CompTIA Continuing Education Program and Certification Renewal Policy

CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ and CompTIA Advanced Security Practitioner (CASP) 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?

Visit the CompTIA Support page for additional resources on the Continuing Education Program. If candidates don't find the answer to their question they are to submit a ticket and a CompTIA support rep will contact them. http://support.comptia.org

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

Effective January 1, 2011, all new CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ and CASP certifications will be valid for three years from the date the candidate is certified. These certifications will be denoted with a "ce" designation which means they will expire three years from the date certified. If the certification is not renewed within the three years candidates will be no longer be certified and must retake the exam to reactivate their certification.

Candidates certified in CompTIA A+, CompTIA Network+ or CompTIA Security+ on or before December 31, 2010 are considered "**certified for life**" and are not required to renew their certifications. Candidates do have the option of enrolling in the Continuing Education Program to earn a "ce" designation which demonstrates to employers their knowledge is current and relevant. Candidates will have until December 31, 2012 to enroll in the program. After that date candidates would have to recertify to acquire the "ce" designation.

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

No. CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ and CASP are global certification programs, therefore, this policy is applicable to all certified candidates worldwide.

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

No. The renewal policy is only applicable for CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ and CASP certifications. If other certifications are added candidates pursuing those certifications will be advised of any renewal policy implications.

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

The program certifications will have a notation on the certificates: CompTIA A+ce, CompTIA Network+ce, CompTIA Storage+ce, CompTIA Security+ce and CASPce. The name change will denote the new Continuing Education requirement associated with these programs.

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

In today's IT environment it's important for IT professionals to demonstrate that their knowledge and skills are current. CompTIA's new renewal policy is a way to assist those candidates who would like to take advantage of it. Our certification renewal policy includes a Continuing Education Program component that gives eligible certification holders a range of ways to keep their CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ and CASP 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 candidates 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

Who is eligible to participate in the Continuing Education (CE) Program?

The program is available to those candidates who are certified in any version of CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ or CompTIA Advanced Security Practitioner (CASP).

How do candidates know if they are considered "certified for life"?

If candidates 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 candidates will always be considered "certified for life" for those certifications, regardless of if they 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 candidates are considered "certified for life" and want to participate in Continuing Education (CE) what do they need to know?

- Candidates certified on or before December 31, 2010 must enroll in the CE program on or before December 31, 2012.
- Participation in the CE program will not affect the certifications on or before December 31, 2010.
- Candidates have three years from the date of enrollment in the CE program to complete the appropriate level of Continuing Education Units (CEUs) to receive a new CE designation.
- By enrolling and completing the CE program candidates will obtain a CE certification. They will be held to the policies related to certification renewal and the CE program. The new CE certification will expire three years from the date it was earned via the CE program. This expiration date will also become their new CE program cycle expiration date.
- **Example**: If a Certified for Life candidate enrolls on 2/1/11, their CE program expiration date will be 2/1/14. If they complete the CE program on 8/25/13, prior to their existing program expiration date, their new CE program expiration date would be 8/25/16. The candidate's new Continuing Education cycle is 8/25/13-8/25/16.
- If a candidate does not enroll in Continuing Education on or before December 31, 2012, or does not meet their CE program requirements on or before their CE program expiration date, they must retake and pass the current exam(s) in order to achieve CE certification designation and be allowed to participate in the CE program again. Participation in the CE Program will not affect their previous "certified for life" status.
- Qualified CE activities can be submitted for units if they were completed within 90 days prior to enrolling in the CE Program.

How does a "certified for life" candidate enroll in the Continuing Education Program?

The candidate should log in to their CompTIA Candidate Record. Click the Continuing Education Menu Item and then click on the Enroll link. https://www.certmetrics.com/comptia/login.aspx

If a candidate is not considered "certified for life" and wants to participate in Continuing Education (CE) what do they need to know?

- Candidates who are CE certified on or after 1/1/11 are not "certified for life" and will have a certificate expiration date of three years from the date certified.
- If a candidate is CE certified on or after 1/1/11 they are automatically enrolled into the CE program and will have three years from the date certified to successfully complete their CEUs.
- Upon completion of the CE program, the candidate's certification expiration date will be increased by three years from the current CE program expiration date. Qualified CE activities must be completed within the CE program's three year window. Candidates may only submit CEUs and be recertified once per three year CE cycle. Candidates who complete their CE cycle cannot submit additional CE credits until after their new cycle begins.

