



CompTIA Continuing Education User Guide V6

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Overview

CompTIA has launched new American National Standards Institute (ANSI) accredited versions of our CompTIA A+, CompTIA Network+, CompTIA Storage+, CompTIA Security+ and CompTIA Advanced Security Practitioner (CASP) certifications.

Effective January 1, 2011, all new CompTIA A+, CompTIA Network+, CompTIA Security+ and CompTIA 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.

The CompTIA Continuing Education (CE) Program has been designed to allow individuals a cost-effective method for keeping certifications current through the completion of variety of activities that demonstrate relevant industry knowledge.

Guidance on CompTIA CE Enrollment for DoD IA Workforce Members

As of January 1, 2011, the DoD is requiring every CompTIA certified IA workforce member to obtain a CompTIA CE credential. DoD personnel who have taken and passed a CompTIA A+, Network+, Security+ and/or CASP exam after January 1, 2011 have automatically been enrolled in the CE program. Individuals who certified before January 1, 2011 must enroll in the CE program by December 31, 2012. The previous date of December 31, 2011 has been extended by the DIAP. Please contact your specific component IAM if you have questions pertaining to enrollment deadline requirements.

Recently the DoD has changed its policy as to making annual CE payments on behalf of IA personnel. Please check with your component point of contact to find if your CE fees will be paid for or if you will be responsible for paying your annual CE fees.

DoD Personnel and Defense Workforce Certification Application

If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must first enroll in the CompTIA Continuing Education Program then log into the Defense Manpower Data Center (DMDC) site and authorize CompTIA to validate. <https://www.dmdc.osd.mil/appj/dwc/index.jsp>

If you have logged into the DMDC site and authorized CompTIA to validate prior to enrolling in the CE program you must go back into the DMDC site and click the Release Additional Certifications button. This will update the DMDC site with the CompTIA enrollment information.

IMPORTANT INFORMATION: When you register on the DMDC website the name you enter on this site **MUST** match 100% to your name in your CompTIA record. If it does not match 100% your record will be in an "unknown" status until the information is correctly entered and resubmitted.

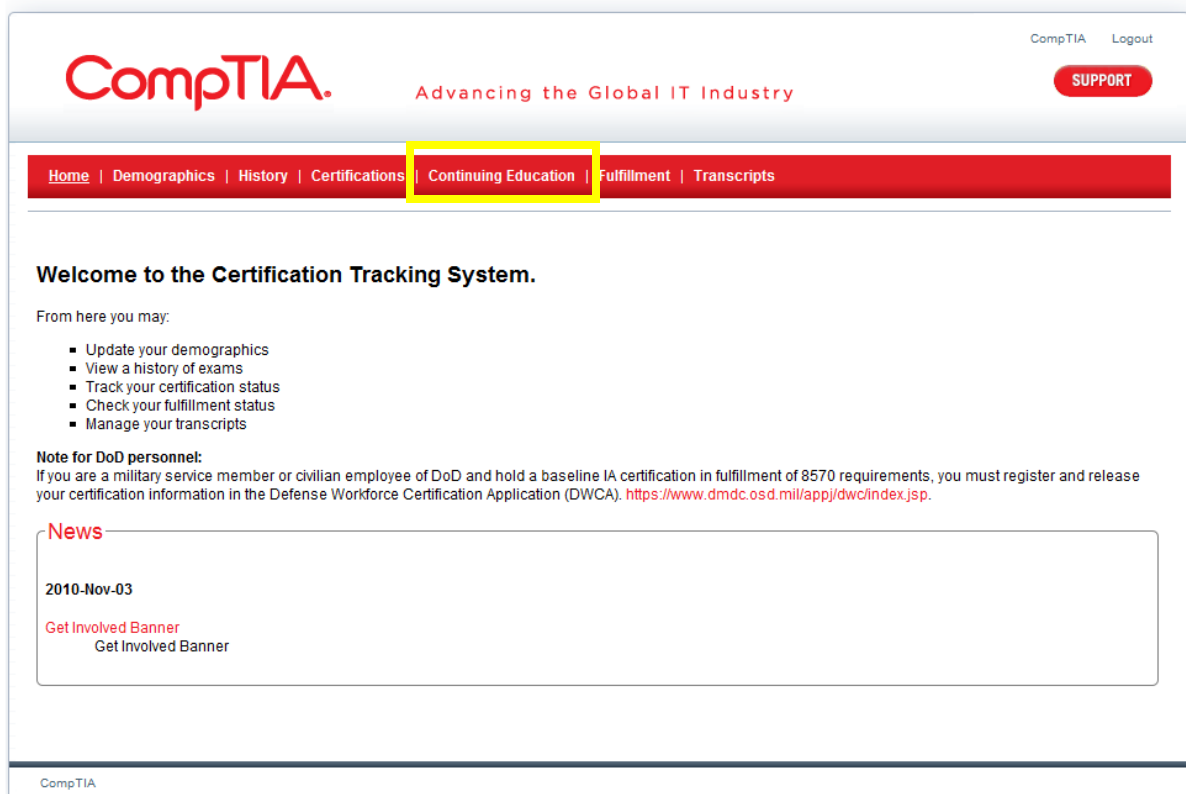
How do I Enroll in the CompTIA Continuing Education Program?

1. Login to the [Candidate Database](#)



The screenshot shows the CompTIA website's 'Candidate Login' page. At the top, the CompTIA logo is on the left, and the tagline 'Advancing the Global IT Industry' is on the right. Below the header is a red bar with the text 'Candidate Login'. The main content area has a heading 'Please login using your Login ID and Password.' followed by an important note: 'IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.' Below this, there are two input fields: 'CompTIA Career ID' and 'Password'. To the right of the password field is a link 'Forgot your password or login ID?'. Below the input fields is a 'Login' button. At the bottom of the login section is a link 'Never logged in before?'. The footer of the page shows the CompTIA logo.

2. Click on the Continuing Education menu item



The screenshot shows the CompTIA website's 'Continuing Education' page. At the top, the CompTIA logo is on the left, and the tagline 'Advancing the Global IT Industry' is on the right. In the top right corner, there are links for 'CompTIA' and 'Logout', and a red 'SUPPORT' button. Below the header is a red navigation bar with links: 'Home', 'Demographics', 'History', 'Certifications', 'Continuing Education' (highlighted with a yellow box), 'Fulfillment', and 'Transcripts'. The main content area has a heading 'Welcome to the Certification Tracking System.' followed by the text 'From here you may:' and a list of links: 'Update your demographics', 'View a history of exams', 'Track your certification status', 'Check your fulfillment status', and 'Manage your transcripts'. Below this is a 'Note for DoD personnel:' section with text about military service members and a link to the Defense Workforce Certification Application (DWCA). At the bottom is a 'News' section with a date '2010-Nov-03' and a link 'Get Involved Banner'.

