from a licensed health care professional. If using the online form, you will receive a follow up email within 2 business days of requesting additional information

### 1.2.3 Language Issues

Some (ISC)<sup>2</sup> examinations are offered in English only. If English is not your primary language, (ISC)<sup>2</sup> recommends (but does not require) that candidates sit for the TOEFL (Test of English as a Foreign Language) examination prior to

sitting for an (ISC)<sup>2</sup> examination. Your scores on the TOEFL will provide a useful gauge for you to ascertain whether reading and comprehending English will present problems for you on an (ISC)<sup>2</sup> examination. The TOEFL examination is offered at multiple locations both domestically and internationally throughout the year. More information is available at [www.ets.org](http://www.ets.org).

### 1.3 Submission of Registration

Applicants should complete and submit the examination registration form. You will be asked to complete all contact information, demonstrate the required professional experience, answer a series of background questions, execute the Application Agreement (Section 8 of the examination registration form), select a test site and date, and submit the appropriate fee (see policies below). To register online, visit. <https://webportal.isc2.org/Custom/ExamsSearch.aspx> Applicants may also download a PDF version of the examination registration form, and submit their application, and payment to the (ISC)<sup>2</sup> office nearest to the examination event location:

## (ISC)<sup>2</sup> Office Nearest to Exam Event Location

### AMERICAS

(ISC)<sup>2</sup> Customer Support  
33920 US Highway 19 North  
Suite 205  
Palm Harbor, FL 34684  
Ph: 1.727.785.0189/+1.866.331.4722  
Fax: +1.727.683.0785

### ASIA-PACIFIC

(ISC)<sup>2</sup> Asia-Pacific  
Unit A, 10/F, BOC Group Life  
Assurance Tower  
136 Des Voeux Road Central  
Hong Kong  
Ph: +852 8226 7798  
Fax: +852 8226 7723

### EUROPE/MIDDLE EAST/AFRICA

(ISC)<sup>2</sup> EMEA  
3 More London Riverside  
1st Floor  
London SE1 2RE  
United Kingdom  
Ph: +44 (0)203.203.4380  
Fax: +44 (0)203.283.4384

### JAPAN

(ISC)<sup>2</sup> Japan  
Hirakawa-cho Mori Tower 2-  
16-1 Hirakawa-cho  
Chiyoda-ku,  
Tokyo 102-0093  
Japan  
Ph: +81-3.6757.0138  
Fax: +81-3.6757.0136

### 1.4 Payment of Fees

(ISC)<sup>2</sup> policies require payment to be made at the point of registration for the test. (ISC)<sup>2</sup> will not invoice individual candidates. (ISC)<sup>2</sup> will invoice organizations in some circumstances when (ISC)<sup>2</sup> has entered a contract with a government agency or other organization which provides specifically for extended credit. In these cases, an invoice is transmitted directly to the contracting agency for payment of the candidate fees. (ISC)<sup>2</sup> will provide a courtesy receipt (appears like an invoice) for candidates who need to process reimbursements with employers. This courtesy receipt/invoice will not reserve a seat for the examination until actual payment is received by (ISC)<sup>2</sup>. An (ISC)<sup>2</sup> Customer Support associate can mail or fax you a receipt for your payment. Please call +1-866-331-4722 (toll free in North America) or +1-727-785-0189 (outside North America) for assistance.

Acceptable forms of payment include check or money order, credit card, PO (in cases as described above), pre-payment through an authorized (ISC)<sup>2</sup> affiliate, or valid pre-paid examination voucher. (ISC)<sup>2</sup> will NOT accept third party payments or applications for any (ISC)<sup>2</sup> examination applicant, unless the third party is a government agency, the applicant's employer, or is otherwise authorized by (ISC)<sup>2</sup> prior to the application being submitted. Please note: Taxes may apply to examination fees based on exam location. The examination fees do NOT apply to any Annual Maintenance Fee (AMF) requirements.

#### 1.4.1 Credit Card Payment

1.4.1.1 Safe Credit Card Payments Guarantee. The (ISC)<sup>2</sup> Safe Credit Card Payments Guarantee protects you when you use your credit card to pay (ISC)<sup>2</sup> fees online. In fact, (ISC)<sup>2</sup> will cover the liability you have for unauthorized use of your credit card for online payments up to USD50 provided the following terms and conditions are met. This means you pay nothing if unauthorized charges are made to your card as a result of you using your credit card to pay for (ISC)<sup>2</sup> fees online.

#### 1.4.1.2 Safe Credit Card Payments Terms and Conditions.

- (1) In the event of unauthorized use of your credit card, you must notify your credit card provider in accordance with its terms and conditions to ensure reporting rules and procedures for card misuse are met.
- (2) If you have complied with step 1 above, under the Fair Credit Billing Act, your bank cannot hold you liable for more than USD50 in fraudulent charges. If you are charged this amount for unauthorized charges made to your card, through no fault of your own and as a result of using (ISC)<sup>2</sup>'s secure server for making

an (ISC)<sup>2</sup> credit card payment online, (ISC)<sup>2</sup> will reimburse you up to the USD50 maximum amount of your liability.

1.4.1.3 (ISC)<sup>2</sup> Secure Servers. (ISC)<sup>2</sup> makes this guarantee as a result of having secure server software (SSL), among the best software available today for secure online commerce transactions. Your personal information is encrypted, including credit card number, name and address, to better prevent it from being read while traveling over the Internet. For more information regarding online credit card payments or to discuss alternative forms of payment, please contact [registration@isc2.org](mailto:registration@isc2.org).

## 1.5 Cancellations and Refunds

If more candidates register for an exam than a location can accommodate, (ISC)<sup>2</sup> will accept registrations on a first-come first-served basis, determined by the postmark date that (ISC)<sup>2</sup> receives payment in full for exam fees (check or credit card authorization form).

If (ISC)<sup>2</sup> cancels an exam:

(ISC)<sup>2</sup> reserves the right to cancel any exam 15 days in advance if attendance is insufficient. In this case, (ISC)<sup>2</sup> liability shall be limited to full refund of fees paid. If the candidate chooses to reschedule exam or seminar instead of receiving refund, the candidate will receive a refundable voucher valid for one year from date of issuance to reschedule. **The burden is on the candidate to track when the one year period expires, as (ISC)<sup>2</sup> will not notify the candidate.**

If Candidate cancels or reschedules an exam:

All cancellation or rescheduling requests received in writing with 22 days notice or more will incur a USD100 /EUR100 / GBP70\* cancellation fee or rescheduling fee (Refund = Amount Paid, Less USD100 / EUR100 /GBP70). Written cancellation or rescheduling requests received five calendar days or more prior to the exam will be given credit toward attendance at a subsequent program only (no refund) and will incur an additional USD100 / EUR100 / GBP70 rescheduling fee.

