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# CBQA GLOBAL CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY



## 1. Introduction

CPD is a mechanism to demonstrate continuous learning and improvement by professional individuals. Continuous Professional Development began 100's of years ago, when peer-to-peer learning was viewed as essential to progress the latest developments and knowledge. The idea that you never stop learning was born.

CBQA Global as Personnel Certification Body through implementation ISO/IEC 17024, implement the same methodology to help individuals, professionals, and practitioners to maintain their personnel certification by keep updating their CPD – Continuous Professional Development.

In CBQA Global, we keep personnel certification not as the end, but as a continuous improvement process which is constituted by formal and non-formal activities, training, webinar, event, focus group discussion and all activities related to the entire work-life cycles of a professional.

CBQA Global CPD Policy ensures proved person achievement and recognized person competence through a fair, valid and reliable examination and continuous improvement.

## 2. CPD Policy objectives

The aim of CPD Policy is to ensure alignment and consistency with international and national best practice, industry requirement and enhance professional development and individual as required by industry (including: getting recognition by the authorities and employers) for the competence of certain/specific individuals by implementing and recording CPD through various activities.

## 3. Certification Requirements

Certified Person must submit their CPD log based on CPD Points or CPD Hours annually for three-year certification period. Personnel certification requirements to achieve and maintain their certification:

- Achieve and report an annual minimum of forty (40) CPD hours. Achieving CPD Hours may be found on "Earning CPD Activities"
- Submit certification annual maintenance fees (AMF) to CBQA Global in full.

- Achieve and report a minimum of one hundred and twenty (120) CPD hours for a three-year reporting period.
- Respond and submit required documentation of CPD activities if selected for the annual CPD audit.

**Failure to comply with these certification requirements will result in the withdrawal of Designation Personnel Certification.**

**In addition, as all certificates are owned by CBQA Global in case of withdrawal, the certificate must be destroyed immediately.**

#### **4. Audits on CPD Points or Hours**

A random sample of Certified Person is selected each year for audit. Those Certified Person holders chosen must provide written evidence of previously reported activities that meet the criteria described in CPD's log. Please send copies of supporting documentation since documents will not be returned. The CBQA Global Personnel Certification Manager will determine the acceptance of hours for specific CPD activities. Those individuals who do not comply with the audit will have their Personnel Certification revoked.

#### **5. Withdrawal**

Certified Person who fails to comply with CPD Program will have their credential withdrawn and will no longer be allowed to present themselves as a CBQA Global Personnel Certification holder. Individuals who have their Personnel Certification revoked will be required to take and pass the exam and proceed Personnel Certification as new applicant.

#### **6. Reconsideration and Appeal**

Certified Person Individuals whose certification has been withdrawn and later on appeal for reconsideration may follow the complaint and appeal policy.

#### **7. Earning CPD Activities**

CBQA Global offers many opportunities to earn your CPD Hour or Point.

**The following are categories of qualifying activities and limits for CPD:**

- **Audit Activities (no limit)**

These activities include consultant audit (individuals not participating as consultant), internal auditor activities, auditor from regulator and auditor from third party or certification body.

- **Implementation Activities (no limit)**

These activities include consultation activities both as consultant or implementor within organization.

- **Teaching/Lecturing/Training/Presenting (no limit)**

These activities include the development and delivery of professional educational presentations and the development of self-study/distance education courses related to

the assessment of information systems. For presentations and courses (all types), CPD hours are earned at five times the presentation time or time estimated to take the course for the first delivery (e.g.: two-hour presentation earns ten CPD hours) and at the actual presentation time for the second delivery. CPD hours cannot be earned for subsequent presentations of the same material unless the content is substantially modified.

- **Participate in Training or Online Training (no limit)**

These activities aim to the pursuit of other related professional examinations. CPD hours are earned based on hours of training provided by partner acknowledged by CBQA Global or Exemplar, PECB, APMG, ISACA, or others base on CBQA Global recognition or ATP program, else will be per CBQA Global justification and recognition.

- **Participate in Webinar (36-hour annual limitation)**

Earn up to 36 free CPDs per year when attending CBQA Global Webinars and Virtual Instructor Led Trainings (CPD quizzes are for members only).

- **Mentoring (10-hour annual limitation)**

This activity includes mentoring efforts directly related to coaching, reviewing, or assisting exam preparation or providing career guidance either at the organizational, chapter, or individual level. The mentoring activity must be an activity supporting a specific person in preparation for their CBQA Global exam or career development. One CPD hour is earned for each hour of assistance. Certified mentors are able to receive up to 10 CPD's annually for mentoring.

- **Focus Group Discussion (no limit)**

These activities include participation, development and delivery of related activities on providing guidance, information, opinion, sharing professional experience related to the certification's domains. A person who acts as lead of FGD activity earns at five times the presentation time or time estimated to take the activities (e.g.: two-hour presentation and earns ten CPD hours).

- **Exam question development and review (no limit)**

This activity includes the development or review of items for exam or review materials. Two CPD hours are earned for each question accepted by the CBQA Global Personnel Certification Manager. Such hours can be multi-counted for all CBQA Global certifications.

- **Passing related professional examinations (no limit)**

This activity pertains to the pursuit of other related professional examinations. Two CPD hours are earned for each examination hour when a passing score is achieved.

## 8. Calculating CPD Points or Hours

At CBQA Global we use 2 (two) terms in collecting CPD, which are CPD Points and CPD Hours. The conversion of 1 CPD Hours equal to 50 Minutes CPD, hence 1 CPD Point is equal to 1 CPD Hours.

One CPD point is earned for each fifty (50) minutes of activities participation (excluding lunches and breaks) for qualifying CBQA Global and non-CBQA Global professional educational activities and meetings. CPD hours can be earned in quarter hour increments and can also be reported in quarter hours (rounded to the nearest quarter hour). For example, a Lead Auditor who attends an

eight- hour presentation (480 minutes) with 90 minutes of breaks will earn eight (7.8) continuing professional development hours.

### 9. Recording your CPD

CBQA Global develops a structured and consistent approach to record your CPD Hours or Points. Recording your CPD will allow you to maximize your consistency in demonstrating expertise and professionalism gained.

CPD log recording aims to ensure that Certified Person attends training and events that are relevant to their desired improvement objectives.

### 10. Review

This Policy shall be reviewed annually or when necessary.