3. Click on Enroll in the menu bar or the Enroll link in the text

[Home](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#)

[Enroll](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Continuing Education Instructions

(Please print this page for your reference)

Welcome to the CompTIA Continuing Education (CE) Program. This program has been designed to provide a variety of relevant and cost effective methods for keeping your CompTIA certification(s) current.

Important: All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and notifications please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

1. **Enroll** in the CE Program
2. Sign and [CompTIA Candidate Code of Ethics Policy](#)
3. Pay [CE Maintenance Fees](#)

Note: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

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

4. Click on the Enroll button

Continuing Education Enrollment

Please click on the "Enroll" button below to begin.

[Enroll](#)

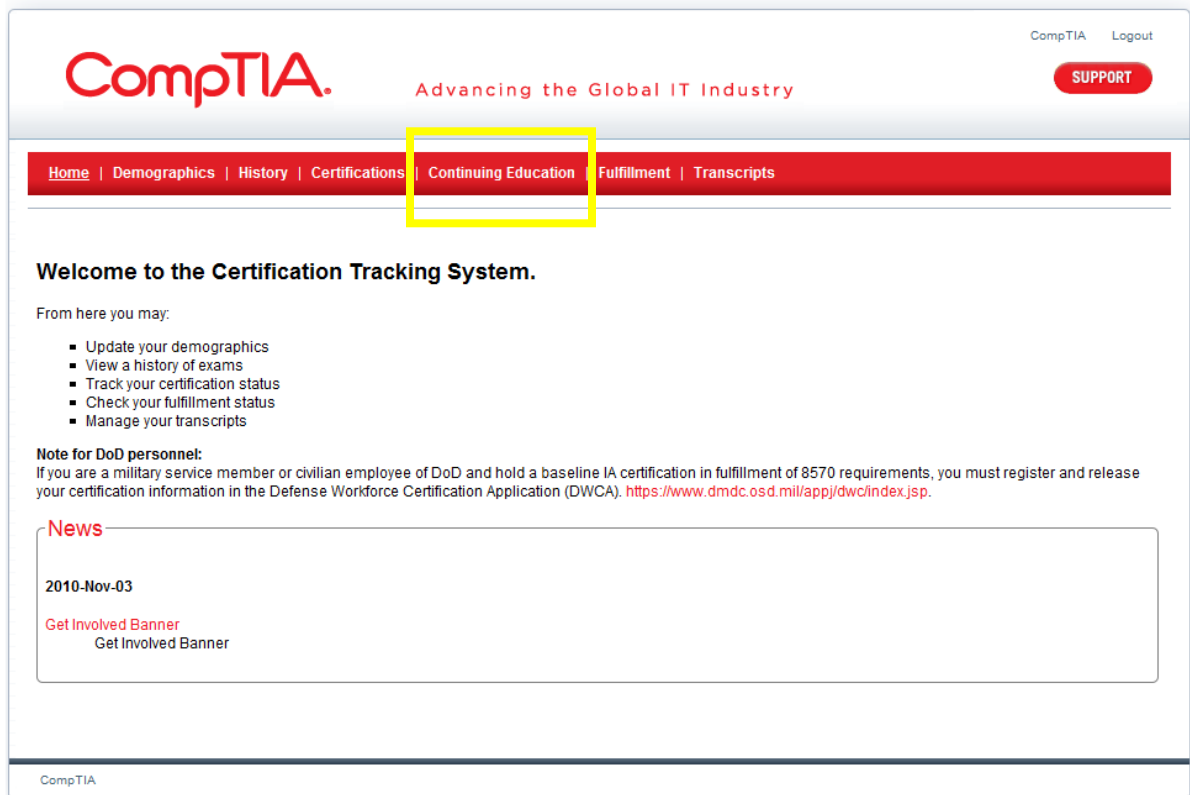
Where do I sign the Code of Ethics Policy?

1. Login to the [Candidate Database](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. Below the header is a red bar with the text "Candidate Login". The main content area has a heading "Please login using your Login ID and Password." followed by an important note: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below." There are two input fields: "CompTIA Career ID" and "Password". To the right of the Password field is a link "Forgot your password or login ID?". Below the input fields is a "Login" button. At the bottom of the login section is a link "Never logged in before?". The footer of the page says "CompTIA".

2. Click on the Continuing Education menu item



The screenshot shows the CompTIA Continuing Education page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. In the top right corner, there are links for "CompTIA" and "Logout", and a red "SUPPORT" button. Below the header is a red navigation bar with the following links: "Home", "Demographics", "History", "Certifications", "Continuing Education" (highlighted with a yellow box), "Fulfillment", and "Transcripts". The main content area has a heading "Welcome to the Certification Tracking System." followed by the text "From here you may:" and a list of links: "Update your demographics", "View a history of exams", "Track your certification status", "Check your fulfillment status", and "Manage your transcripts". Below this is a "Note for DoD personnel:" followed by a paragraph of text and a link: "https://www.dmdc.osd.mil/appj/dwc/index.jsp". At the bottom of the page is a "News" section with the date "2010-Nov-03" and a link "Get Involved Banner". The footer of the page says "CompTIA".

- Click on Code of Ethics Policy in menu bar or click on CompTIA Code of Ethics Policy in the text

[Home](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#)

[Enroll](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Continuing Education Instructions

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Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

- Enroll in the CE Program
- Sign the [CompTIA Candidate Code of Ethics Policy](#)
- Pay [CE Maintenance Fees](#)

Note: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

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

Read the Code of Ethics Policy and check the boxes next to the following:

- I am at least 18 years of old.
- Agree to Policy

4. Click on the Submit button

All persons having obtained any CompTIA certification or certificate program ("Certified Person") and taking part in CompTIA's Continuing Education Program ("CCEP") must agree that they have read and will abide by the terms and conditions of this CompTIA Candidate Code of Ethics Policy ("Ethics Policy"), prior to participating in the CCEP. It is a violation of this Ethics Policy for any Certified Person to participate in any incident of cheating, breach of security, misconduct, submission of fraudulent information or any other behavior that could be considered compromising the integrity or confidentiality of any CompTIA certification examination, any CompTIA certification or the CompTIA Continuing Education Program, as determined by CompTIA. All Certified Persons shall adhere to the following:

- All information submitted for participating in and earning units from the CCEP must have been completed by the participating Certified Person.
- A Certified Person shall abide by all the terms and conditions set forth in the CompTIA Candidate Agreement.
- A Certified Person shall only submit continuing education unit's that they themselves have completed.
- A Certified Person shall only provide accurate and authentic information for earning continuing education units.
- A Certified Person shall abide by the CompTIA Continuing Education Audit Policies as set forth by CompTIA from time to time.
- A Certified Person shall offer and provide professional services with integrity.
- A Certified Person shall perform professional services in a manner that is fair and reasonable to clients, principals, partners and employers, and shall disclose conflict(s) of interest in providing such services.
- A Certified Person shall not disclose any confidential client information without the specific consent of the client.
- A Certified Person will always conduct themselves in a manner which enhances the image of the profession.
- A Certified Person shall provide services to clients competently and maintain the necessary knowledge and skill to continue to do so in those areas in which they are certified.
- A Certified Person shall not solicit clients through false or misleading communications or advertisements.
- In the course of performing professional activities, a Certified Person shall not engage in conduct involving dishonesty, fraud, deceit or misrepresentation, or knowingly make a false or misleading statement to a client, employer, employee, professional colleague, governmental or other regulatory body or official, or any other person or entity.