Cancellations received with less than five calendar days notice and "no-shows" will not be given a refund, nor credit toward a later program (The only exception is a medical emergency which prevents the applicant from sitting. Appropriate documentation from a licensed medical professional must be submitted within 30 days after the "no-show" examination date). Rescheduling or canceling both a review seminar and an exam will incur two USD100 / EUR100 / GBP70 fees for a total of USD200 / EUR200 / GBP140.

\* PLEASE NOTE - the fees you pay will depend on the location of your event. Local taxes may be charged in addition, where applicable. Note: (ISC)<sup>2</sup> will not accept third party payments or applications for any (ISC)<sup>2</sup> examination applicant unless the third party is a government agency, the applicant's employer, or is otherwise authorized by (ISC)<sup>2</sup> prior to the application being submitted.

## 1.6 Re-Testing

(ISC)<sup>2</sup> uses the term "retake" to identify a candidate who has previously sat for an examination and now wishes to make another attempt. You must complete, execute and re-submit the examination registration form to retake an examination. This form provides (ISC)<sup>2</sup> with your contact information and requires that you demonstrate the required experience, and select your test site and date. You must also submit the appropriate fee. (ISC)<sup>2</sup> does not impose any type of "waiting period" between retake attempts.

## 1.7 Recertification by Examination

It is the policy of (ISC)<sup>2</sup> to prohibit the retaking of any (ISC)<sup>2</sup> examination by a certificate holder more than 90 days prior to the expiration of the holder's certificate (i.e., to audit the exam). Furthermore, a certificate holder may not retake an examination if (1) he/she has been decertified by (ISC)<sup>2</sup> and prohibited from being recertified; (2) he/she possesses the requisite number of Continuing Professional Education (CPE) credits for recertification; (3) he/she owes any Annual Maintenance Fees (AMFs); or (4) he/she currently serves, or intends to serve within the next 90 days, as an instructor or advisor preparing others for the examination, whether for (ISC)<sup>2</sup> or any other organization. Violation of any provision of this policy shall be submitted to the (ISC)<sup>2</sup> Professional Practices Committee for remedial action, including possible decertification.

### 1.8 **Rescheduling an Exam Date**

(ISC)<sup>2</sup> uses the term "reschedule" to indicate a candidate who has already signed up for a future test, and wishes to change the date or location of the event. You must contact (ISC)<sup>2</sup> Customer Support at +1-866-331-4722 (toll free in North America) or +1-727-785-0189 (outside North America). Requests by email to [registration@isc2.org](mailto:registration@isc2.org) or by fax to +1-727-683-0785 are also acceptable. The request must include the following information:

- Candidate Number (provided on your admission documents) OR Member ID if you are recertifying by examination
- Original test date(s)
- New date(s) you wish to attend (see <https://webportal.isc2.org/Custom/ExamsSearch.aspx> for current list of event dates and locations)
- Payment of the rescheduling fee

You have the option to choose "open date" voucher as your event date and pay the standard USD100 reschedule fee. However, when you choose this particular option, rather than choosing an actual date to attend an event, the open date voucher may only remain unspecified for a maximum of 365 days. The burden is on YOU to track when the one year period expires, as you will not be notified and your examination fee will be FORFEIT on the 366th day.

All cancellation or rescheduling requests received in writing with 22 days notice or more will incur a USD100 /EUR100 / GBP70\* cancellation fee or rescheduling fee (Refund = Amount Paid, Less USD100 / EUR100 /GBP70). Written cancellation or rescheduling requests received five calendar days or more prior to the exam will be given credit toward attendance at a subsequent program only (no refund) and will incur an additional USD100 / EUR100 / GBP70 rescheduling fee.

Cancellations received with less than five calendar days notice and "no-shows" will not be given a refund, nor credit toward a later program (unless there is a documented medical emergency). Rescheduling or canceling both a review seminar and an exam will incur two USD100 / EUR100 / GBP70 fees for a total of USD200 / EUR200 / GBP140.

\* PLEASE NOTE - the fees you pay will depend on the location of your event. Local taxes may be charged in addition, where applicable. Note: (ISC)<sup>2</sup> will not accept third party payments or applications for any (ISC)<sup>2</sup> examination applicant unless the third party is a government agency, the applicant's employer, or is otherwise authorized by (ISC)<sup>2</sup> prior to the application being submitted.

### 1.9 **Availability of Test Sites**

(ISC)<sup>2</sup> conducts over 500 examinations annually in countries all over the world, and makes a concerted effort to maximize convenience for candidates. If there is not an examination scheduled in a location which you deem suitably situated, please email us at [infoisc2@isc2.org](mailto:infoisc2@isc2.org), or call us at the numbers listed below. If you are unsure of the region you are located in, visit <https://www.isc2.org/contactus>

#### (ISC)<sup>2</sup> Candidate Exam Location Help

##### **AMERICAS**

(ISC)<sup>2</sup> Americas  
Ph: +1.866.462.4777  
Fax: +1.703.891.6781

##### **ASIA-PACIFIC**

(ISC)<sup>2</sup> Asia-Pacific  
Ph: +852.8226.7798  
Fax: +852.8226.7723

##### **EUROPE/MIDDLE EAST/AFRICA**

(ISC)<sup>2</sup> EMEA  
Ph: +44 (0)203.283.4380  
Fax: +44 (0)203.283.4384

##### **JAPAN**

(ISC)<sup>2</sup> Japan  
Ph: +81-3.6757.0138  
Fax: +81-3.6757.0136

(ISC)<sup>2</sup> continuously monitors the number of inquiries and levels of interest worldwide to determine when and where to offer examinations. Potential candidates should monitor the examination schedule at <https://webportal.isc2.org/Custom/ExamsSearch.aspx> as new examinations are posted daily.

### 1.10 **Confirmation of Scheduled Exam**

Whether registering by Web or by submitting a paper form, you should receive an email confirmation within 48 hours after receipt by (ISC)<sup>2</sup> of your completed registration form, resume and payment. A separate email containing your admission document will be sent out at least three weeks before the event. The admission document will include the examination rules, examination location information, examination date & time and, most importantly, your candidate number. Please contact (ISC)<sup>2</sup> Customer Support to confirm your registration status at any time at +1-866-331-4722 (toll free in North America) or +1-727-785-0189 (outside North America). Please allow 48 hours to process your registration.