- **Example:** If a candidate earns a CE certification on 2/1/11, their certification and CE program expiration date is 2/1/14. If they complete the CE program early on 8/25/13, prior to their existing program the new CE cycle remains at three years. The next program cycle runs from 2/1/14-2/1/17 Candidates cannot begin to submit units again until 2/1/14.
- A candidate's certification will expire if the candidate does 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 Storage+, CompTIA Security+	Applicable Certifications – CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+, CASP
Certified on or before 12/31/10	Certified on or after 1/1/11
Certification does not expire	Certification expires three 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 three years from date of CE program enrollment	Program expiration date is three 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 three 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 three years from original certification /current CE program expiration date
Units can be submitted anytime within the three 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 three year CE program cycle

Do candidates have to participate in the Continuing Education Program if they're considered "certified for life"?

Candidates certified in CompTIA A+, CompTIA Network+ or CompTIA Security+ on or before December 31, 2010 are considered "certified for life" and are not required to renew their certifications. Candidates do have the option of enrolling in the Continuing Education Program to earn a "ce" designation which demonstrates to employers their knowledge is current and relevant. Candidates will have until December 31, 2012 to enroll in the program. After that date candidates would have to recertify to acquire the "ce" designation.

If candidates are "certified for life," why would they 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 candidates a variety of relevant methods of exhibiting that knowledge and skill without requiring retesting.

If candidates have recently completed, or in the process of, completing an activity would the activity qualify for Continuing Education Units?

This only applies if the candidate is a "**certified for life**" professional. Certified for Life candidates can submit qualifying activities for Continuing Education Units as long as they were completed within 90 days prior to enrollment into CE. So, for example, candidates enroll in CE on day one, 1/1/11, they 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 a candidates CompTIA certification; teaching, lecturing or presenting on relevant industry topics; participation in non-degree courses or computer-based training; attending relevant industry conferences and events; participating s/b participation in a CompTIA exam development workshop; publishing articles, white papers, blog posts or books on relevant topics; obtaining other approved 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 a candidate's certification?

For a candidate to renew CompTIA A+ requires 20 CEUs; to renew CompTIA Network+ 30 CEUs; CompTIA Storage+ 40 CEUs; to renew CompTIA Security+, 50 CEUs; and to renew CASP 75 CEUs.

What are the associated costs with the 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 Storage+	$49	$147	40
CompTIA Security+	$49	$147	50
CASP	$49	$147	75

If a candidate holds multiple CompTIA certifications are they required to renew each of them?

No. Candidates 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+, CompTIA Storage+, CompTIA Security+ and CASP certifications would be required to meet only the continuing education requirements for CASP. Completion of CE for CASP would renew the CASP and also grant the candidate with a CompTIA A+ce, CompTIA Network+ce, CompTIA Storage+ce, and CompTIA Security+ce. Please note candidates must have previously passed the exam(s) to earn the certification for it to be applicable as part of the CE program. No certification is granted through CE participation, only renewed.

If a candidate holds multiple CompTIA certifications, can they choose which one they want to get recertified in through CE?

Yes. When a candidate pays their annual CE Fee the system will allow candidates to select the CompTIA certification they would like to earn a "ce" designation for. If a candidate has two certifications for example CompTIA A+ and CompTIA Network+ and chooses to enroll in the highest level of certification (CompTIA Network+), their lower-level certification will be tied to the program and upon completion of the CompTIA Network+ CE program they would be granted both CompTIA A+ce and CompTIA Network+ce certifications. A candidate holding both CompTIA A+ and CompTIA Network+ certifications and choosing to recertify in CompTIA A+ only would not fulfill the CE requirements for the CompTIA Network+ CE program.

What happens to the fees paid when a candidate changes their intent?

If a candidate has paid fees on a lower level certification and then changes their intent to a higher level certification, within the same CE cycle, fees from the lower level cert collected will be deducted from the total balance. The system will display the remaining balance upon the last payment.

What if a candidate chooses not to participate in CE at the highest certification level?