Procedural Requirements for CompTIA Continuing Education Code of Ethics Policy

Notice of Violations and Sanctions

If it is determined that any Certified Person has violated this Ethics Policy, CompTIA will send such Certified Person a written notice of violations and applicable sanctions and a copy of CompTIA's Appeals Policy and Process.

Remedies for Violating the Candidate Conduct Policy

Any Certified Person determined by CompTIA to have violated this Ethics Policy shall, if determined necessary or appropriate by CompTIA based upon the seriousness of the incident or violation:

☐ I am at least 18 years old.

☐ Agree to Policy

Submit

Where do I pay my annual fees?

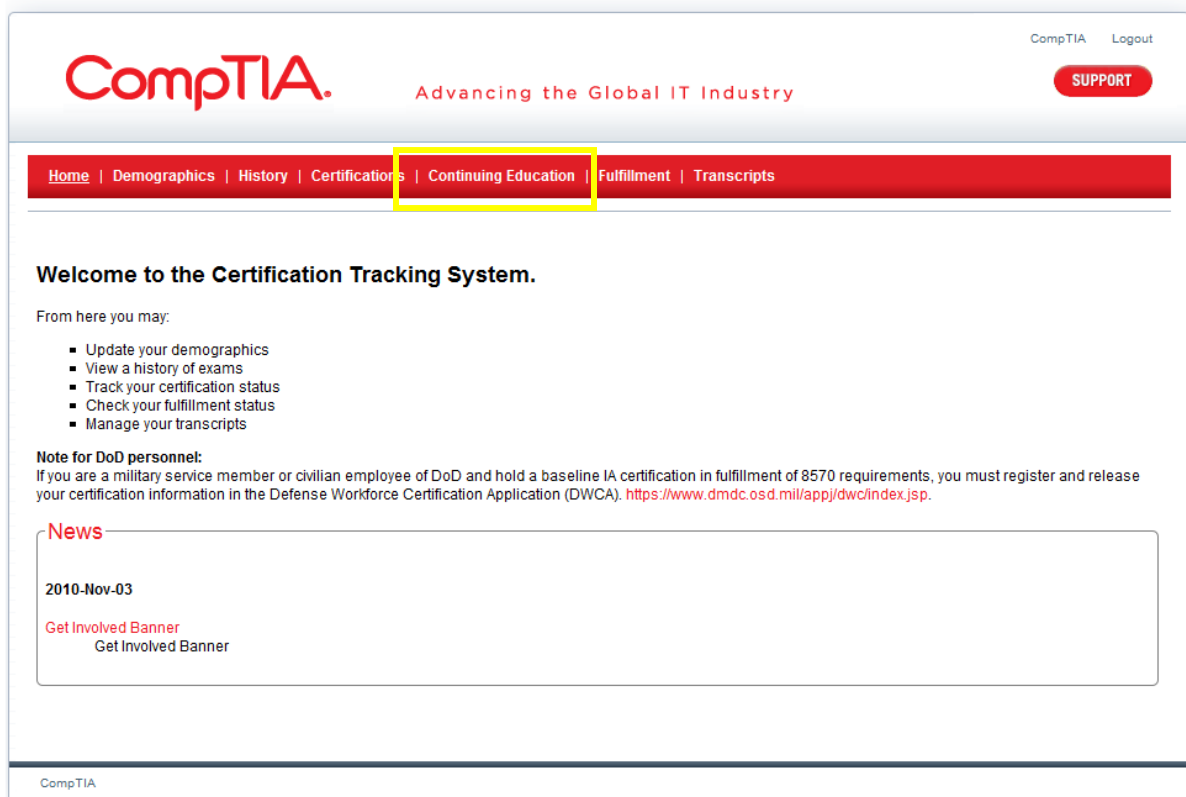
Recently the DoD has changed its policy as to making annual CE payments on behalf of IA personnel. Please check with your component point of contact to find out if your CE fees will be paid for or if you will be responsible for paying your annual CE fees.

1. Login to the [Candidate Database](#)



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2. Click on the Continuing Education menu item



The screenshot shows the CompTIA Certification Tracking System home page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. In the top right corner, there are links for "CompTIA" and "Logout", and a red "SUPPORT" button. Below the header is a red navigation bar with the following links: "Home", "Demographics", "History", "Certifications", "Continuing Education", "Fulfillment", and "Transcripts". The "Continuing Education" link is highlighted with a yellow box. Below the navigation bar, the page has a heading "Welcome to the Certification Tracking System." followed by the text "From here you may:". Below this is a list of links: "Update your demographics", "View a history of exams", "Track your certification status", "Check your fulfillment status", and "Manage your transcripts". Below the list is a "Note for DoD personnel:" followed by a paragraph of text: "If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must register and release your certification information in the Defense Workforce Certification Application (DWCA). <https://www.dmdc.osd.mil/appj/dwc/index.jsp>." Below the note is a "News" section with a date "2010-Nov-03" and a link "Get Involved Banner". The footer of the page shows the CompTIA logo.

- Click on CE Maintenance Fees in the menu bar or click on the CE Maintenance Fees link in the text

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Continuing Education Instructions

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Important: All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and notifications please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

- Enroll in the CE Program
- Sign the ~~CompTIA Candidate Code of Ethics Policy~~
- Pay CE Maintenance Fees

Note: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

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

The following screen will only display if you have multiple renewable CompTIA certifications (A+, Network+, Storage+, Security+ and/or CASP).

It is recommended that individuals set their intent to the highest level of certification. Upon completion of the CE program individuals would be granted CE certifications for the highest level as well as the lower level certifications. CompTIA CASP is considered the highest-level certification of the five, followed by CompTIA Security+, CompTIA Storage+, CompTIA Network+ and CompTIA A+, respectively.

So for example, a person holding both CompTIA A+ and CompTIA Network+ certifications could fulfill CE requirements for both by completing only the CompTIA Network+ce program.

4. Select the Certification Intent Level

From the drop down list below select your intended CE Certification Path.

Reminder: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this.