**\*\*NOTE:** Please be aware that admissions documents sent via email from (ISC)<sup>2</sup> Customer Support upon registration may be filtered by certain personal and enterprise spam filters and is beyond the control of (ISC)<sup>2</sup>. Please be sure to enable your spam filter to allow emails from the "isc2.org" domain, and/or check your "Junk Mail" folder often to ensure emails from (ISC)<sup>2</sup> have not been filtered. If you do not receive your admissions document by email within 48 hours, feel free to contact (ISC)<sup>2</sup> Customer Support at +1.866.331.4722 (toll free in North America) or +1.727.785.0189 (outside North America). Upon request, (ISC)<sup>2</sup> Customer Support can retransmit your admissions document to an alternate email address.

### **1.11 U.S. Government Veteran's Administration G.I. Bill**

The U.S. Department of Veterans Affairs has approved reimbursement to veterans under the G.I. Bill for the cost of the Certified Information Systems Security Professional (CISSP), the CISSP Concentrations (ISSAP, ISSEP, ISSMP), the Certification and Accreditation Professional (CAP), and the Systems Security Certified Practitioner (SSCP) examinations. Please refer to the U.S. Department of Veterans Affairs Website at [www.va.gov](http://www.va.gov) for more details.

### **1.12 Waiver of privacy right against third parties**

As far as permitted by law, all members of (ISC)<sup>2</sup> waive any privacy right, whether express or implied, against any third party filing a claim against the member for breach of the (ISC)<sup>2</sup> Code of Ethics. This supports the unfettered reporting of unethical activity of members.

## **2. EXAMINATION ADMINISTRATION**

### **2.1 General Information**

Due to limited parking facilities at some sites, please allow ample time to park and reach the testing area.

The typical schedule for the examination is described below, although each event may have a slightly different schedule depending on the circumstances, hosting arrangement and site hours of operation. The doors to all examination rooms will open at 8:00 a.m. Examination instructions will begin promptly at 8:30 a.m. All examinations will begin at approximately 9:00 a.m. The CISSP examination will end at approximately 3:00 p.m. All other exams except the CSSLP will end at approximately 12:00 noon. The CSSLP exam will end at approximately 1:00 pm.

Please note there will be no lunch break during the testing period of 9:00 a.m. to 3:00 p.m. However, you are permitted to bring a snack with you. You may, at your option, take a break and eat your snack at the back of the examination room. No additional time will be allotted for breaks.

Dress is "business casual" (neat...but certainly comfortable).

### **2.2 Examination Admittance**

In order to be admitted to the examination, you **MUST** bring your admission documents (Section 1.10) and one government-issued photo identification. The only acceptable forms of identification are a driver's license, government-issued identification card, or passport. No other written forms of identification will be accepted. **You will not be admitted without proper identification.**

### **2.3 Examination Security**

Failure to follow oral and written instructions at the examination will result in your application being voided and forfeiture of your registration fee. Conduct that results in a violation of security or disrupts the administration of the examination could result in the confiscation of your test and dismissal from the examination. In addition, your examination will be considered void and will not be scored. Examples of misconduct include, but are not limited to, the following: writing on anything other than designated examination materials, writing after time is called, looking at another candidate's

examination materials, talking with other candidates at any time during the examination period, and failing to turn in all examination materials before leaving the testing room.

You must not discuss or share reference materials or any other examination information with any candidate during the **entire** examination period or **after** the examination. You are particularly cautioned not to do so after you have completed the examination and checked out of the test room, as other candidates in the area might be taking a break and still not have completed the examination. You may not attend the examination only to review or audit test materials. You may not copy any portion of the examination for any reason. No examination materials may leave the test room under any circumstances and all examination materials must be turned in and accounted for before leaving the testing room. No unauthorized persons will be admitted into the testing area.

Please be further advised that all examination content is strictly confidential. You may only communicate about the test, or questions on the test, using the appropriate comment forms provided by the examination staff at the test site. At no other time, before, during or after the examination, may you communicate orally, electronically or in writing with any person or entity about the content of the examination or individual examination questions.

#### **2.4 Reference Material**

Candidates writing on anything other than examination materials distributed by the proctors will be in violation of the security policies above. Reference materials, except as indicated below, are not allowed in the testing room. Candidates are asked to bring as few personal and other items as possible to the testing area.

The CISSP examination is available in English, Japanese, Korean, German, French, and Spanish. If you are not proficient in a language an (ISC)<sup>2</sup> examination is offered in, word-to-word language translation dictionaries are permitted for the English examination, should you choose to bring one to assist you with language circumstances. Dictionaries which contain definitions are NOT permitted under any circumstances. Electronic dictionaries will not be permitted under any circumstances. The Examination Supervisor will fully inspect your dictionary at check-in. Your dictionary may not contain any writing or extraneous materials of any kind. If the dictionary contains writing or other materials or papers, it will not be permitted in the examination room. Additionally, you are not permitted to write in your dictionary at any time during the examination, and it will be inspected a second time prior to dismissal from the examination. Finally, (ISC)<sup>2</sup> takes no responsibility for the content of such dictionaries or interpretations of the contents by a candidate.

#### **2.5 Examination Protocol**

While the site climate is controlled to the extent possible, be prepared for either warm or cool temperatures at the testing center. Cellular phones and beepers are prohibited in the testing area. The use of headphones inside the testing area is prohibited. Electrical outlets will not be available for any reason. Earplugs for sound suppression are allowed. No smoking or use of tobacco will be allowed inside the testing area. Food and drinks are only allowed in the snack area located at the rear of the examination room. You must vacate the testing area after you have completed the examination.

#### **2.6 Examination Format and Scoring**

- The CISSP examination consists of 250 multiple choice questions with four choices each.
- The CSSLP examination consists of 175 multiple choice questions with four choices each.
- The SSCP examination contains 125 multiple choice questions with four choices each.
- The ISSAP, ISSEP, and ISSMP examinations contain 125, 150, 125 multiple choice questions, respectively, with four choices each.
- The CAP examination contains 125 multiple choice questions with four choices each.

There may be scenario-based items which may have more than one multiple choice question associated with it. These items will be specifically identified in the test booklet.