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

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

If candidate chooses to participate in CE program level for:	And they hold the following valid certification(s):	Completion of CE or passing a qualifying higher-level certification earns them:
CompTIA Network+	CompTIA Network+, CompTIA Storage+	CompTIA Network+ce and CompTIA Storage+ce
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Network+ce CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA Network+, CASP	CompTIA Network+ce CASP would not be renewed
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+, CASP	CompTIA A+ce, CompTIA Network+ce CompTIA Storage+ce CompTIA Security+ and CASP would not be renewed
CompTIA Storage+	CompTIA Storage+	CompTIA Storage+ce
CompTIA Storage+	CompTIA Storage+, CompTIA A+	CompTIA Storage+ce and CompTIA A+ce
CompTIA Storage+	CompTIA Storage+, CompTIA Network+	CompTIA Storage+ce and CompTIA Network+ce
CompTIA Storage+	CompTIA Storage+, CompTIA Security+	CompTIA Storage+ce and CompTIA Security+ce
CompTIA Storage+	CompTIA Storage+, CASP	CompTIA Storage+ce CASP would not be renewed
CompTIA Storage+	CompTIA Storage+, CompTIA A+, CompTIA Network+, CompTIA Security+, CASP	CompTIA Storage+ce, CompTIA A+ce, CompTIA Network+ce and CompTIA Security+ce CASP would not be renewed
CompTIA Security+	CompTIA Security+	CompTIA Secuirty+ce
CompTIA Security+	CompTIA Security+, CompTIA Storage+	CompTIA Security+ce CompTIA Storage+ would not be renewed
CompTIA Security+	CompTIA A+, CompTIA Security+	CompTIA A+ce and CompTIA Security+ce
CompTIA Security+	CompTIA Network+, CompTIA Security+	CompTIA Network+ce and CompTIA Security+ce
CompTIA Security+	CompTIA Security+, CASP	CompTIA CompTIA Security+ce CASP would not be renewed
CompTIA Security+	CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+, CASP	CompTIA A+ce, CompTIA Network+ce and CompTIA Security+ce CompTIA Storage+ and CASP would not be renewed
CASP	CASP	CASPce
CASP	CompTIA A+, CASP	CompTIA A+ce, CASPce
CASP	CompTIA Network+, CASP	CompTIA Network+ce, CASPce
CASP	CASP, CompTIA Storage+	CASPce, and CompTIA Storage+ce
CASP	CompTIA Security+, CASP	CompTIA Security+ce, CASPce
CASP	CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+, CASP	CompTIA A+ce, CompTIA Network+ce, CompTIA Storage+ce, CompTIA Security+ce, CASPce

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. After 12/31/2012, the only way for "certified for life" candidates to participate in the CE program would be to re-take and pass the current version of the exam(s) needed to earn the certification again.

How can a candidate submit their units and keep track of them?

The candidate should log in to their CompTIA Candidate Record. Click the Continuing Education Menu Item and then click on Continuing Education Units. https://www.certmetrics.com/comptia/login.aspx

Does the CompTIA Continuing Education Program only apply to candidates 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 (CEUs)?

There are various types of Continuing Education activities across the IT Industry that are included in the CE program. These activities fall into general categories. The chart identifies these categories along with the CEU points, submission requirements and activity guidelines. CompTIA does not provide a list of training courses, college courses, webcasts, podcasts, seminars, conferences or events. It is up to the individual to ensure they are submitting activities in which the content is at the level or above the CompTIA certification being renewed.

Activity	Full Units earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Achieve Approved CompTIA or Other Industry Certification (External Cert:) See CompTIA CE Approved Industry Certification Charts on the "Stay Certified" page of the CompTIA Certification website for approved CompTIA A+, CompTIA Network+, CompTIA Storage+, and CompTIA Security+ and CASP certifications. **NOTE: Any activity that earns Full CEUs will be audited.**	20 CEUs for CompTIA A+ 30 CEUs for CompTIA Network+ 40 CEUs for CompTIA Storage+ 50 CEUs for CompTIA Security+ 75 CEUs for CASP	CompTIA Linux+, CompTIA CTP+, CompTIA PDI+, CompTIA CDIA+, CompTIA Server+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ or CASP certifications—no submission required Non CompTIA certifications - Copy of transcript or certification containing the candidate name, name of the certification and date in which the certification was earned or renewed.	**No Max – Full credits earned**

Activity Guidelines

1. Approved Industry certifications being used for CEUs must be at the level of the CompTIA certification in which the candidate is pursuing recertification.

Example:

If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the Industry Certification being used for CEUs must be at the CompTIA Security+ level or above.

2. If candidate is CompTIA certified for life, Industry Certifications being used for CEUs must be earned or renewed within 90 days prior to CE program enrollment, or, within the current three year CE cycle.