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

CE Intent

Intended path: CE CompTIA Security+
Please make a selection
CE CompTIA A+
CE CompTIA Security+

5. If you are using one CE Token to pay for CE Fees, enter the Token in the Token Code field.
6. If you are using multiple CE Tokens you would enter the Tokens in the remaining Token Code fields.
7. Click on the Submit button.

CompTIA: CE Maintenance Fees - CertMetrics - Mozilla Firefox

File Edit View History Bookmarks Tools Help

certmetrics.com https://www.certmetrics.com/compia/candidate/ecom_creq_list.aspx

Most Visited Getting Started Comcast Official Site | ...

CompTIA: CE Maintenance Fees - Cer...

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | [CE Maintenance Fees](#) | Continuing Education Units | Audit history

Each year you are required to pay an annual CE maintenance fee prior to submitting your continuing education units. At this time you have the option to pay only for the first year of the program or you can increase the number of years to pay in advance. Reminder - If you plan to complete your CE program before the program expires you must have all CE program fees paid.

Fees that are currently required are checked below.

NOTE: Each fee payment is a separate transaction process.

Tokens are currently only for DOD batch requests only.

If you would like to pay fees for additional years click the up arrow next to the Years.

CE Certification Fees

Remaining Yearly Maintenance fee: \$0.00

Name	Years	Price
<input type="checkbox"/> CE Fee (Network+Security+/CASP)	1	\$49.00

Next

CE Tokens (If you have been provided CE token code(s) please enter it below)

Token Codes:

Submit

Microsoft Office Upload Center
No files are pending upload

Done

2:52 PM

If your CE Token was accepted you will receive a Token code(s) accepted message. You would then proceed to add Continuing Education Units (CEUs).

Home | Demographics | History | Certifications | [Continuing Education](#) | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | [CE Maintenance Fee](#) | [Continuing Education Units](#) | Audit history

■ Token code(s) accepted

Each year you are required to pay an annual CE maintenance fee prior to submitting your continuing education units. At this time you have the option to pay only for the first year of the program or you can increase the number of years to pay in advance. Reminder - If you plan to complete your CE program before the program expires you must have all CE program fees paid.

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CE Certification Fees

Remaining Yearly Maintenance fee: \$0.00

Name	Years	Price
<input type="checkbox"/> CE Fee (Network+Security+/CASP)	1	\$49.00

Next

If your CE Token code was not accepted you will receive a message stating to contact your component Point of Contact.

Home | Demographics | History | Certifications | **Continuing Education** | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | [CE Maintenance Fees](#) | Continuing Education Units | Audit history

■ One or more of your token codes are invalid. Please verify the CE Token with your component Point of Contact or the person who provided you with the CE Token information. 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.

Each year you are required to pay an annual CE maintenance fee prior to submitting your continuing education units. At this time you have the option to pay only for the first year of the program or you can increase the number of years to pay in advance. Reminder - If you plan to complete your CE program before the program expires you must have all CE program fees paid.

Fees that are currently required are checked below.

NOTE: Each fee payment is a separate transaction process.

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If you would like to pay fees for additional years click the up arrow next to the Years.

CE Certification Fees

Remaining Yearly Maintenance fee: \$0.00

Name	Years	Price
<input type="checkbox"/> CE Fee (Network+Security+/CASP)	1	\$49.00

Next

If you are not using CE Tokens for payment.

8. Make sure the check box next to CE Annual Fee is checked
9. If you would like to pay for multiple years click on the up arrow beneath the years, otherwise click on the Next button.

CompTIA: CE Maintenance Fees - CertMetrics - Mozilla Firefox

File Edit View History Bookmarks Tools Help

certmetrics.com https://www.certmetrics.com/compia/candidate/ecom_creq_list.aspx

Most Visited Getting Started Comcast Official Site | ...

CompTIA: CE Maintenance Fees - Cer...

Home | Demographics | History | Certifications | **Continuing Education** | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | [CE Maintenance Fees](#) | Continuing Education Units | Audit history

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Tokens are currently only for DOD batch requests only.

If you would like to pay fees for additional years click the up arrow next to the Years.

CE Certification Fees

Remaining Yearly Maintenance fee: \$0.00

Name	Years	Price
<input checked="" type="checkbox"/> CE Fee (Network+Security+/CASP)	1	\$49.00

Next

CE Tokens (If you have been provided CE token code(s) please enter it below)

Token Codes:

Submit

Microsoft Office Upload Center
No files are pending upload

Done

2:52 PM

10. Verify payment and click on the Make Purchase button.

CompTIA

Advancing the Global IT Industry

Logout

SUPPORT

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[Enroll](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Please review your purchase.

- To change your purchase click on the Back button.
- To continue click on the Make Purchase button where you will be taken to the PayPal website to complete your transaction.

NOTE: A PayPal browser window will open over the Confirm Purchase page. When you have completed your payment, close the PayPal window and you will see the CE Confirm Purchase page again.

To view current payment History:

1. Click on the History tab
2. Click on CE Maintenance Fee Transaction

CE Certification Fees

Name	Years	Price	Total
CE Annual Fee (Network+/Security+)	1	\$49.00	\$49.00

Make Purchase

Back

You may choose to pay your CE Fees via your PayPal account or you can click on the Don't have a PayPal account and pay via echeck, American Express, Discover, Visa or MasterCard.

Welcome to the new PayPal checkout - a faster, easier way for you to complete your purchase.

The Computing Technology Industry Association, Inc

Your order summary

Descriptions	Amount
CE Annual Fee (Network+/Security+)	\$49.00
Item number: COMPTIACE0003	
Item price: \$49.00	
Quantity: 1	
Item total	\$49.00
Total	\$49.00 USD

Choose a way to pay

Log in to my PayPal account

PayPal

Email

PayPal password

Log In

[Forgot your email address or password?](#)

Don't have a PayPal account?