The examination contains 25 questions which are included for research purposes only. The research questions are not identified; therefore, answer all questions to the best of your ability. Examination results will be based only on the scored questions on the examination. There are several versions of the examination. It is important that each candidate has an equal opportunity to pass the examination, no matter which version is administered. Expert certified information security professionals have provided input as to the difficulty level of all questions used in the examinations. That information is used to develop examination forms that have comparable difficulty levels. When there are differences in the examination difficulty, a mathematical procedure is used to make the scores equal. Because the number of questions required to pass the examination may be different for each version, the scores are converted onto a reporting scale to ensure a common standard. The passing grade required is a scale score of 700 out of a possible 1000 points on the grading scale.

## 2.7 Recording Examination Responses

Your answer sheet **MUST** be completed with your name and other information as required. The answer sheet must be used to record all answers to the multiple-choice questions. Upon completion, you are to wait for the proctor to collect your examination materials. Answers marked in the test booklet will not be counted or graded, and additional time will not be allowed in order to transfer answers to the answer sheet. All marks on the answer sheet must be made with a No. 2 pencil. You must blacken the appropriate circles completely and completely erase any incorrect marks. Only your responses marked on the answer sheet will be considered. An unanswered question will be scored as incorrect. Any questions should be directed to:

(ISC)<sup>2</sup> Candidate  
33920 US Highway 19 North, Suite 205  
Palm Harbor, FL 34684  
Ph: +1.866.331.4722 (toll-free North America only)  
+1.727.785.0189 (outside of North America)

## 2.8 Examination Results

Examination results will normally be released, via email, within four to six weeks of the examination date. A comprehensive statistical and psychometric analysis of the score data is conducted for each spring and fall testing cycle prior to the release of scores. A minimum number of candidates must have taken the examination for the analysis to be conducted. Accordingly, depending upon the schedule of test dates for a given cycle, there may be occasions when scores are delayed beyond the four to six week time frame in order to complete this critical process. Results **WILL NOT** be released over the phone. In order to receive your results, your email address must be current. Any changes must be done online or via Customer Support at [Customersupport@isc2.org](mailto:Customersupport@isc2.org).

## 2.9 Examination Agreement

*(The following agreement is included in the examination booklet.)*

This Examination Agreement (the "Agreement") is between you and International Information Systems Security Certification Consortium, Inc. ("ISC<sup>2</sup>") and sets forth the terms and conditions of you being allowed to take the following (ISC)<sup>2</sup> examination.

The disclosure to you of this examination (the "Exam") and any questions, answers, worksheets, diagrams, examples, drawings, the length and/or number of Exam segments and/or questions, or any communication, including verbal communications by any party, regarding or related to the Exam, the identity of other Exam takers (collectively and any derivatives referred to as the "Exam Materials") is subject to the terms and conditions detailed herein. **BY OPENING THIS EXAM BOOKLET OR OTHERWISE TAKING THE EXAMINATION, YOU ARE AFFIRMING BY YOUR ACTIONS THAT YOU UNDERSTAND THE TERMS HEREIN AND YOUR INTENT TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT.**

**IF YOU DO NOT AGREE TO BE BOUND BY THIS AGREEMENT, DO NOT OPEN THE EXAM BOOKLET AND RETURN ALL EXAM MATERIALS TO THE EXAM ADMINISTRATOR.** You will be asked to leave before the exam can commence. You will not obtain certification and may not use any certification mark. Because you were presented with these terms at the time of application and the decision to proceed was made by you, your Exam Application fee will **NOT** be refunded.

You understand, acknowledge and agree:

- 1) That (ISC)<sup>2</sup> has spent, and continues to spend, substantial sums in developing, keeping current, and administering its Exam Materials and carefully guards their integrity and confidentiality;
- 2) That the Exam Materials are the exclusive and confidential property of (ISC)<sup>2</sup> and are protected by (ISC)<sup>2</sup>'s intellectual property rights;
- 3) That you may not disclose the Exam questions or answers or discuss any of the content of the Exam Materials with any person without prior written approval of (ISC)<sup>2</sup>;
- 4) Not to remove from the examination room any Exam Materials of any kind provided to you or any other material related to the Exam, including, without limitation, any notes you may have written;
- 5) Not to copy or attempt to copy any Exam Material;
- 6) Not to sell, license, distribute, exchange, give away, comment or discuss the Exam Materials, questions or answers, whether before, during or after the Examination;
- 7) Not to talk with other examinees or behave in a rude or disruptive manner during the Examination;

- 8) You will not cheat, attempt to cheat, or otherwise attempt in any way to falsely enhance your score; and,
- 9) You have met the requisite standards to take this Examination.

You agree that your obligations under this Agreement shall continue in effect after the Examination and, if applicable, after termination of your Certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.

Violation of any of these provisions will cause irreparable harm to (ISC)<sup>2</sup> for which monetary remedies may be inadequate, and (ISC)<sup>2</sup> may take all appropriate actions to remedy or prevent such disclosure or misuse, including, without limitation, obtaining an immediate injunction without being required to post bond. Furthermore, any violation of these provisions may result in the immediate and permanent termination of your Certification at the discretion of the Executive Director. Neither this Agreement nor any right granted hereunder shall be assignable or otherwise transferable by you. This Agreement shall be construed in accordance with the laws of the State of Massachusetts. This Agreement is supplemental to, and integrated with the (ISC)<sup>2</sup>, Inc. Application Agreement (Section 8 of the examination registration form).

**BY OPENING THIS EXAMINATION BOOKLET OR OTHERWISE TAKING THE EXAMINATION, I AM AGREEING THAT I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND AND ACCEPT THE OBLIGATIONS IMPOSED UPON ME. NO PROMISES, THREATS, OR REPRESENTATIONS HAVE BEEN MADE TO ME TO INDUCE ME TO ENTER INTO THIS AGREEMENT. I ACCEPT THIS AGREEMENT VOLUNTARILY AND FREELY.**

### **3. (ISC)<sup>2</sup> CODE OF ETHICS**

All information systems security professionals who are certified by (ISC)<sup>2</sup> recognize that such certification is a privilege that must be both earned and maintained. In support of this principle, all (ISC)<sup>2</sup> members are required to commit to fully support this Code of Ethics (the "Code"). (ISC)<sup>2</sup> members who intentionally or knowingly violate any provision of the Code will be subject to action by a peer review panel, which may result in the revocation of certification.