3. Approved CompTIA certifications being used for full CEUs must be earned within the current three year CE cycle. The 90 day rule does not apply CompTIA certifications.

4. For a candidate certified after Jan 1, 2011 the CompTIA or Industry Certification being used for CEUs must be earned within the current three year CE cycle. Industry Certifications earned prior to becoming CE certified are not valid.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Participation in CompTIA Certification Training Program using CompTIA Approved Quality Content (CAQC) Examples: Classroom, Online Live, Mentored Learning, e-learning, Blended Learning, Simulations To find approved CompTIA training partners go to; http://certification.comptia.org/training.aspx For e-learning http://certification.comptia.org/Training/eLearning.aspx Please ensure the training partner you have selected is using CAQC approved materials when training to CompTIA certifications. Below are the logos associated with approved CompTIA Content Partners.	1 CEU for each hour of validated training	• Training event description • Content outline • Date of training program • Number of training hours • Training completion certificate from the training provider	**CompTIA A+** - 16 CEUs **CompTIA Network+** - 24 CEUs **CompTIA Storage+** - 32 CEUs **CompTIA Security+** - 40 CEUs **CASP** - 60 CEUs

Activity Guidelines

Note: Any training event completed for CompTIA certifications must use CAQC approved materials.

1. This activity pertains to the participation and completion of a course(s) and/or training sessions that are structured to prepare for CompTIA certification programs.

Example: A candidate is certified in 2008 CompTIA Security+ objectives. A newer version of the exam has been released (CompTIA Security+ 2010 objectives). A candidate can complete CompTIA Security+ 2010 training, but the training partner must be using CAQC materials.

Example: A candidate is certified in CompTIA Network+ and takes a CompTIA Server+ training course that uses CAQC approved materials. This training course would count for CEUs.

2. If candidate is CompTIA "certified for life" the training must have been completed within 90 days prior to CE program enrollment or within the current three year CE cycle.

3. For a candidate certified after Jan 1, 2011 the training must be completed within the current three year CE cycle. Activities prior to becoming CE certified are not valid.

NOTE: A candidate cannot use CompTIA training if that training is based on the objectives for the certification they currently hold.

Example: A candidate holds a CompTIA Network+ certification based (2009 objectives) and completes a training course using CAQC training materials for CompTIA Network+ (2009 objectives). The training activity would not be valid for earning CEUs.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Participation in other IT Training Programs Examples: Classroom, Online Live, Mentored Learning, e-learning, Blended Learning, Simulations, Boot camps	1 CEU for each hour of validated training	• Training event description • Content outline • Date of training program • Number of training hours • Training completion certificate from the training provider	**CompTIA A+** - 16 CEUs **CompTIA Network+** - 24 CEUs **CompTIA Storage+** - 32 CEUs **CompTIA Security+** - 40 CEUs **CASP** - 60 CEUs

Activity Guidelines

1. This activity pertains to the participation and completion of training that is structured to educate on any IT topic(s) relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:

If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the training being completed must be at the CompTIA Security+ content level or above.

2. If candidate is CompTIA certified for life, the training must have been completed within 90 days prior to CE program enrollment, or, within the current three year CE cycle.

3. For a candidate certified after Jan 1, 2011 the training must be completed within the current three year CE cycle. Training completed prior to becoming CE certified is not valid.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Completion of College Courses from Degree Granting Institution	10 CEUs per completion of 3-4 credit hour course	Copy of transcript from degree-granting institution including: • Student name • Course description • Course completion date • Grade • Number of credits earned	**CompTIA A+** - 10 CEUs **CompTIA Network+** -20 CEUs **CompTIA Storage+** - 30 CEUs **CompTIA Security+** - 40 CEUs **CASP** - 60 CEUs

Activity Guidelines

1. This activity pertains to the successful completion of an IT related course from a degree-granting institution. The course content must be relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:

If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the college course being submitted for CEUs must be at the CompTIA Security+ content level or above.

2. If candidate is CompTIA certified for life, the college course must have been completed within 90 days prior to CE program enrollment, or, within the current three year CE cycle.

3. For a candidate certified after Jan 1, 2011 the college course must be completed within the current three year CE cycle. Courses completed prior to becoming CE certified are not valid.