Pay with your debit or credit card as a PayPal Guest

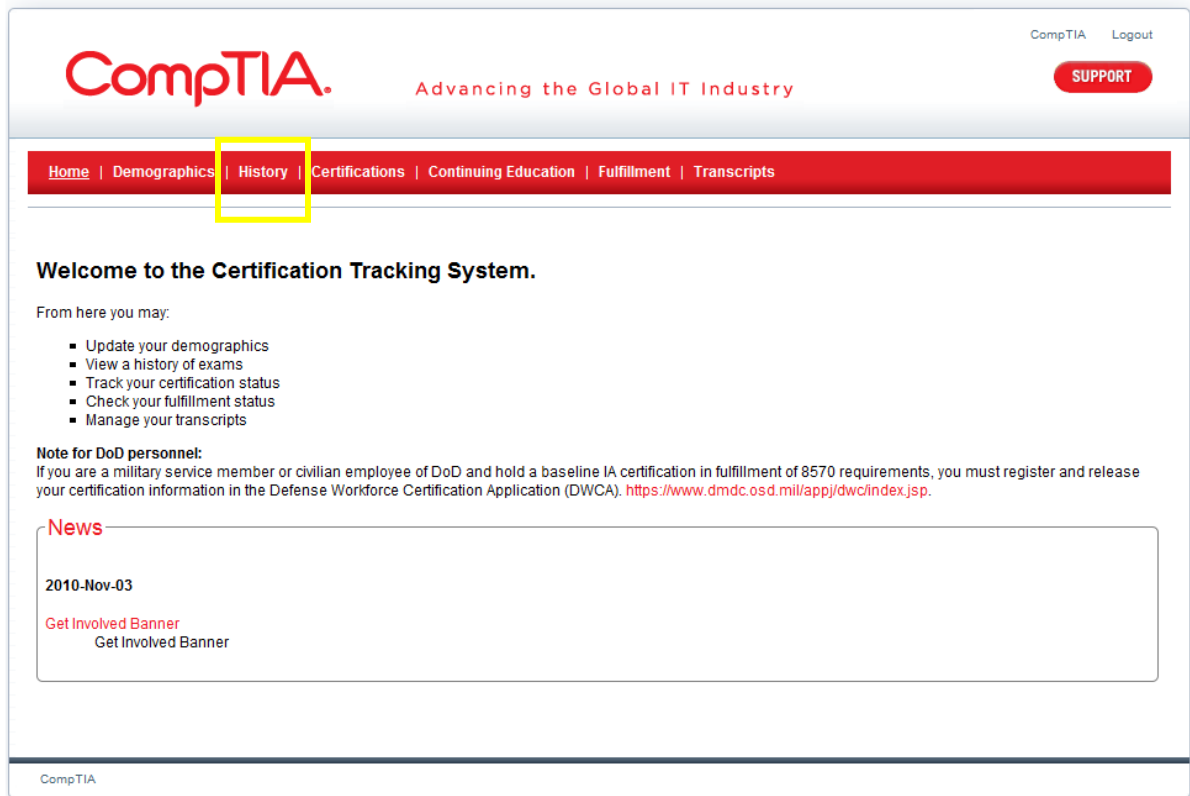
Where can I find a record of the Continuing Education Fees I have paid?

1. Login to the [Candidate Database](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. Below the logo, a red banner reads "Candidate Login". The main content area has a heading "Please login using your Login ID and Password." followed by an important note: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below." Below this, there are two input fields: "CompTIA Career ID" and "Password". To the right of the Password field is a link "Forgot your password or login ID?". Below the input fields is a "Login" button. At the bottom of the login section is a link "Never logged in before?". The footer of the page says "CompTIA".

2. Click on the History menu item



3. Click on CE Maintenance Fee Transactions in the menu bar

[Home](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#)

[Exam Catalog](#) | [Create other requirement](#) | **[CE Maintenance Fee Transactions](#)**

View your exam history and other certification requirements.

Exams

Exams are imported during regular business hours. After completing an exam, allow 10 business days for it to appear here.

Code	Exam	Registration number	Grade	Date
SY0-201	Security+ Exam (2008 Edition)	234516842	Pass	2010-Mar-01
N10-003	Network+ Certification Exam	q7adt548f	Pass	2008-Aug-03

Continuing education activities

All External Cert: 'Points' will show as 'n/a'. External Certifications earn full requirement points.

Name	Activity Completion Date MM/DD/YYYY	Review	Points	Documentation	Language
Training: Other IT Industry (1 unit per hour)	2011-Jul-28	Marked for Post Review	3 (3 Hours)	Download	
External Cert: Microsoft - MCTS *	2011-Jul-13	Complete	n/a	Download	English(English)
External Cert: Microsoft - MCITP (All) *	2011-Jun-29	Complete	n/a	Download	English(English)
College Course (3+ credit hour)	2011-Jun-12	Marked for Post Review	10	Download	English(English)
Training: Other IT Industry (1 unit per hour)	2011-Apr-21	Marked for Post Review	3 (3 Hours)	Download	
College Course (3+ credit hour)	2011-Mar-20	Marked for Post Review	10	Download	English(English)
Training: Event/Seminar/Workshop/Podcast/Webinar /Conference (1 unit per hour)	2011-Feb-17	Marked for Post Review	10 (10 Hours)	Download	English(English)

* The indicated requirement has been invalidated.

CE Maintenance Fees are displayed in the Ecommerce Transaction History section.

CompTIA [Logout](#)

CompTIA. Advancing the Global IT Industry [SUPPORT](#)

[Home](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#)

[Exam Catalog](#) | [Create other requirement](#) | [CE Maintenance Fee Transactions](#)

Ecommerce transaction history

Item name	Price
2011-Jul-28 - Transaction ID: 44B38530VR874033P	
CE Fee (Network+/Security+/CASP)	\$49.00
Total: \$49.00	

Other requirement token history

Other requirement name	Token ID	Redeemed on
There is no data to display.		

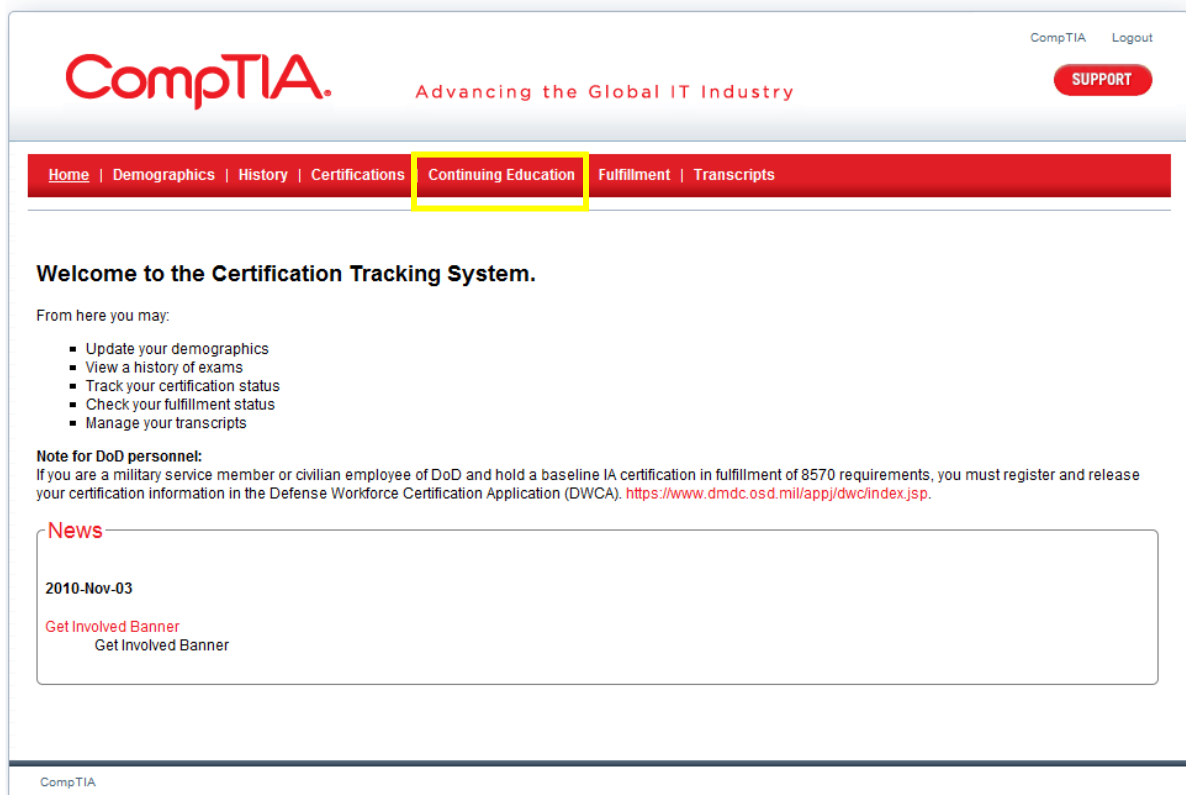
Where do I enter my Continuing Education Activities?

