Table of Contents

GIAC Certification Maintenance Guidelines and Requirements ................................. 3
GIAC CPEs vs. Other Programs Credit ................................................................. 4
GIAC Certification Renewal CPE Options Table .................................................. 5

Certification Renewal Primary Option Details ...................................................... 6
  1) Retaking the standard certification exam ....................................................... 6
  2) Teaching or Attending ISO 17024 related Information Assurance training .... 6
  3) Published Information Assurance technical research paper .......................... 7
  4) Post Graduate Level Information Assurance courses .................................... 8

Certification Renewal Supplemental Option Details .............................................. 8
  1) Documented Work Experience ................................................................. 8
  2) Other Information Assurance Coursework / Events ................................... 8
  3) GIAC / SANS / Community Participation .................................................. 9
  4) Cyber Ranges / Exercises ................................................................. 9
GIAC Certification Maintenance Guidelines and Requirements

Overview

GIAC credentials are maintained by using Continuing Professional Education credits (CPEs). The purpose of certification renewal is to demonstrate ongoing competency in the Information Assurance field. It is important to note that while other organizations have similar methods of tracking credits towards certification, GIAC CPEs will not always match up with other programs’ exact values.

Each GIAC certification is valid for four years. CPEs must be earned within two years prior to your certification expiration date, except for training.

*CPEs earned through training may be acquired within three years prior to your certification expiration date. If you have multiple GIAC certifications, you will need to earn 36 CPEs for each certification renewal.

You will not receive full credit from the same course towards more than one certification renewal. CPEs from training can be split between more than one certification renewal as long as the course meets the requirements. CPEs may be split between two or more renewals. For example, if you have three certifications coming due for renewal, you may submit 18 CPEs towards one renewal, 12 CPEs, towards the second, and 6 CPEs towards the third as long as the training course meets the requirements for each one. Or, you may submit 36 CPEs towards one renewal and half credit (18 CPEs) towards a second renewal as long as it meets the requirements.

**Please note** This applies to training only. The same published paper, graduate courses, community participation, and cyber ranges can only be submitted towards one certification renewal.

GSE certifications can be renewed through the Exam option only. CPE submissions will not be accepted.

There are four primary options for earning the 36 CPEs required for certification renewal:

1) Retaking the standard certification exam
2) Attend or teaching ISO 17024 related information assurance training courses
3) Publishing an information assurance related paper, book or article
4) Applying post graduate level information assurance courses

There are also supplemental options that can be combined to help you reach the required 36 CPEs:

1) Other Training Courses / Events
2) Relevant Work Experience
3) GIAC / SANS / Community Participation
4) Cyber Range Exercises

*Note: Typically, at least one primary option is submitted with supplemental options added as needed.
credential granting bodies define their own units of measure for continuing education and credential maintenance, which are not widely standardized. The number of credits each organization requires varies greatly depending upon the credential, granting agency, and how the credits are defined, what activities are accepted, and the various categories or groupings used.

Like other organizations, GIAC created our program to suit the community we serve. Therefore, there is no direct one-to-one mapping of GIAC CPEs to other organizations’ units of continuing education, except for where explicitly specified in our policy. Other organizations require more units, and thus award credit for less in-depth activities such as attending meetings, magazine subscriptions, listening to vendor presentations, etc. GIAC CPEs are more focused units of measure and we define one CPE as equivalent to one contact hour of intensive classroom training.

**The Certification Renewal Process**

Registration and Fees
A renewal application will be available in your GIAC portal two years prior to your certification expiration date. To start the renewal process you need to:

- Complete the registration
- Submit the $399 renewal fee. This fee must be received before your registration is processed.
  - The renewal fee includes a current set of updated course materials (Shipping and Handling is an additional charge)
    - Included is an updated set of course books, audio files, and any added content such as DVDs or USBs. Any additional hardware, such as F-Response, is not included. If you would not like to receive the course material, please check ‘Do Not Send Me Books’ on your renewal registration.
- After your registration is complete and payment has been received, all GIAC certification renewal options are documented and submitted through the GIAC portal.

How to Register:
You may register and pay for your certification renewal online through your account prior to your certification expiration date. Once logged in, click Certification History. You should see a link to Renew Now. You may then select the Exam option or CPE option.

If you select the Exam option, you will have 4 months from the date your registration and payment are received to prepare and complete your proctored exam. If your exam deadline overlaps your certification expiration date, your certification will temporarily appear as expired until your exam is passed.

If you select the CPE option, you must submit your CPE information and documentation
online through your account prior to your certification expiration date. Once logged in, click Certification History. You should see a link to Submit CPEs. Please be sure all documentation is uploaded as a .zip file.

*Note:* If you submit a SANS course, you are still required to include a copy of your Certificate of Completion with your submission. This can be found under ‘My Orders’ of your SANS account.

- Valid period for training to be considered for GIAC CPE credit is three years prior to your certification expiration date; this had previously been two years.
- Submit your application at least 15 days before your certification’s expiration date.
- Incomplete applications or applications without supporting CPE documentation will be rejected and must be resubmitted.

