



# Continuing Professional Education Policy

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McAfee Institute

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# 1. Introduction

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The intelligence and investigative sectors face ongoing changes and emerging threats that impact how intelligence and investigative professionals meet their organizations and or agencies needs. As such, the knowledge and skills investigators need to possess to provide professional assurance and consulting services continually evolve. The McAfee Institute requires their board-certified professionals to enhance their knowledge, skills, and other competencies through continuing professional development. This requirement helps ensure that professionals in our sector remain competent in the growing and dynamic profession of intelligence and investigations.

Moreover, those who have obtained a professional board certification through The McAfee Institute (henceforth referred to as “certified individuals”) are required to obtain continuing professional development. This document outlines the continuing professional education (CPE) requirements for all McAfee Institute certifications and specifies the CPE reporting process for certified individuals who wish to keep their certifications in good standing.

# 1.1. Overview

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Every board-certified professional with the McAfee Institute has to earn continuing professional's education (CPE) credits to maintain their M.I. Certifications.

For every online course or certification, you take with the McAfee Institute, you will receive a certificate of completion indicating the title of the program, delivery format, practice area and the number of CPE credits earned. The McAfee Institute is a provider on the National Registry of CPE Sponsors with NASBA. The purpose of requiring ongoing CPE of our certification holders is to ensure our board-certified professionals remain knowledgeable about the current industry developments. CPE requirements can be fulfilled by attending conference calls, seminars, webinars and industry conventions, and through self-study. You have to keep CPE certificates and attendance files and the McAfee Institute may verify the CPE credit compliance at any time.

It is a significant achievement to qualify and study for a board certification with the McAfee Institute. It's a tough task to complete and one that you should be very proud of upon completion. However, once certification is obtained, you must remain competitive and knowledgeable to bring value to the industry as a leader.

As per the CPE Policies and Guidelines, there are distinct instructions for necessary CPE activities and requirements which you must uphold over the two-year period to your renewal.

There are clear overviews of the various activities that count for CPE credits. Therefore, you must follow proper CPE credit guidelines to accurately calculate your CPE credits. It is important to understand that, to enhance professional development, it is essential to know the types of CPE credits you require and which activities can give you CPE credits on your regular day-to-day performance.

## 2. Biennial Reporting Requirements

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The McAfee Institute requires certified individuals to self-attest every two years (biennial) that they have met the CPE requirements outlined in this document. CPE reporting requirements vary depending on the program in which the professional is certified.

To maintain an active McAfee Institute certification individuals are required to:

- Obtain and attest to the completion of the required CPE credit hours on a biennial basis.
- Obtain and attest to at least two hours of ethics biennially.
- Abide by and attest to their compliance with The McAfee Institute's Code of Ethics.

Details regarding each of these requirements, as well as hardship exemptions, can be found in the sections below.

## 2.1. Biennial CPE Hours

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To retain your certification, you will have to earn and submit CPE credits during the two year certification period in order to renew.

CECI – 30 CPE Credits  
CCP – 30 CPE Credits  
COSINT – 25 CPE Credits  
CASIP – 30 CPE Credits  
CPCI– 30 CPE Credits  
CCIP – 25 CPE Credits  
CCII – 20 CPE Credits  
SMIA – 15 CPE Credits  
CCFI – 20 CPE Credits  
CDCI- 25 CPE Credits  
CCTA – 25 CPE Credits  
CORCI – 20 CPE Credits  
CTFI – 25 CPE Credits  
WVTS – 18 CPE Credits  
CSMIE- 30 CPE Credits  
CFHI- 15 CPE Credits  
CEFI – 15 CPE Credits  
CHTI – 25 CPE Credits  
CEL – 20 CPE Credits

For individuals who hold multiple certifications, the CPE hours earned for attending another board certification may be applied toward their required CPE hours for the first certification earned. In other words, if a practicing individual holds both the CECI and CPCI, and completes 30 hours of training related to fraud and investigations, those hours can be used to satisfy the CPE requirements for both the CECI and CPCI.

More information regarding educational program criteria, how CPE hours are measured, acceptable curriculum, and other activities for which certified individuals can earn CPE hours are provided in the section below on Qualifying CPE Activities.

## 2.2. Ethics Training

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Certified individuals are required to complete two CPE hours focused on the subject of ethics. Ethics training hours may be applied toward the individual's total annual CPE requirement. The McAfee Institute does not prescribe where an individual must obtain this training. However, the training must occur within the reporting period.

## 2.3. Code of Ethics Attestation

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Certified individuals must abide by The McAfee Institute's Code of Ethics and report any criminal convictions. Specifically, they must annually attest to the following:

- I will abide by The McAfee Institute Code of Ethics.
- I will not bring The McAfee Institute into disrepute, or in any way discredit the organization.
- I have completed the recommended two hours of training in the subject of ethics.
- I confirm that I have had no criminal convictions since the prior reporting period. (Certified individuals are also required to state the details of any criminal conviction they have had since their prior reporting period.)