There are only four mandatory canons in the code. By necessity, such high-level guidance is not intended to be a substitute for the ethical judgment of the professional.

Additional guidance is provided for each of the canons. While this guidance may be considered by the board of directors in judging behavior, it is advisory rather than mandatory. It is intended to help professionals identify and resolve the inevitable ethical dilemmas that they will confront during the course of their information security career.

#### **Code of Ethics Preamble:**

- Safety of the commonwealth, duty to our principals, and to each other requires that we adhere, and be seen to adhere, to the highest ethical standards of behavior.
- Therefore, strict adherence to this Code is a condition of certification.

#### **Code of Ethics Canons:**

- Protect society, the commonwealth, and the infrastructure.
- Act honorably, honestly, justly, responsibly, and legally.
- Provide diligent and competent service to principals.
- Advance and protect the profession.

The following additional guidance is given regarding pursuit of these goals.

#### **Objectives for Guidance**

In arriving at the following guidance, the committee is mindful of its responsibility to:

- Give guidance for resolving good versus good and bad versus bad dilemmas.
- To encourage right behavior such as:
  - Research
  - Teaching
  - Identifying, mentoring, and sponsoring candidates for the profession
  - Valuing the certificate
- To discourage such behavior as:

- Raising unnecessary alarm, fear, uncertainty, or doubt
- Giving unwarranted comfort or reassurance
- Consenting to bad practice
- Attaching weak systems to the public network
- Professional association with non-professionals
- Professional recognition of or association with amateurs
- Associating or appearing to associate with criminals or criminal behavior

These objectives are provided for information only; the professional is not required or expected to agree with them.

In resolving the choices that confront him or her, the professional should keep in mind that the following guidance is advisory only. Compliance with the guidance is neither necessary nor sufficient for ethical conduct.

Compliance with the preamble and canons is mandatory. Conflicts between the canons should be resolved in the order of the canons. The canons are not equal and conflicts between them are not intended to create ethical binds.

#### **Protect society, the commonwealth, and the infrastructure**

- Promote and preserve public trust and confidence in information and systems.
- Promote the understanding and acceptance of prudent information security measures.
- Preserve and strengthen the integrity of the public infrastructure.
- Discourage unsafe practice.

#### **Act honorably, honestly, justly, responsibly, and legally**

- Tell the truth; make all stakeholders aware of your actions on a timely basis.
- Observe all contracts and agreements, express or implied.
- Treat all members fairly. In resolving conflicts, consider public safety and duties to principals, individuals, and the profession in that order.
- Give prudent advice; avoid raising unnecessary alarm or giving unwarranted comfort. Take care to be truthful, objective, cautious, and within your competence.
- When resolving differing laws in different jurisdictions, give preference to the laws of the jurisdiction in which you render your service.

#### **Provide diligent and competent service to principals**

- Preserve the value of their systems, applications, and information.
- Respect their trust and the privileges that they grant you.
- Avoid conflicts of interest or the appearance thereof.
- Render only those services for which you are fully competent and qualified.

#### **Advance and protect the profession**

- Sponsor for professional advancement those best qualified. All other things equal, prefer those who are certified and who adhere to these canons. Avoid professional association with those whose practices or reputation might diminish the profession.
- Take care not to injure the reputation of other professionals through malice or indifference.
- Maintain your competence; keep your skills and knowledge current. Give generously of your time and knowledge in training others.

## **4. ANNUAL MAINTENANCE**

### **4.1 Certification Requirements**

To become certified, a candidate must successfully complete two separate processes: **Examination** and **Certification**. The eligibility requirements to sit for an (ISC)<sup>2</sup> examination are completely separate from the eligibility requirements necessary to be certified.

*Security technology is constantly changing. Ensuring professional competence and currency with these changes is accomplished by meeting the Continuing Professional Education hours required by the Board; No certificate holder should be certified by (ISC)<sup>2</sup> if he/she is in violation of ethical standards required by the Board or otherwise not in good standing as a certificate holder; Payment of Annual Maintenance Fees ensures that*

*the organization has the necessary financial resources to maintain the members' records, ensures the certification continues to meet the needs and requirements of the market, and the organization continues to be a viable entity into the future.*

Please contact “Customer Support” if you have questions:

**[www.isc2.org/contactus](http://www.isc2.org/contactus)**

#### *4.1.1 Associates of (ISC)<sup>2</sup>*

After taking the CISSP, or SSCP examination, you will receive an email from (ISC)<sup>2</sup> indicating whether you have passed the exam. Upon successfully passing the exam, you become an Associate of (ISC)<sup>2</sup> toward the credential for the exam you took. The (ISC)<sup>2</sup> Associate toward CISSP designation is valid for a period of six years from the date the "pass" email is issued; the (ISC)<sup>2</sup> Associate has a maximum of six years to obtain the required experience and submit the required endorsement form for certification as a CISSP. The Associate of (ISC)<sup>2</sup> toward SSCP designation is valid for a period of two years from the date the "pass" email is issued; the Associate of (ISC)<sup>2</sup> has a maximum of two years to obtain the required experience and submit the required endorsement form for certification as a SSCP.

Once you have achieved the professional experience requirements for CISSP, or SSCP certification, you must notify **Programs@isc2.org** to convert your status from Associate of (ISC)<sup>2</sup> to CISSP, or SSCP status.

***To maintain the Associate of (ISC)<sup>2</sup> status toward CISSP and remain in “good standing” with (ISC)<sup>2</sup>, you are required to:***

- ***Pay the annual maintenance fee (AMF) of USD35 by the anniversary date of each year.***
- ***Earn and submit a minimum of 20 CPEs during each year while an Associate of (ISC)<sup>2</sup>.***
- ***Failure to comply with this policy will result in termination of the Associate status.***
- ***CPEs earned as an Associate of (ISC)<sup>2</sup> working toward CISSP will not be applied to CISSP certification. CPEs are strictly for professional development while gaining necessary experience to become certified.***

***To maintain the Associate of (ISC)<sup>2</sup> status toward SSCP and remain in “good standing” with (ISC)<sup>2</sup>, you are required to:***

- ***Pay annual maintenance fee (AMF) of USD35 by the anniversary date of each year.***
- ***Earn and submit a minimum of 10 CPEs must be posted during each while an Associate of (ISC)<sup>2</sup>.***
- ***Failure to comply with this policy will result in termination of the Associate status.***
- ***CPEs earned as an Associate of (ISC)<sup>2</sup> working toward SSCP will not be applied to SSCP certification. CPEs are strictly for professional development while gaining necessary experience to become certified.***

#### *4.1.2 SSCP certification requirements*

To be issued a certificate, a candidate must:

- Pass the SSCP exam with a scaled score of 700 points or greater.
- Submit a properly completed and executed Endorsement Form
- Successfully pass an audit of their assertions regarding professional experience, if the candidate is selected for audit.
- Provide a recent resume with submission with Endorsement Form.