1. Login to the [Candidate Database](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. Below the header is a red bar with the text "Candidate Login". The main content area has a heading "Please login using your Login ID and Password." followed by an important note: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below." Below this, there are two input fields: "CompTIA Career ID" and "Password". To the right of the Password field is a link "Forgot your password or login ID?". Below the input fields is a "Login" button. At the bottom of the login section is a link "Never logged in before?". The footer of the page contains the text "CompTIA".

2. Click on the Continuing Education menu item



The screenshot shows the CompTIA Continuing Education page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. In the top right corner, there are links for "CompTIA" and "Logout", and a red "SUPPORT" button. Below the header is a red navigation bar with the following links: "Home", "Demographics", "History", "Certifications", "Continuing Education" (highlighted with a yellow box), "Fulfillment", and "Transcripts". The main content area has a heading "Welcome to the Certification Tracking System." followed by the text "From here you may:" and a list of links: "Update your demographics", "View a history of exams", "Track your certification status", "Check your fulfillment status", and "Manage your transcripts". Below this is a "Note for DoD personnel:" followed by a paragraph of text and a link: "https://www.dmdc.osd.mil/appj/dwc/index.jsp". At the bottom of the page is a "News" section with the date "2010-Nov-03" and the text "Get Involved Banner" and "Get Involved Banner". The footer of the page contains the text "CompTIA".

3. Click on Continuing Education Units in the menu bar

Home | Demographics | History | Certifications | **Continuing Education** | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | **Continuing Education Units** | Audit history

Continuing Education Instructions

(Please print this page for your reference)

Welcome to the CompTIA Continuing Education (CE) Program. This program has been designed to provide a variety of relevant and cost effective methods for keeping your CompTIA certification(s) current.

Important: All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and notifications please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

1. Enroll in the CE Program
2. Sign the [CompTIA Candidate Code of Ethics Policy](#)
3. Pay [CE Maintenance Fees](#)

Note: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

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

4. Click on Continuing education requirements drop-down box to select an activity

CompTIA Logout

Advancing the Global IT Industry

SUPPORT Unterstützung サポート

Home | Demographics | History | Certifications | **Continuing Education** | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | **Continuing Education Units** | Audit history

Add Continuing Education Activities

Other certification requirement: **Active IT Association Member**

Units:

Invalid: ☐

Date:

Comments:

Documentation language:

Documentation:

Warning: Maximum 1 megabyte ZIP file upload size

Please refer to the CompTIA Continuing Education Activity Chart for details on which activities are acceptable. <http://certification.comptia.org/getCertified/stayCertified.aspx>

CompTIA

Advancing the Global IT Industry

CompTIA Logout

SUPPORT

Unterstützung
支持
サポート

[Home](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#)

[Enroll](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Add Continuing Education Activities

Other certification requirement:

Units

Invalid

Date

Comments:

Documentation language

Documentation

Active IT Association Member

Active IT Association Member

American Council on Education (ACE) Accredited Courses (3+ credit hour)

College Course (3+ credit hour)

CompTIA Exam Development Workshop

External Cert: Approved Industry Certifications for A+

External Cert: Approved Industry Certifications for CASP

External Cert: Approved Industry Certifications for Network+

External Cert: Approved Industry Certifications for Security+

Participation on IT-Related Board (2 units per year)

Presenting: Industry Presentation (1 unit per hour)

Presenting: Industry Presentation Materials Creation (2 units per hour)

Publishing: Article/White Paper (4+ pages)

Publishing: Blog (500+ words)

Publishing: Book (150+ pages)

Teaching: Teaching or Instructing (1 unit per hour)

5. Select the number of Units.

Units are to be entered for activities that require **hours** or **years**. If you are not able to input anything this means you have met the Max CEU's earned for that activity or the activity does not require you to enter hours or years.

The screenshot shows the CompTIA website's 'Add Continuing Education Activities' form. The 'Other certification requirement' is set to 'Active IT Association Member'. The 'Units' field is highlighted with a yellow box and contains the value '2'. Below it, there is an 'Invalid' checkbox and a 'Date' field set to '2012-Jan-17'. A 'Comments' text area is present. The 'Documentation language' is set to 'Unspecified'. There is a 'Documentation' field with a 'Browse...' button. A warning message states 'Warning: Maximum 1 megabyte ZIP file upload size'. A 'Submit' button is at the bottom.

7. Click on the Documentation Language drop-down arrow and select the language of your documentation

The screenshot shows the same 'Add Continuing Education Activities' form, but with the 'Documentation language' dropdown menu open. The dropdown is highlighted with a yellow box and lists various languages including English (English), Afrikaans (Afrikaans), Albanian (shqipe), Arabic (العربية), Armenian (Հայերեն), Azeri (Azərbaycanlı), Basque (euskara), Belarusian (Беларускі), Bulgarian (български), Catalan (català), Chinese (Simplified) (中文(简体)), Chinese (Traditional) (中文(繁體)), Croatian (hrvatski), Czech (čeština), Danish (dansk), Divehi (ދިވެހިބަސް), Dutch (Nederlands), Estonian (eesti), Faroese (føroyskt), Finnish (suomi), French (français), Galician (galego), Georgian (ქართული), and Unspecified. The 'Submit' button is visible at the bottom.

- Click on the Browse button to upload your document .zip file.
Zip files must not be larger than 1 MB.