## 2.4. Hardship Exemptions

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The McAfee Institute Governing Board, upon request, may grant partial or complete exemption from reporting requirements for certified individuals when good cause exists, such as military service or individual hardship. Supporting documentation is required before a hardship case will be reviewed. Certified individuals requesting an exemption should email the McAfee Institute support team at [admissions@mcafeeinstitute.com](mailto:admissions@mcafeeinstitute.com) prior to the CPE reporting deadline.

## 3. Qualifying CPE Activities

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The McAfee Institute expects certified individuals to maintain the high standards of the intelligence and investigative professions when selecting quality educational programs to fulfill their CPE requirements. It is the certified individual's responsibility to ensure that their CPE hours conform to the guidelines established by the governing board.

## 3.1. Educational Programs

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One of the most common ways certified individuals earn CPE hours is by completing educational programs. In fact, certified individuals may earn all of their required biennial CPE hours by attending such programs.

Therefore, the McAfee Institute has established criteria to ensure that educational programs maintain a high standard of quality. For a CPE program to be deemed acceptable by the McAfee Institute, it must meet all of the following criteria:

- Be a formal program of learning that contributes directly to the professional competence of the certified individual.
- Clearly state program objectives, which specify the level of knowledge the participants should have attained, or the level of competence to be demonstrated upon completion of the program.
- Clearly state education or experience prerequisites, if appropriate for the program.
- Be developed by individuals who are qualified in the subject matter and instructional design.
- Provide current program content.
- Provide evidence of program completion or participation and the appropriate number of CPE hours earned (e.g., a certificate of completion).

The McAfee Institute recognizes the following professional education and development programs as meeting the aforementioned criteria:

- Seminars and conferences provided by national, state, or local law enforcement, fraud, loss prevention, or similar investigative or intelligence-based organizations.
- Technical sessions at meetings of national/federal, state, or local law enforcement, fraud, loss prevention, or similar investigative or intelligence-based chapters (e.g., training provided during a McAfee Institute event).
- Formal in-house training programs that meet the aforementioned educational program requirements.
- Relevant industry-specific educational programs provided by other professional organizations or societies.
- College or university courses enrolled in and passed (credit and noncredit courses with C grade or better) after successful completion of our certification programs are eligible for CPE.
- Formal correspondence and self-study programs relevant to intelligence and or investigations that meet program criteria, including evidence of completion.

So let's outline some examples of how this works in the real world and how it applies to you earning CPE credits for these areas.

## 3.2. Types of Credit (Explained)

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### Types of CPE Credit

The types of CPE credit and documentation accepted for McAfee Institute certifications and other CPE sources are listed below.

#### **Attendee/Participant CPE Credit**

You can claim any amount of attendee/participant CPE credits during the renewal process. Attendee/Participant credit is defined as instruction in a formal class or online (e.g. webinar, online course, program, etc) setting. A formal class:

- Has an instructor
- Includes a written course outline
- Has attendance that is required and recorded

*You must receive a certificate of completion that includes the number of CPE hours attained to claim Attendee\Participant CPE credit.*

#### **College Course Credit**

College courses may be claimed and computed at the rate of 15 credits of CPE for each semester hour completed. Not to exceed 15 CPE or 1 Semester hour.

In some publications, the acronym CEU is used, which means a Certified Education Unit. Normally one CEU is equal to (1) 15 classroom hours, (2) one college semester hour, or (3) 15 credits of Continuing Professional Education.

*You must receive transcripts stating the course name and the number of credit hours earned to College Course CPE credit.*

#### **In-Organization Training**

In-organization training is acceptable, provided that it is offered in a formal setting and meets the above criteria for participant credit. Informal, on-the-job training may not be claimed.

*You must receive a certificate of completion that includes the number of CPE hours attained to claim In-Organization Training CPE credit.*

#### **Self-Study Credit**

Correspondence and self-study courses are accepted for CPE credit, provided they meet the following criteria

- The individual must pass a final examination to receive CPE credit.
- A certificate of completion listing the number of CPE hours attained is issued.

*You must receive a certificate of completion that includes the number of CPE hours attained to claim Self-Study CPE credit.*

### **Instructor Credit**

If you are an instructor you may claim CPE credit for the number of hours actually presented plus a maximum of 1 hour of preparation for each hour of presentation the first time the program is given. Subsequent credit for the preparation time will not be presented and should only be counted as the time the presentation was actually presented. A maximum of 12 CPE credits per a year is accepted.

You must receive one of the following to claim Instructor CPE credit:

- Teaching a university course: A confirmation letter on university letterhead that states the name and timeframe of the class taught.
- Teaching a non-university course: Written confirmation from the organization hosting the course that states the name and timeframe of the class taught. A class agenda or course brochure should also be kept for CPE records.

### **Author Credit** (Maximum of 12 CPE Credits per Year)

Time spent preparing articles and books related to the above-mentioned fields will be accepted for a maximum of 10 CPE credits per year.

