

Certification Non-Practicing Application

Please use Adobe Reader when filling out this application electronically.

APPLICANT INFORMATION

FULL NAME: _____

ISACA ID: _____

EMAIL: _____

PHONE NUMBER: _____

CERTIFICATION INFORMATION

Please list the certification(s) for which you are requesting Non-Practicing status:

CERTIFICATION(S): _____

NON-PRACTICING REASON

Check which situation(s) applies to you:

Short-term or long-term unemployment/disability

No longer working in the field but wish to retain the designation(s)

Other extenuating circumstances*

*If other, please provide a brief explanation on why you'd like to go into Non-Practicing below:

NON-PRACTICING AGREEMENT

By signing below, you have read and agree to abide by the non-practicing status policy (see page 2).

APPLICANT SIGNATURE: _____

DATE: _____

HOW TO SUBMIT YOUR APPLICATION

Please submit this application to ISACA through our support page at <https://support.isaca.org>

Product: **Certifications & Certificate Programs**

Category: **Non-Practicing & Return to Active**

Certification Non-Practicing Policy

CERTIFICATION NON-PRACTICING STATUS POLICY

An individual with a certification in active status may apply to place that certification in non-practicing if they are unable to work in the field due to hardship (i.e. unemployment, disability, prolonged illness) or a change in profession.

Certifications in non-practicing status still require payment of the annual maintenance fee but continuing education hours are not required to be earned and reported. If granted, the effective date of non-practicing is **1 January** of the year in which the CPE minimum was not met.

A certification in non-practicing status must be reported as "(Non-Practicing)" after the designation (i.e. CISA (Non-Practicing)). Individuals with a certification in non-practicing status cannot use the designations on business cards.

A certification may remain in non-practicing status for as long as the individual continues to meet the requirements for non-practicing. Once the certified individual returns to the profession, they must return to active status.

HOW TO APPLY FOR A CERTIFICATION NON-PRACTICING STATUS

An individual with a certification in active status may apply to place that certification in non-practicing status by completing and submitting the **Certification Non-Practicing Application**.

HOW TO RETURN TO CERTIFICATION ACTIVE STATUS

An individual with a certification in non-practicing status may apply to return that certification to active status by submitting the **Certification Return-to-Active Application** and by meeting the following requirements:

- If returning to active status **fewer than two calendar years** from when non-practicing status was granted, they will need to submit supporting documentation of **20 CPE** credits earned within the past calendar year.
- If returning to active status **two calendar years or more** from when non-practicing status was granted, they will need to submit supporting documentation of **120 CPE** credits earned within the past three consecutive calendar years and gain/report one year of work experience in the field of the specific certification. A manager/supervisor/colleague familiar with their work must sign the *Verification of Work Experience Agreement* section of the **Certification Return-to-Active Application**.

CERTIFICATION RETURN-TO-ACTIVE STATUS

Once a CISA/CISM/CGEIT/CRISC active status is approved, a new 3-year CPE cycle will begin **1 January** of the year in which active status is granted. A certification will not be able to return to non-practicing status for a full three years.