CompTIA Advancing the Global IT Industry

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Add Continuing Education Activities

Other certification requirement: Active IT Association Member

Units: 2

Invalid: ☐

Date: 2012-Jan-17

Comments:

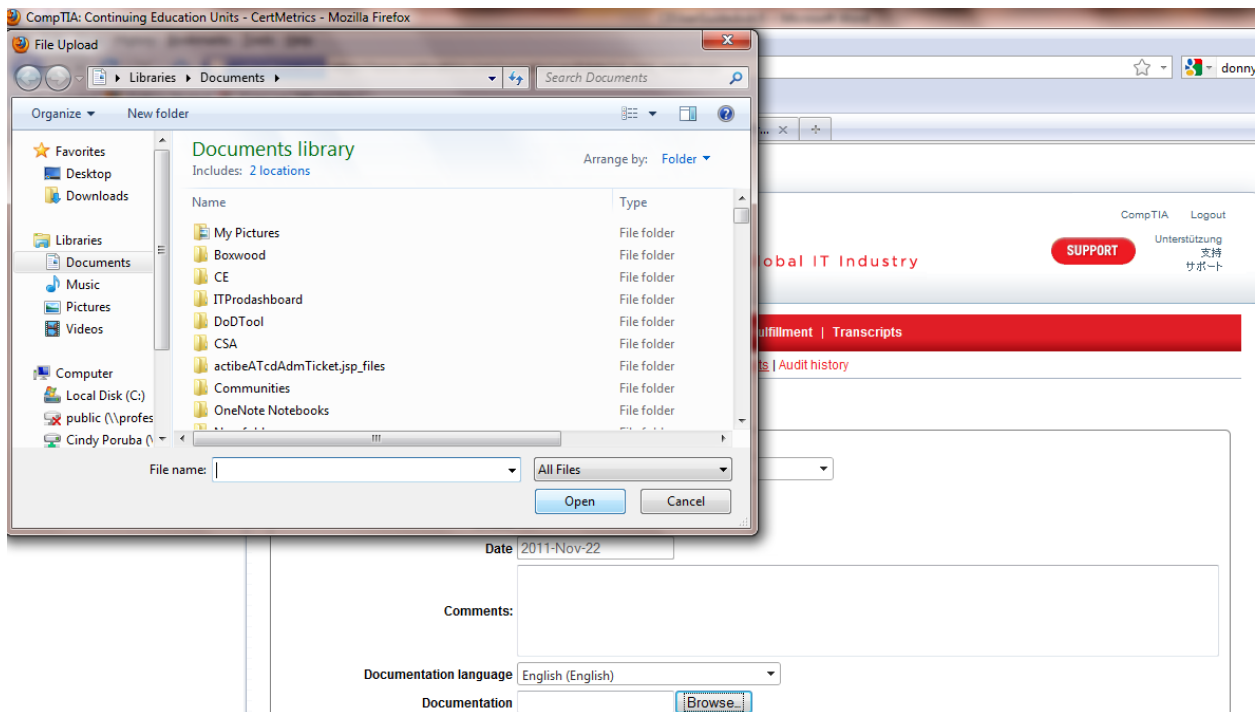
Documentation language: English (English)

Documentation: **Browse...**

Warning: Maximum 1 megabyte ZIP file upload size

Submit

- Select the .zip file and click on the Open button.



10. Click on the Submit button

CompTIA. Advancing the Global IT Industry

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Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

Add Continuing Education Activities

Other certification requirement: Active IT Association Member

Units: 2

Invalid: ☐

Date: 2012-Jan-17

Comments:

Documentation language: English (English)

Documentation: \\comptia.org\shares\ho

Warning: Maximum 1 megabyte ZIP file upload size

Where can I find a record of the Continuing Education Activities I've submitted?

1. Login to the [Candidate Database](#)

CompTIA. Advancing the Global IT Industry

Candidate Login

Please login using your Login ID and Password.

IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.

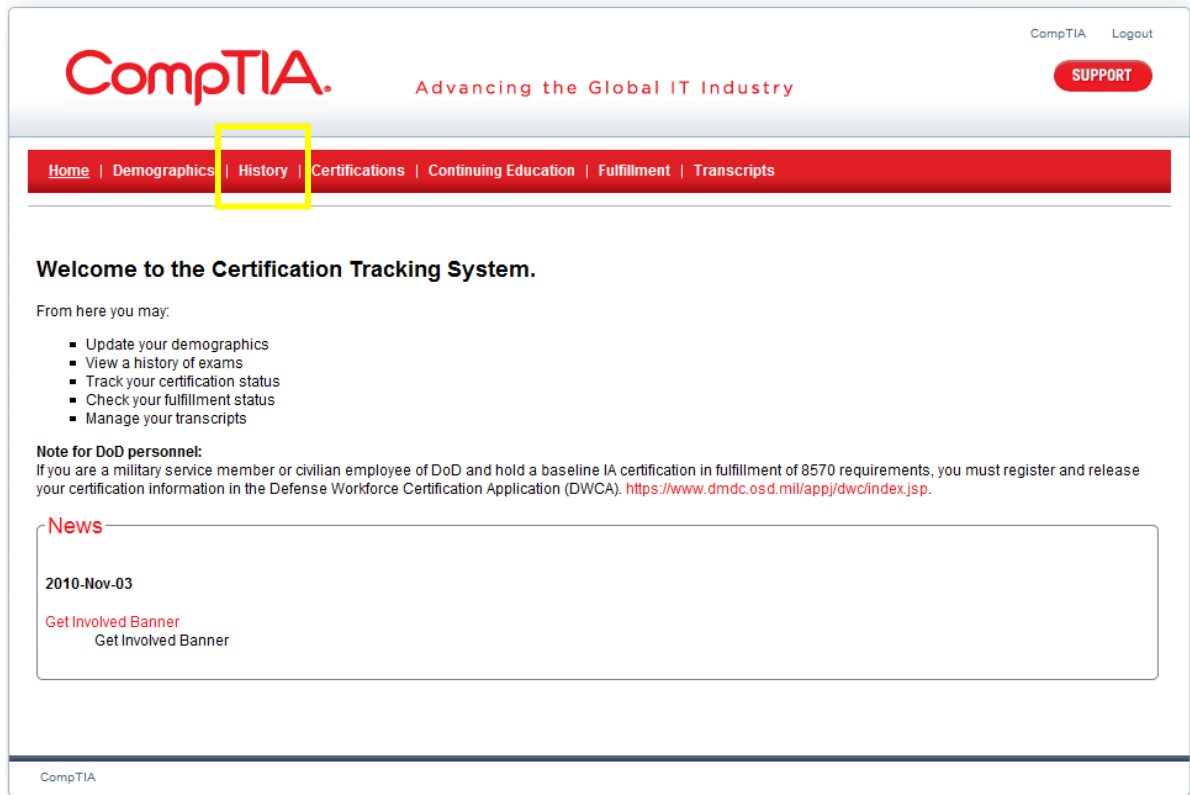
CompTIA Career ID:

Password: [Forgot your password or login ID?](#)

[Never logged in before?](#)

CompTIA

2. Click on the History menu item



The screenshot shows the CompTIA website header with the logo and navigation links. The 'History' link in the top navigation bar is highlighted with a yellow box. Below the header, the page title is 'Welcome to the Certification Tracking System.' and it lists several actions users can take from the system. A note for DoD personnel is also present, along with a 'News' section.