Activity	Full Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Completion of American Council on Education (ACE) Accredited Courses	10 CEUs per completion of 3-4 hour course	Copy of transcript from ACE institution including: • Student name • Course description • Course completion date • Grade • Number of credits earned	**CompTIA A+** - 10 CEUs **CompTIA Network+** -20 CEUs **CompTIA Storage+** - 30 CEUs **CompTIA Security+** - 40 CEUs **CASP** - 60 CEUs

Activity Guidelines

1. This activity pertains to the successful completion of an IT related course from the American Council on Education who connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside traditional degree programs. The course content must be relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:
If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the college course being submitted for CEUs must be at the CompTIA Security+ content level or above.

2. If candidate is CompTIA certified for life, the college course must have been completed within 90 days prior to CE program enrollment, or, within the current three year CE cycle.

3. For a candidate certified after Jan 1, 2011 the college course must be completed within the current three year CE cycle. Courses completed prior to becoming CE certified are not valid.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Teaching or Instructing	2 CEUs for each hour of material creation; 1 CEU for each hour instructing	• Lesson plan • Description of content covered • Delivery date(s) • Number of attendees	**CompTIA A+** - 10 CEUs **CompTIA Network+** - 15 CEUs **CompTIA Storage+** - 15 CEUs **CompTIA Security+** - 20 CEUs **CASP** - 40 CEUs

Activity Guidelines

1. This activity pertains to developing and delivering IT educational material. The course content must be relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:
If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the content being taught must be at the CompTIA Security+ content level or above.

2. If candidate is CompTIA certified for life, the course being taught must have been taught within 90 days prior to CE program enrollment, or, within the current three year CE cycle.

3. For a candidate certified after Jan 1, 2011 the course being taught must be taught within the current three year CE cycle. Courses taught prior to becoming CE certified are not valid.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Completion of an Industry Presentation	2 CEUs for each hour of material creation; 1 CEU for each hour presenting	• Presentation Description • Delivery date(s) • Number of attendees • Copy of the presentation	**CompTIA A+** - 10 CEUs **CompTIA Network+** - 15 CEUs **CompTIA Storage+** - 15 CEUs **CompTIA Security+** - 20 CEUs **CASP** – 40 CEUs

Activity Guidelines

1. This activity pertains to developing and delivering a presentation that demonstrates IT knowledge relevant to the highest level CompTIA certification in which the candidate is pursuing recertification. This does not include product presentations and/or demonstrations.

Example:
If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the presentation must be at the CompTIA Security+ content level or above.

2. If candidate is CompTIA certified for life, the presentation must be held within 90 days prior to CE program enrollment, or, within the current three year CE cycle.

3. For a candidate certified after Jan 1, 2011 the presentation must be held within the current three year CE cycle. Presentations prior to becoming CE certified are not valid.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Participation in Industry Event, Seminar, Workshop, Podcast/Webinar or Conference	1 CEU for each hour spent in relevant session	• List the type of activity attended (event, seminar, workshop, podcast, webinar or conference) • Description of the content activity • Date of Activity • Proof of completion provided by activity host (where applicable)	**CompTIA A+** - 4 CEUs **CompTIA Network+** - 6 CEUs **CompTIA Storage+** - 8 CEUs **CompTIA Security+** - 10 CEUs **CASP** – 20 CEUs

Activity Guidelines

1. This activity pertains to participation in IT educational industry events that are intended to impart knowledge. The session content must be relevant to the highest level CompTIA certification in which the candidate is pursuing recertification. This does not include product presentations and/or demonstrations.

Example:
If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the event being completed must be at the CompTIA Security+ content level or above.

2. If candidate is CompTIA certified for life, the event must have been completed within 90 days prior to CE program enrollment, or, within the current three year CE cycle.

3. For a candidate certified after Jan 1, 2011 the event must be completed within the current three year CE cycle. Training completed prior to becoming CE certified is not valid.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Work Experience	3 CEUs per CE year The work experience is limited to 1 submission per year. Uploading multiple years' of Work Experience at one time will not be valid.	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 candidate is meeting the expectations of an individual holding this and/or similar job title • Signature of the candidates supervisor	**CompTIA A+** - 9 CEUs **CompTIA Network+** - 9 CEUs **CompTIA Storage+** - 9 CEUs **CompTIA Security+** - 9 CEUs **CASP** - 9 CEUs

Activity Guidelines

1. This activity pertains to demonstrating on the job IT knowledge that is relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:
If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the work experience must be at the CompTIA Security+ level or above

2. If candidate is CompTIA certified for life, the work experience is limited to 1 submission per year. Uploading multiple years' of Work Experience at once is not valid.