***To maintain the SSCP Certification and remain in “good standing” with (ISC)<sup>2</sup>, you are required to:***

- ***Pay the annual maintenance fee (AMF) of USD65 at the end of each year.***
- ***Earn and submit a total of 60 CPEs by the end of the three year certification cycle. A minimum of 10 CPEs must be posted during each year of the three-year certification cycle before annual anniversary date.***
- ***Failure to comply with this policy will result in suspension of the certification.***

#### 4.1.3 CISSP certification requirements

To be issued a certificate, a candidate must:

- Pass the CISSP exam with a scaled score of 700 points or greater.
- Submit a properly completed and executed Endorsement Form
- Provide a recent resume with submission with endorsement
- Successfully pass an audit of their assertions regarding professional experience, if the candidate is selected for audit.

**To maintain the CISSP certification and remain in “good standing” with (ISC)<sup>2</sup>, you are required to:**

- **Pay the annual maintenance fee (AMF) of USD85 at the end of each certification year.**
- **Earn and submit a total of 120 CPEs by the end of the three year certification cycle. A minimum of 20 CPEs must be posted during each year of the three-year certification cycle before the annual anniversary date.**
- **Failure to comply with this policy will result in suspension of the certification.**

#### 4.1.4 CSSLP certification requirements

To be issued a certificate, a candidate must:

- Pass the CSSLP exam with a scaled score of 700 points or greater.
- Submit a properly completed and executed Endorsement Form
- Provide a recent resume with submission with Endorsement Form.
- Successfully pass an audit of their assertions regarding professional experience, if the candidate is selected for audit.

**To maintain the CSSLP certification and remain in “good standing” with (ISC)<sup>2</sup>, you are required to:**

- **Pay the annual maintenance fee (AMF) of USD100 at the end of each certification year.**
- **Earn and submit a total of 90 CPEs by the end of the three year certification cycle. A minimum of 15 CPEs must be posted during each year of the three-year certification cycle before the annual anniversary date.**
- **Failure to comply with this policy will result in suspension of the certification.**

#### 4.1.5 CISSP concentration requirements

To be issued a certificate, a candidate must:

- Be a CISSP in good standing (Section 4.4)
- Pass the respective CISSP concentration exam
- Provide a recent resume with submission

**To maintain the CISSP concentration certification and remain in “good standing” with (ISC)<sup>2</sup>, you are required to:**

- **Pay the annual maintenance fee (AMF) of USD35 at the end of each certification year.**
- **Earn and submit a total of 20 CPEs in the area of concentration out of the 120 required for the CISSP certification by the end of the three-year certification cycle.**
- **Failure to comply with this policy will result in suspension of the certification.**

#### 4.1.6 CAP certification requirements

To be issued a certificate, a candidate must:

- Pass the CAP exam with a scaled score of 700 points or greater.
- Submit a properly completed and executed Endorsement Form
- Successfully pass an audit of their assertions regarding professional experience, if the candidate is selected for audit.
- Provide a recent resume with submission

**To maintain the CAP certification and maintain in “good standing” with (ISC)<sup>2</sup>, you are required to:**

- **Pay the annual maintenance fee (AMF) of USD65 at the end of each certification year.**
- **Earn and submit a total of 60 CPEs by the end of the three year certification cycle. A minimum of 10 CPEs must be posted during each year of the three-year certification cycle before the annual anniversary date.**
- **Failure to comply with this policy will result in suspension of the certification.**

## 4.2 Endorsement

### 4.2 Endorsement

Once a candidate has been notified they have successfully passed an (ISC)<sup>2</sup> examination, he or she will be required to have his or her application endorsed. The endorser attests that the candidate's assertions regarding professional experience are true to the best of their knowledge, and that the candidate is in good standing within the information security industry.

Candidates will be required to obtain an endorsement of their candidature exclusively from an (ISC)<sup>2</sup>-certified professional in good standing. The professional endorsing the candidate can hold any (ISC)<sup>2</sup> certification – CISSP, CSSLP, SSCP or CAP.

#### 4.2.1 *Endorsement Audit*

A percentage of the candidates who pass an (ISC)<sup>2</sup> examination and submit endorsements will be randomly subjected to audit and required to submit additional information, as required, for verification.

## 4.3 Certification Cycle

A certification date is assigned when the candidate has successfully satisfied all endorsement and/or audit requirements. You may not claim Continuing Professional Education (CPE) credits for activities that occur prior to your certification date.

For each (ISC)<sup>2</sup> certification program, a candidate is certified for a period of three years.

The three-year certification cycle begins on the first day of the month following your certification date.

## 4.4 In Good Standing

Upon certification, (ISC)<sup>2</sup> members may use their designations (CISSP, SSCP, etc.), subject to (ISC)<sup>2</sup> Logo Guidelines (Section 4.7) – as long as their certification remains in "good standing." To remain in good standing, members must:

- Abide by the (ISC)<sup>2</sup> Code of Ethics (Section 3 and <https://www.isc2.org/ethics>);
- Submit Annual Maintenance Fees (AMFs) upon receipt of annual invoices; and,
- Obtain and submit the required Continuing Professional Education (CPE) credits.

Members in "good standing" have the right to elect (ISC)<sup>2</sup> directors, attend (ISC)<sup>2</sup>'s annual meeting, volunteer for various committees and activities, and participate in other important functions of (ISC)<sup>2</sup>.

## 4.5 Recertification

There are two ways to qualify for recertification:

- A) Earn the minimum number of Continuing Professional Education (CPE) credits (Section 4.5.1) required within each three year certification cycle period  
AND  
pay annual maintenance fees (Section 4.5.2)  
AND  
abide by the (ISC)<sup>2</sup> Code of Ethics (Section 3).
- B) Retake and pass the Certification examination every three years (outstanding AMFs and late fees must be paid in advance of registration to retake the exam). Members may not retake an (ISC)<sup>2</sup> certification exam more than 90 days prior to the expiration of the holder's certificate.  
AND  
pay annual maintenance fees (Section 4.5.2)  
AND  
abide by the (ISC)<sup>2</sup> Code of Ethics (Section 3).