CompTIA. Advancing the Global IT Industry

CompTIA Logout SUPPORT

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Welcome to the Certification Tracking System.

From here you may:

- Update your demographics
- View a history of exams
- Track your certification status
- Check your fulfillment status
- Manage your transcripts

Note for DoD personnel:
If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must register and release your certification information in the Defense Workforce Certification Application (DWCA). <https://www.dmdc.osd.mil/appj/dwc/index.jsp>.

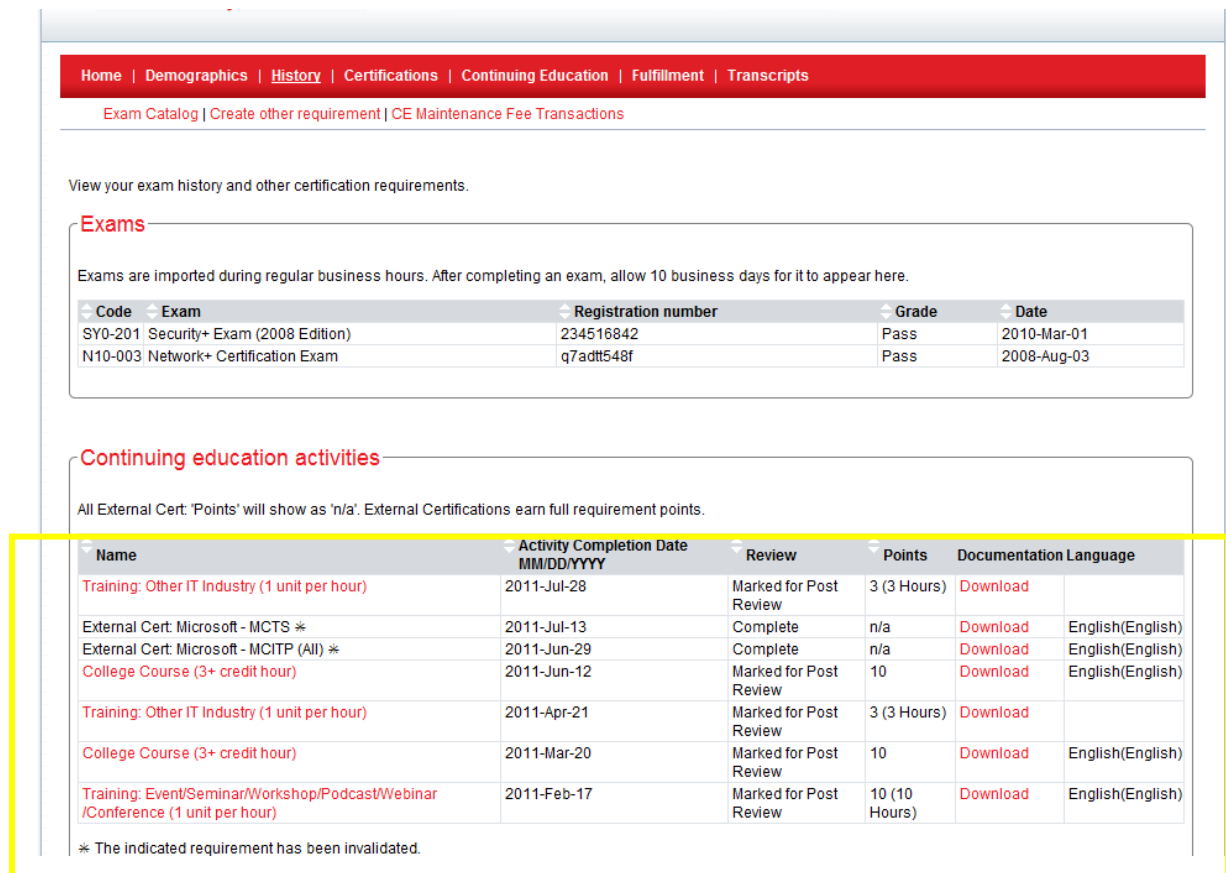
News

2010-Nov-03

Get Involved Banner
Get Involved Banner

CompTIA

Continuing education activities submitted by a candidate are listed on the history page in the Continuing education activities section.



The screenshot shows the 'History' page on the CompTIA website. The 'History' link in the top navigation bar is highlighted. Below the header, there are links for 'Exam Catalog', 'Create other requirement', and 'CE Maintenance Fee Transactions'. The page title is 'View your exam history and other certification requirements.' and it lists 'Exams' and 'Continuing education activities'. The 'Continuing education activities' section is highlighted with a yellow box and contains a table of activities.

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

[Exam Catalog](#) | [Create other requirement](#) | [CE Maintenance Fee Transactions](#)

View your exam history and other certification requirements.

Exams

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Continuing education activities

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External Cert: Microsoft - MCTS *	2011-Jul-13	Complete	n/a	Download	English(English)
External Cert: Microsoft - MCITP (All) *	2011-Jun-29	Complete	n/a	Download	English(English)
College Course (3+ credit hour)	2011-Jun-12	Marked for Post Review	10	Download	English(English)
Training: Other IT Industry (1 unit per hour)	2011-Apr-21	Marked for Post Review	3 (3 Hours)	Download	
College Course (3+ credit hour)	2011-Mar-20	Marked for Post Review	10	Download	English(English)
Training: Event/Seminar/Workshop/Podcast/Webinar /Conference (1 unit per hour)	2011-Feb-17	Marked for Post Review	10 (10 Hours)	Download	English(English)

* The indicated requirement has been invalidated.

When will my CEU's be audited?

When CEU's are submitted the History page will show Marked for Post Review in the Review field. This means individuals can be audited at any time. This does not mean an audit will be performed. Audits are performed randomly.

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[Exam Catalog](#) | [Create other requirement](#) | [CE Maintenance Fee Transactions](#)

View your exam history and other certification requirements.

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Training: Event/Seminar/Workshop/Podcast/Webinar /Conference (1 unit per hour)	2011-Feb-17	Marked for Post Review	10 (10 Hours)	Download	English(English)

* The indicated requirement has been invalidated.

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 and Higher Level Certification Charts 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.

Individuals can request an audit by emailing ceaudit@comptia.org