3. For a candidate certified after Jan 1, 2011 the work experience must be held within the current three year CE cycle. Activities prior to becoming CE certified are not valid.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Publishing of 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 CASP only: 30 CEUs per published book	• Description of the content covered • Link to or copy of the published work	**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 Storage+** - 14 CEUs for articles, white papers, blog posts; 20 CEUs for books **CompTIA Security+ -** 16 CEUs for articles, white papers, blog posts;20 CEUs for books **CASP -** 20 CEUs for articles, white papers, blog posts;30 CEUs for books Candidates can complete one or more of these activities individually or in combination to earn the max amount of CEUs for this category of activities

Activity Guidelines

1. This activity pertains to authoring and publishing IT content applicable to the candidates IT profession. The content must be IT specific and demonstrate knowledge relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:
If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the activity content must be at the CompTIA Security+ content level or above

2. Articles and White Paper, min. 4 pages (Note: multiple articles can be combined to meet the 4 page requirements)
3. Blog post, min. 500 words
4. Book, min. 150 pages
5. If candidate is CompTIA certified for life, the activity must be completed within 90 days prior to CE program enrollment, or, within the current three year CE cycle.
6. For a candidate certified after Jan 1, 2011 the activity must be completed within the current three year CE cycle. Activites prior to becoming CE certified are not valid.

Activity	Units Earned	Submission Requirements	Max CEUs Earned Per CE Cycle
Participation in Relevant CompTIA Exam Development Workshop **Go to:** http://certification.comptia.org/getCertified/examdevelopment.aspx **to find out more about upcoming workshops and requirements.**	10 CEUs per successful workshop completion	Signed form from workshop coordinator confirming successful workshop completion	**CompTIA A+** - 10 CEUs **CompTIA Network+** - 20 CEUs **CompTIA Storage+** - 25 CEUs **CompTIA Security+** - 30 CEUs **CASP** – 40 CEUs

Activity Guidelines

1. This activity pertains to participation in a 3-5 day onsite CompTIA exam development workshop. The content being created must be relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:
If candidate is renewing CompTIA A+ , CompTIA Network+ and CompTIA Security+ the workshop must be at the CompTIA Security+ content level or above

2. If candidate is CompTIA certified for life the workshop must be completed within 90 days prior to CE program enrollment, or, within the current three year CE cycle.

3. For a candidate certified after Jan 1, 2011 the workshop must be completed within the current three year CE cycle. Workshops attended prior to becoming CE certified are not valid.

Activity	Units Earned	Submission Requirements for Board Participation	Max CEUs Earned Per CE Cycle for Board Participation
Active Participation on an IT-related Board and/or as an active member of an IT Association **NOTE: Candidate can only submit CEUs for one of these activity options. Submitting both activities in a year is not valid.**	3 CEUs per year for participation on IT related board 2 CEUs per year for participation as an IT association member Participation is limited to 1 submission per year for 1 board or 1 IT membership. Uploading multiple years' and multiple memberships is not valid.	• Board name • Charter • Role and level of participation on the board • Timeframe in which candidate is an active board member **Submission Requirements active IT Association Membership** • Association name • Proof of membership • Timeframe in which candidate is an active association member	**CompTIA A+** - 9 CEUs **CompTIA Network+** -9 CEUs **CompTIA Storage+**-9 CEUs **CompTIA Security+** - 9 CEUs **CASP** - 9 CEUs **Max CEUs Earned Per CE Cycle for Active IT Membership** **CompTIA A+** - 6 CEUs **CompTIA Network+** -6 CEUs **CompTIA Storage+** - 6 CEUs **CompTIA Security+** - 6 CEUs **CASP** - 6 CEUs

Activity Guidelines IT Board

1. This activity pertains to active participation on an IT relevant industry board. The board the candidate is serving on must be relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:
If candidate is renewing CompTIA A+ and CompTIA Network+ the IT Board must driving initiatives that pertain to Networking.

2. If candidate is CompTIA certified for life, the board participation experience is limited to 1 submission per year. Uploading multiple years' of board experience at once is not valid.

3. For a candidate certified after Jan 1, 2011 board participation must be held within the current three year CE cycle. Participation prior to becoming CE certified is not valid.

Activity Guidelines IT Membership

1. This activity pertains to active membership in an IT related association relevant to the highest level CompTIA certification in which the candidate is pursuing recertification.