Renewing Multiple Certifications

If you have more than one certification expiring in a calendar year, you will receive a discount for any additional certifications that expire within two calendar years of the first. After the first $399 certification renewal, all additional certification renewals during this two calendar year period are $199 each. (Additional shipping costs for course material will apply.)

For example, if you have a GSEC certification that expires in June of 2014, a GCIH certification that expires in August 2014, and a GCFW that expires in December of 2015, the GSEC renewal will be $399 and the GCIH and GCFW renewals will each be $199.

**Note:** The two year mark begins on the date the first renewal registration and payment are received, not on the expiration date or date of renewal.

**Please note** All information submitted under certification maintenance is carefully reviewed and subject to external verification. Renewal candidates who knowingly and willingly submit false information or forged documents may be reported to the Ethics Council for review. Possible sanctions could include revocation of all GIAC certifications or barring from participation in GIAC community events.

**GIAC Certification Renewal CPE Options Table**

<table>
<thead>
<tr>
<th>Primary Options</th>
<th>CPEs</th>
<th>Maximum CPEs</th>
<th>Number of years before certification submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIAC Certification Exam</td>
<td>36</td>
<td>36</td>
<td>2 years</td>
</tr>
<tr>
<td>Attending or Teaching a SANS or ISO 17024 Related Training Courses</td>
<td>1 CPE per contact hour (Base 6 CPEs per full training day)</td>
<td>36</td>
<td>3 years</td>
</tr>
<tr>
<td>Publishing an Information Assurance Related Paper, Book or Article</td>
<td>Up to 36</td>
<td>36</td>
<td>2 years</td>
</tr>
<tr>
<td>Information Assurance Post Graduate Classes</td>
<td>12 (per 3-5 credit hour course)</td>
<td>36</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Supplemental Options
<table>
<thead>
<tr>
<th>Other Training Courses / Events (non-SANS/ISO 17024 related training)</th>
<th>Up to 12</th>
<th>12</th>
<th>3 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience</td>
<td>6 per year</td>
<td>12</td>
<td>2 years</td>
</tr>
<tr>
<td>GIAC / SANS /Community Participation/Contribution to InfoSec-related Magazine</td>
<td>Up to 6</td>
<td>6</td>
<td>2 years</td>
</tr>
<tr>
<td>Cyber Ranges/Exercises</td>
<td>Up to 12</td>
<td>12</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Relevant training courses must be completed within three years (36 months) prior to your certification expiration date. Any other option selected must be completed and documented within two years (24 months) prior to your certification expiration date.

**Certification Renewal Primary Options**

1) Retaking the standard certification exam or passing another new, relevant GIAC certification: 36 CPEs
   - To register for the renewal exam, go to the ‘Certification History’ section of your GIAC Portal (https://exams.giac.org/pages/history).

Once your registration, $399 payment + shipping charges have been processed, your reference materials will be shipped to the address provided on your registration form. You will receive 4 months of access from the date your registration and payment are received to your certification renewal attempt, which includes two practice tests to help you prepare for the exam.

Included in the course material is an updated set of course books, audio files, and any added content such as DVDs or USBs. Any additional hardware, such as F-Response, is not included. If you would not like to receive the course material, please check ‘Do Not Send Me Books’ on your renewal registration.

   - If your certification expires prior to passing your renewal exam, your certified status on the GIAC website will temporarily expire. Once you successfully complete the renewal exam, your status will go back to active and you will retain your original analyst number.

   - You are not required to complete any additional training with this option; you are only required to pass the exam.

   - Submitting a Recent Certification

If you pass a new, relevant GIAC certification within two years prior to your certification expiration date, it may be used towards your GIAC certification renewal. We will require a copy of your GIAC Certificate or Exam Summary with your online CPE submission.

2) Attending or Teaching Qualified ISO 17024 accredited, Information Assurance related training: Up to 36 CPEs awarded
• Eligible Training
  o SANS training courses: [http://www.sans.org/security-training/courses.php](http://www.sans.org/security-training/courses.php)
  o Other qualifying Information Assurance courses:
    ▪ Any verifiable Information Assurance training course directly tied to an ISO 17024 certification and offered through an approved provider (such as ISC2, ISACA, or their approved education affiliates). Minimum 6 contact hours per course day. Examples include:
    ▪ Bodies that have been ISO 17024 accredited. A list can be found at: [https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=2&prgID=201&status=4](https://www.ansica.org/wwwversion2/outside/ALLdirectoryListing.asp?menuID=2&prgID=201&status=4)
    ▪ ISACA CISA and CISM prep courses: [http://www.isaca.org/Template.cfm?Section=Review_Courses1&Template](http://www.isaca.org/Template.cfm?Section=Review_Courses1&Template)
    ▪ Security +, A+, Network + courses taught by CompTIA training centers: [http://www.comptia.org/certifications/testprep/trainingcenters.aspx](http://www.comptia.org/certifications/testprep/trainingcenters.aspx)

Requirements for Approval

Course topics need to be relevant to the Information Assurance industry and support ongoing competency.
It is important that you are able to clearly document the relevancy of the course topic to your position and how it aids in your ongoing competency.