All CPE requirements must be completed by the certificate expiration date. Members will then have up to 90 days to submit AMFs and post the CPEs to their account or retest.

Upon satisfying the recertification requirements above, the member's certification expiration date is extended for a new three year period.

### 4.5.1 *Continuing Professional Education (CPE)*

The term "CPE" is an acronym for "Continuing Professional Education" credits. The CPE requirements are intended to help ensure that certification holders continue to maintain their competencies following initial certification. To maintain a certification, members must earn and submit a minimum number of CPEs for each three year certification period.

4.5.1.1 Group A Credits - Direct Information Systems Security Activities

Group A credits are given for completion of activities which relate directly to the information systems security profession. Generally, this consists of work in the areas covered by the (ISC)<sup>2</sup> CBK.

4.5.1.2 Group B Credits - Professional Skills Activities

Group B credits are given for completion of activities which enhance the credential holder's overall professional skills, education, knowledge or competency. These include professional development programs, such as professional speaking engagements or management courses. While these do not apply directly to the field of information security or certification and accreditation, (ISC)<sup>2</sup> recognizes these skills are vital in the growth of all professionals and their credentials. Group B credits are optional.

The minimum number of CPEs required per year is determined by the type of certification held.

CPE CERTIFICATION REQUIREMENTS					
Credential	Annual Minimum (Required) Group A - Only		3 Year Certification Period		
			Group A (Minimum Per 3 Year Certification Period)	Group B Optional (Maximum See Above)	Total Required (Per 3 Year Certification Period)
CSSLP	15		60	30	90
CISSP	20		80	40	120
ISSAP ISSEP ISSMP ISSJP	During your subsequent full 3-year certification periods for these concentrations, 20 of the 120 CPEs already required for the underlying CISSP certificate must be in the specific area of concentration. For example, if a CISSP took the ISSEP concentration examination and passed, he/she would be required to submit at least 20 of the total 120 hours required to submit for the CISSP certificate to be in the specific area of engineering.				
CAP	10		40	20	60
SSCP	10		40	20	60

CPE REQUIREMENTS		
Associate of (ISC) <sup>2</sup> Designation	GROUP A	TOTAL (Per year)
Associate of (ISC) <sup>2</sup> working toward CISSP*	20	20
Associate of (ISC) <sup>2</sup> working toward SSCP*	10	10

\* Please refer to section 4.1.1. for further requirements.

4.5.1.3 CPE record keeping and audits (ISC)<sup>2</sup> members are not required to provide proof of CPE credits on submission. However, they should retain proof of CPE credits earned until 12 months after the cycle in which they were earned. (ISC)<sup>2</sup> can and does perform routine audits on a randomly selected basis to verify CPE credits earned. Proof of your CPE credits may be requested at any time by (ISC)<sup>2</sup>. Evidence of CPE credits earned may be in the form of transcripts of courses, diplomas awarded, certificates or receipts of attendance,

copies of official meeting minutes or rosters [that include attendees names], or documentation of registration materials.

4.5.1.4 CPE requirements for Concentrations As part of the 120 CPEs required for CISSPs, those who hold one or more concentration certifications (i.e., ISSEP, ISSMP, ISSAP) must earn 20 CPEs directly relating to each concentration area. That is, the 20 CPEs for each concentration are a component of the total 120 CPE credits required for CISSP certification and are not additional CPE requirements.

*EXAMPLE: If a CISSP has two concentration certifications, such as an ISSAP and an ISSEP, he or she must submit 20 CPEs relating to the domains of the Architecture Concentration, as well as 20 CPEs relating to the domains of the Engineering Concentration, as part of his or her 120 CPE total.*

**Please note:** Concentrations run concurrently with the underlying CISSP certification expiration date. However, a concentration holder is not required to start earning CPEs toward his or her concentration area(s) **until the start of the three year certification cycle beginning after receipt of the concentration.**

4.5.1.5 Professional Development While not a requirement, it is recommended that a CISSP holder gain CPEs for recertification in at least six of the 10 domains of the (ISC)<sup>2</sup> CISSP CBK, that the CSSLP holder gain CPEs for recertification in more than one of the 7 domains of the (ISC)<sup>2</sup> CSSLP CBK, that an SSCP holder gain CPEs for recertification in at least four of the seven domains of the (ISC)<sup>2</sup> SSCP CBK and that CAP holders gain CPEs for recertification in each of the five domains of the (ISC)<sup>2</sup> CAP CBK. Adhering to this recommendation will help ensure that the (ISC)<sup>2</sup> member's management capabilities grow and mature over time, in part through exposure to a broader range of topics.

4.5.1.6 Additional Information For additional information regarding Continuing Professional Education requirements or CPE credits, please visit [www.isc2.org](http://www.isc2.org) or contact [Customersupport@isc2.org](mailto:Customersupport@isc2.org)

4.5.2 *Annual Maintenance Fee (AMF)*

Individuals credentialed by (ISC)<sup>2</sup> pay AMFs to maintain their certifications. The fees are used to recover the costs for administering the continuing education and recertification processes and to maintain individual records. AMFs are due at the end of each year of the certification cycle. To avoid a late fee of USD20, payments must be received within 60 days from the member's anniversary date.

The AMF cost is determined by the type of certification held.

CREDENTIAL	Annual Maintenance Fee (AMF)
CSSLP	USD100
CISSP	USD85
ISSAP ISSEP ISSMP ISSJP	USD35 each
CAP	USD65
SSCP	USD65

DESIGNATION	Annual Maintenance Fee (AMF)
Associate of (ISC) <sup>2</sup>	USD35

Please contact “Customer Support” if you have questions:

[www.isc2.org/contactus](http://www.isc2.org/contactus)

#### **4.6 Information Changes**

Members are required to keep (ISC)<sup>2</sup> informed of updates to their contact information as a requirement of certification. Changes to contact information may be submitted through the Member’s Website at <https://www.isc2.org/ContactUs> or by calling an (ISC)<sup>2</sup> regional office.

#### **4.7 Logo Usage Guidelines**

(ISC)<sup>2</sup> is a non-profit membership organization identified as the leader in certifying individuals in information security. All of (ISC)<sup>2</sup>’s certifications are ANSI ISO/IEC 17024 accredited with the exception of ISSJP, which is a regional certification, and CSSLP, which will be evaluated for accreditation. (ISC)<sup>2</sup> does not provide information security service but focuses on the training, education, and certification of information security professionals.