Example:
If candidate is renewing CompTIA A+, CompTIA Network+ and CompTIA Security+ the IT association must be dealing with initiatives pertaining to the Security field. An example of a security related association would be Information System Security Association (ISSA).

2. If candidate is CompTIA certified for life, the association participation is limited to 1 submission per year. Uploading multiple years' of association experience at once is not valid.

3. For a candidate certified after Jan 1, 2011 association participation must be held within the current three year CE cycle. Participation prior to becoming CE certified is not valid.

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+, CompTIA Storage+, CompTIA Security+, or CASP) 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.

Does CompTIA provide a CE Submittal Form?

Yes the link to the CE Submittal form is on the CompTIA Stay Certified web page http://certification.comptia.org/getCertified/stayCertified.aspx

Is the CE Submittal Form required?

It is not required but recommended. CompTIA has created a template containing all activities and submission requirements. This document will help ensure you are submitting all the documentation required to validate your completion of these activities. These documents will be required for auditing purposes.

Can someone other than the CE program candidate submit CEUs into the system?

No. The CE tracking system is directly tied to the certified candidates CompTIA Career ID. Therefore, the candidate participating in the program is the only person allowed to submit information into their CE record.

If a candidate wants to earn their CEUs by taking a High Level CompTIA exam what do they need to know?

If the Candidate is "certified for life" and has already enrolled in the CE Program:
- Code of Ethics agreement must be signed
- No annual fees are required
- Once that candidate has earned the higher level CompTIA Certification Jan 1, 2011 or after they are automatically granted their "ce" for the lower level CompTIA certification.
- **Example:** If a candidate is CompTIA A+ "certified for life" and enrolls on 2/1/11, their CE program expiration date will be 2/1/14. If they complete the CE program by earning a CompTIA Network+ certification on 8/25/13 they would earn their CompTIA Network+ce and also their CompTIA A+ce. Their new CE program expiration date would be 8/25/16 for both certifications.

If the Candidate is "certified for life" and has not enrolled in the CE Program and earns a Higher Level Qualified CompTIA certification between Jan 1, 2011 and December 31, 2012:
- Candidate is automatically enrolled in the CE Program
- Candidates must sign the Code of Ethics Agreement
- Candidates will automatically be granted their "ce" certification for the "certified for life" certification
- **Example:** If a candidate is CompTIA A+ "certified for life" and is not enrolled in the CE Program and on 8/25/11 earns a CompTIA Network+ certification they would earn their CompTIA Network+ce and also their CompTIA A+ce. Their new CE program expiration date would be 8/25/16 for both certifications.

If a candidate earns their CEUs by taking a qualifying vendor certification exam what do they need to know?

- Candidates must already be enrolled into the CE program prior to earning an Approved Industry Vendor certification
- Candidates 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 candidates are participating in the CE program for CompTIA Security+ and have paid $49 at the time when they earn a CISSP certification, they **would be** responsible for the remaining $98 program balance before earning the CompTIA Security+ce recertification. Upon earning the recertification they 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 candidate 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 candidates 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 or within the three year CE Program cycle.

Approved CompTIA certifications being used for full CEUs must be earned within the current three year CE cycle. The 90 day rule does not apply.

For those candidates who certify after 1/1/11 and are not considered "certified for life," the qualifying activity must be completed within the three 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.

If Candidates don't see an activity on the chart that they think should qualify for Continuing Education Units what should they do?

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 Fees

Is there a cost associated with the certification renewal program?

Yes. Candidates 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+, $49 for CompTIA Storage+ candidates, CompTIA Storage+, CompTIA Security+ or CASP certified candidates. On or before the CE program expiration date, the CE program fees must be paid in full, along with completing the required Continuing Education Units (CEUs).

Candidates 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. Completing all CEUs in the first CE year and paying the first years CE fee does not earn you the "ce" destination, you must pay all 3 years CE fees. Each year candidates will be prompted to pay their required annual fee prior to submitting units into the CE system. If they skip a year of submitting activities, they 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 a candidate is "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, they'll be updating all of their currently held certifications, upon successful program completion, for $147 total.

	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 Storage+	$49	$147	40
CompTIA Security+	$49	$147	50
CompTIA Advanced Security Practitioner (CASP)	$49	$147	75

What forms of payment are accepted for the CE program?

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

Where do candidates pay their CE Fees?

The candidate should log in to their CompTIA Candidate Record. Click the Continuing Education Menu Item and then click on CE Maintenance Fees. https://www.certmetrics.com/comptia/login.aspx

What is the CompTIA CE refund policy?