• If listed on your certificate of completion, training credits will equate to the number of CPEs granted for accepted training. Otherwise, each contact hour is equal to 1 CPE.
• Courses taken through non-approved education providers or Self Study require proof of obtaining the corresponding certification in addition to the training Certificate of Completion.

3) Publishing an Information Assurance Related Book, Paper or Article: Up to 36 CPEs may be awarded for publishing a research paper, book or article in an industry related magazine or journal. (18 CPEs for co-authoring)
**Please note** Research paper or book must be completed and published within two years prior to your certification expiration date.

Options
  • GIAC Gold Paper – 36 CPEs
  • Published book or research paper (minimum of 18 pages) within the Information Assurance industry – 36 CPEs
  • Co-authoring on the above – 18 CPEs
  • Master’s Thesis or equivalent technical White Paper (minimum of 18 pages) – 36 CPEs
  • Having an article published in an industry magazine or journal – Maximum of 12 CPEs / 6 per year

• GIAC Gold Paper
If you have not previously earned GIAC Gold status for the certification you wish to renew, you may do so to renew your certification.

If you previously earned GIAC Gold status for the certification you wish to renew, but would like to write another Gold paper, you will have the ability to ‘Go Gold’ only after you register for the certification renewal, selecting the Alternative CPE option. You are responsible for the additional $499 Gold fee once your gold application has been approved.

- If you have written a Gold paper for the certification you wish to renew within two years prior to the certification expiration date, you may use this paper for renewal.

In addition to the $499 Gold Program fee, you must also pay the $399 GIAC Certification Renewal fee.

Submit proof of approved and published Gold Paper, such as the link to your paper in the SANS reading room.

For more information on the Gold program, please visit http://www.giac.org/certifications/gold/

• Publishing a Book, Paper or Article within the Information Assurance industry:
  - Submit proof of your significant contribution to a published book.
    - Your submission must describe what section(s) of the book you were responsible for writing.
  - Submit proof of contribution to research paper published in a peer reviewed journal, such as IEEE. Paper must be at least 8 pages in length.
  - Submit proof of your article in an industry related magazine or journal.

4) Post Graduate Level Information Assurance Courses:
Limit 36 CPEs (12 CPEs for each 3-5 credit hour course)

• Classes must be Master’s or Doctorate-level courses, at least 3-5 credit hours, related to Information Assurance, and from an accredited institution
  - For a list of US-based accredited institutions, visit http://www.chea.org/search/search.asp
  - For non-US based institutions accredited by non-US based internationally-recognized agencies, an additional application must be filled out. See http://www.giac.org/certifications/renewal/post-graduate for full details.
  - Master’s or Doctorate/PhD-level courses taken through NSA's Centers of Excellence and CHEA List International are also eligible for CPEs: http://www.nsa.gov/ia/academic_outreach/nat_cae/institutions.shtml

**Please Note** Classes must be completed within two years prior to your certification expiration date. A copy of your transcript and course description is required with your online CPE submission.

Certification Renewal Supplemental Options

1) Documented Work Experience: Limit 12 CPEs per certification renewal

• Primary job duties must be related to Information Assurance within the final two
years of the original certification period.
• Provide contact information of your work supervisors and documentation of your job description and duties performed, such as a resume

2) Other Information Assurance Coursework / Events: Limit 12 CPEs per certification renewal (Based on given training credits if available, or 1 CPE per contact hour)

• If training credits were awarded, the same number of GIAC CPEs will be granted up to the limit of 12. Otherwise, each contact hour of training is equivalent to 1 CPE.
• A certificate of completion and proof of up to 12 contact hours are required.
• Course topics need to be relevant to the Information Assurance industry, your current position, and ongoing competency.

**Please Note** It is important that you are able to clearly document the relevancy of the course topic to your position and how it aids in your ongoing competency.

3) GIAC / SANS /Community Participation: Maximum of 6 CPEs per certification renewal (1 CPE per contact hour)

• Writing / reviewing questions for GIAC or participating in GIAC job task analysis studies
• Attending or conducting information assurance related seminars, webinars, association meetings, etc
• Acting as a Facilitator at a GIAC / SANS conference
• Writing an article for an Information Assurance related magazine

4) Cyber Ranges/ Exercises: Maximum of 12 CPEs per certification renewal

• Documented participation in a SANS NetWars Tournament or Continuous Play.
  o NetWars Tournament - Please include a copy of your Certificate of Completion for 6 CPEs.
  o NetWars Continuous - Please include a copy of your Certificate of Completion for 12 CPEs* or a copy of your Progress Report verifying you have achieved Level 3 access.
  *You must achieve Level 3 access to earn 12 CPEs.
• DoD and military candidates may apply cyber range exercises to their certification renewal efforts. To do so, please submit The GIAC CPE Application for Cyber Exercise and Hands-on Range Activities.