Candidates who successfully complete any of the (ISC)<sup>2</sup> certification requirements may use the appropriate certification mark and logo (the “Logo”) to identify themselves as having demonstrated the professional experience and requisite knowledge in the realm of information systems security. The following guidelines explain how (ISC)<sup>2</sup> Logos may be used.

##### *4.7.1 Using the Logo*

Only those who have demonstrated the requisite experience in information security, agreed to abide by the (ISC)<sup>2</sup> Code of Ethics, successfully passed the corresponding examination(s), and have had their experience and professionalism endorsed by an (ISC)<sup>2</sup> member are certified by (ISC)<sup>2</sup>. Those who meet these standards (“Certified”) are authorized to use the appropriate Logo(s). The Logo(s) identifies those who have met the strict criteria for certification and are able to demonstrate professional judgment and abilities in information security. Use of the Logo indicates the Certified’s acceptance of the terms in the agreement executed upon applying to sit for the corresponding examination and these guidelines and that Certified has met the criteria to be a CISSP<sup>®</sup>, CISSP-ISSAP<sup>®</sup>, CISSP-ISSEP<sup>®</sup>, CISSP-ISSMP<sup>®</sup>, CAP<sup>®</sup>, CSSLP<sup>®</sup> and/or SSCP<sup>®</sup>, and has maintained the requisite certification obligations. Use of the Logo must be discontinued immediately if Certified does not maintain their certification. (Section 8 of the examination registration form) has expired or is terminated, you must immediately discontinue use of the Logo.

- Certified may use the Logo only on business cards, letterhead, marketing material and resume to indicate that they are an (ISC)<sup>2</sup> credential holder. Certified may not use the Logo on any product or product-related material.
- Certified may only use the Logo for which they have successfully completed the certification requirements (e.g. CISSPs may not use SSCP, nor may SSCPs use CISSP, unless they have completed the appropriate requirements).
- Certified may not alter the Logo artwork in any way other than to increase or decrease in size. The Logo may not be translated or otherwise localized into any other language. Any localized versions of the Logo must be provided by (ISC)<sup>2</sup>.
- Certified may not display the Logo in any manner that suggests they are an employee of (ISC)<sup>2</sup> or in a manner that suggests “(ISC)<sup>2</sup>” is a part of their company name. Use of the Logo must clearly indicate that Certified is independent from (ISC)<sup>2</sup>.
- Certified may not use the Logo in any manner that is derogatory to or critical of (ISC)<sup>2</sup> or the certification.
- Certified’s name, trade name, or company name must appear on any materials where the Logo is used. The Logo cannot appear larger or more prominent than Certified’s name, product or service name, trademark or service mark, logo or trade or company name.
- The Logo may not be used in any manner that expresses or might imply (ISC)<sup>2</sup>’s affiliation, sponsorship, endorsement, certification, or approval, other than as set forth by the (ISC)<sup>2</sup> Application Agreement.
- The Logo, or any elements thereof, may not be included in trade or business name, domain name, product or service name, logo, trade dress, design, slogan or other trademarks.

- Certified may not combine the Logo with any other object, including, but not limited to, other logos, icons, words, graphics, photos, slogans, numbers, design features, symbols, or Website audio files. (i.e. Mixing another Logo with the CISSP Logo to create a variation)
- The Logo may not be used as a design feature on any product or service materials.
- The Logo may not be imitated in any manner.
- On marketing material (exclusive of letterhead, business cards, and resumes), the Logo shall be attributed to the International Information Systems Security Certification Consortium with the following attribution clause in all materials where it is used: "CISSP (or appropriate certification) is a registered mark of the International Information Systems Security Certification Consortium in the United States and other countries."
- The respective Logo and phrase (e.g. "CISSP" or "SSCP, etc.) shall always be accompanied by ® except where prohibited by size constraints (i.e. business cards).
- Certified may not use the (ISC)<sup>2</sup> Logo or mark in any manner other than as a link on Certified's Website to [www.isc2.org](http://www.isc2.org).
- **Associates of (ISC)<sup>2</sup> are NOT certified and may not use any Logo** or description other than "Associate of (ISC)<sup>2</sup>". Under no circumstances may they identify which exam they have successfully passed or use any Logo, other than "Associate of (ISC)<sup>2</sup>", in any manner. Failure to abide by this rule may result in the candidate being prohibited from ever attaining any (ISC)<sup>2</sup> certification.

Logos may not be used in any way other than as specified in these guidelines. Failure to comply with these instructions shall constitute a breach of the (ISC)<sup>2</sup> Application Agreement.

#### 4.7.2 Compliance with Guidelines

(ISC)<sup>2</sup> reserves the right to spot-check all marketing and promotion materials bearing the Logo and may periodically send out requests for samples. Certified must correct any deficiencies in use of the Logo. Refusal to correct such deficiencies or to cease publication or distribution could result in revocation of right to use the Logo.

#### 4.7.3 Logo Artwork/Downloads

Electronic artwork files for the Logo are available on the (ISC)<sup>2</sup>'s members-only Website.

Use the following contact information to obtain clarification or permission:

**E-mail:** [domorrow@isc2.org](mailto:domorrow@isc2.org)  
**Fax:** (888) 290-2144  
**Mail:** Attn: Logo Guidelines  
(ISC)<sup>2</sup>, Inc.  
P.O. Box 230326  
Montgomery, Alabama 36123-0326

#### 4.8 Certification Disclosure

As a certifying body, (ISC)<sup>2</sup> has a duty to the general public to verify those individuals claiming to hold its certifications. An organization unable to verify the certifications it issues will quickly lose value and credibility to the general public. (ISC)<sup>2</sup> may make available to third parties and/or the general public information verifying your certification. This will be done in such a manner to minimize the amount of information disclosed about you, but still assure verification of your certification. This may include listing your name, region, and certification type in a public directory on the (ISC)<sup>2</sup> website, providing a listing of your name to your employer upon the written request of your employer (if you have so identified your employer in your member record), verifying your possession of an (ISC)<sup>2</sup> certification to a telephone or e-mail verification inquiry. In no instance will any contact information (including telephone, e-mail or mailing address), financial information of any type, or any membership information be disclosed other than verifying your certification.

Correspondingly, in the event of decertification, you permit (ISC)<sup>2</sup> to notify third parties, as necessary, of your decertification, including if by breach of the Code of Ethics.