There will be no refunds of any previously collected CE fees.

What is a CE Token?

A CE Token is a code that is equivalent to a dollar amount (either $25 or $49) that can be used to apply towards annual CE fees. Candidates are provided these token by their DoD component Point of Contact as payment method for CompTIA Continuing Education Program fees.

How do candidates get a CE Token?

Individuals cannot purchase CE Tokens. CE Tokens can be purchased in bulk by the DoD and DoD contractor organizations only. Please check with your Point of Contact for CE Token information.

How much are CE Tokens worth?

The token candidates are provided will either be equal to $25 or $49 dollars.

Can CE Tokens be used more than once?

No, each CE Token can be used only once for its assigned denomination. The payment amount applied cannot be refunded at any point or transferred to another CE candidate's record.

What happens if a candidate applies more money to their CE account then they owe?

The system will allow candidates to apply any CE token denomination regardless of the CE program they are choosing to participate in. Therefore, it is highly recommended that candidates are clear which token amount they need to meet their CE program payment requirements (CompTIA A+ is $25 per yr for 3 yrs, CompTIA Network+, CompTIA Storage+, CompTIA Security+ and CASP are $49 per yr for 3 yrs). Overpayments will not be refunded, transferred to other candidates or rolled over into the next CE cycle.

Can a candidate use a CE Token in combination with any other payment method?

Candidates using the CE Token(s) must pay using a single transaction and then go back to the payment page to initiate an additional payment transaction for other payment method.

Who do candidates call if their CE Token isn't working?

Candidates should direct any CE Token inquiries to the person who provided them with the CE Token. CompTIA distributes the tokens to the purchasing organization but does not track or monitor the distribution or ongoing management of these tokens for the individual candidates.

Who do candidates call if they lose their CE Tokens?

Candidates should direct any CE Token inquiries to the person who provided them with the CE Token. CompTIA distributes the tokens to the purchasing organization but does not track or monitor the distribution or ongoing management of these tokens for the individual candidates.

Do CE Tokens expire?

No, they do not have an expiration date. However, we recommend candidates use them as soon as possible to prevent a lost Token ID.

Are the CE Tokens refundable?

No, once the tokens are purchased and distributed to the purchaser there are no refunds. Once distributed CompTIA has no responsibility for the management or distribution of the CE Tokens, they are the sole responsibility of the purchaser and or the CE candidate.

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

V. 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.

When will a candidate's record be audited to approve CEUs?

The Continuing Education (CE) Program similar to other CE Programs performs audits randomly. By signing the CompTIA Code of Ethics Policy the candidate is agreeing to the policies, processes and procedures of the CompTIA Continuing Education Program. This means that all CE Documentation including CE FAQ's, Activity Chart, Higher Level Certification Chart and Submittal Document have been reviewed by the candidate and that the candidate is acting in accordance to these policies and procedures. Once enrolled in the CE Program a candidate can be audited at any time, even after the completion of a CE cycle. Therefore, it is the responsibility of the candidate to ensure they have met these requirements as they submit activities for Continuing Education Units. Candidates will only be contacted via email if an audit has been performed and issues with the submission have been identified. Please note all High Level Industry Certifications used for CEUs submissions require a mandatory audit.

What is being reviewed during an audit?

Candidates that are selected for audit will move into an Audit Queue. CE Auditors will be assigned candidates and will review the following candidate information:
- Confirm which CE certification designation the candidate is wanting to renew
- Confirm documentation submitted is representative of the an approved activity
- Confirm Completion date of the activity falls within the approved CE program time frame
- Confirm Number of Activity units earned is appropriate for Activity submission
- Confirm Documentation submitted meets stated guidelines
- Confirm Documentation submission demonstrates knowledge equal to or above the current CE program (CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ or CASP) level

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

Are candidates notified about an audit?

No. Audits are random and the candidate 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 an audit was performed as well as the course of action required to view and address the issues. If issues are found the activity submission will be pulled from the CE record and the associated units deducted from the units earned. If the candidate 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 candidate could be de-certified?

If at any point during participation in the CE program a candidate is proven to be acting contrary to the previously agreed to CompTIA Continuing Education Ethics Policy, the candidate 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 candidate previously earned recertification through Continuing Education activities and the deduction of previously submitted units results in not meeting the program guidelines, the certification 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 3 or more impartial IT 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.