*You must keep a detailed description of the book or article to claim Author CPE credit. The breakdown is as followed 500 words equal 1 CPE*

### **Meeting Credit** (Maximum of 10 CPE Credits per Year)

Credit for attending certain meetings may be claimed for a maximum of 10 credits per year. Meetings must either (1) have a formal speaker or (2) relate directly to the competence of the certification in which you have been certified in. Meetings must be at least 50 minutes in length for each hour claimed. Time for lunches, breaks, social gatherings, planning sessions, business meetings, and similar activities must be excluded.

*You must receive a certificate of completion that includes the number of CPE hours attained for attendance at the meeting or a copy of the sign-in list stating the date and duration of the meeting to claim Meeting CPE credit.*

## 3.3. Measuring CPE Hours

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CPE program participation is measured by actual program length, with one 50-minute period equal to one CPE hour. If a program is fewer than 50 minutes, participants may earn and report CPE in 10- or 25-minute increments. For CPE activities where segments are less than 50 minutes, the sum of the segments can be considered one total program. For example, five 25-minute training course segments would equal 125 minutes and should be counted as 2.5 CPE hours.

## 3.4. Education Subject Areas

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The following general subjects are acceptable as long as they meet other CPE program criteria:

- Law Enforcement, Investigations, Fraud
- Loss Prevention, Auditing, Inventory Control
- Intelligence, Military, DOD
- Management and communication (oral and written)
- Computer Science, IT Security, Infrastructure
- Mathematics, statistics, and quantitative applications in business
- Business Law, Legal, Courtroom

## 3.5. Non-Qualifying Activities

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The following providers of training cannot be used for CPE with the McAfee Institute.

**Company Name | Organization Name | URL**

Cynthia Hetherington | Hetherington Group | <https://www.hetheringtongroup.com/>

## 4. CPE Reporting Process

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Every two years, certified individuals receive a notification from The McAfee institute reminding them of their biennial obligation to report CPE hours. Certified individuals report their CPE hours by submitting a CPE reporting form on a biennial basis, which serves as a signed statement that all applicable CPE requirements have been met. A separate CPE reporting form is required for each certification held. Supporting documentation (e.g., certificate of training completion) should not be submitted at this time. Individuals may submit CPE reporting forms through their account page on the McAfee Institute website [here](#). It is the certified individual's responsibility to ensure that the CPE hours are reported appropriately. In addition to reporting their completion of the required CPE hours, as stated earlier, certified individuals must indicate whether they conform with the Standards and attest to their compliance with The McAfee Institute's Code of Ethics.

## 4.1. Certification Renewal Fee

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The certification renewal fee is \$125 and due every two years from the date of certification. You can renew your certifications by [following this link](#).

## **4.2. Biennial Reporting Deadline**

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CPE reporting needs to be completed prior to your certification expiration date. The McAfee Institute will issue an acknowledgment of compliance with each individual who has successfully met the requirements outlined in this document.

## 4.3. Failure to Earn or Report CPE Hours

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Certified individuals who fail to obtain enough hours should not submit a CPE reporting form. Only when the individual has earned enough hours should the reporting form(s) be completed.

Individuals who do not complete their CPE reporting and pay for the renewal on or before the expiration date of their certification, the certification will be expired. You have a 30 day grace period to renew. If it is not renewed the credentials will be permanently revoked and you would need pay for a new exam license (\$450) to sit for the examination again.

Individuals with a expired (grace period) status may not claim that they are certified.

To change a status from expired (grace period) back to a certified active status, the individual must complete the prior year's CPE reporting form for each certification held with an expired (grace period) status and pay the \$125 renewal fee.

## 5. Maintaining CPE Records

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As stated earlier, the supporting documentation (such as certificates of training completion that an individual may use to calculate the number of CPE hours earned) should not be submitted with the annual CPE reporting form. However, certified individuals must maintain a copy of all supporting documentation as well as the CPE reporting form(s) they submitted for at least three years, and records must be made available to The McAfee Institute or its designee upon The McAfee Institute's request. The records maintained by the individual must include the following information, as appropriate:

- Title of program and/or description of the content.
- Dates attended.
- Location of course or program.
- Sponsoring organization.
- Contact CPE hours of credit, as recommended by the course or program sponsor.
- A letter, certificate, or other written independent attestation of course completion.
- Documentation supporting publications, oral presentations, committee involvement, or other participation.

## 5.1. CPE Audit

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Annually, The McAfee Institute (or its designee) will conduct an audit of CPE reporting records. Individuals selected for the audit are required to provide evidence/documentation of the CPE hours they earned within 90 days of the request. Individuals who fail to provide information by the stated deadline will automatically be moved to an inactive (grace period) status and may no longer claim that they are certified. If the CPE audit reveals that an individual has insufficient CPE hours, the individual will be granted a 90 day period to earn deficient CPE hours and submit documentation of hours earned to McAfee Institute. Individuals who are found to falsify documentation or act in an unethical manner will be reported to the Professional Responsibility and Ethics Committee for further investigation.