

GIAC Certification Renewal Handbook

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Overview

GIAC credentials are maintained by using one of two methods: taking the current version of the certification exam or with Continuing Professional Education credits (CPEs). The purpose of certification renewal is to demonstrate ongoing competency in the Information Assurance field.

GIAC continues to accept a wide variety of professional activities as Continuing Professional Experience (CPE) credits. We are now expanding the flexibility of these CPEs, to further simplify the maintenance of your certifications.

GIAC certifications require renewal every four years.

You can start accumulating and tracking your CPE credits as soon as your GIAC certification is earned, and have until your certification's expiration date to complete CPE submission and payment.

CPEs accumulated from SANS and GIAC activities will be automatically tracked in your account!

You are required to submit a total of 36 CPEs for each GIAC certification renewal or you may take the current exam to renew your GIAC certification.

The certification maintenance fee is a **non-refundable** \$399 payment due once every four years at the time of registration. Registration is enabled at the 2-year mark before your certification expiration date.

We offer several options to demonstrate ongoing competency in the Information Assurance field and maintain your GIAC certification status. Each activity has its own CPE value and can be used towards 1, 2, or 3 certification renewals, depending on the activity. Please click on individual links for each option for more information.

Requirements for CPE submission:

- CPEs can be tracked and assigned to a certification renewal at any time in your account. Submission is completed at the time of registration (up to 2 years in advance of your expiration date).
- When you assign CPEs to a certification renewal, you will need to provide information supporting the relevancy of the activity to the certification being renewed. You will have a choice between pre-set justification options, or you may enter your own statement.
- Prior to submission, applications must be complete with all supporting documentation prior to submission. Applications that are incomplete, or

that request CPEs without the required supporting documentation will be rejected and will require resubmission once all requirements have been gathered.

- It is your responsibility to submit your CPE information and documentation before your certification expires. In order to ensure your application is received and reviewed before your deadline, we suggest submitting your paperwork at least 15 business days prior to your certification's expiration date.
- All renewal fees are required to be paid in full before your certification renewal application will be processed.
- The renewal fee includes a current set of certification specific course materials, should you choose to receive them. The updated course materials are available to you regardless of whether you renew through the Exam option or CPE option.
- You are responsible for shipping fees associated with receiving updated course materials.
- 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 and the Windows License, is not included.

Discounts for multiple certification holders

If you register for more than one GIAC certification renewal in a two-year period, you will receive a discount. After the first \$399 certification renewal, all additional certifications renewal registrations received during the following two-year period will cost \$199 each.

- The two-year mark begins on the date the first renewal registration and payment are received. It is not based on certification expiration dates or the date of renewal.

Ethics

All information submitted under certification maintenance is carefully reviewed by our staff and subject to external verification. Renewal candidates who knowingly and willingly submit false information or forged documents will 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.

GSE

GSE certifications can be renewed through the Exam option only. CPE submissions will not be accepted. Renewing your GSE will renew all other certifications held.

Instructions for Completing the Renewal Process

The submitting and tracking of CPE credits, assignment of CPE credits to specific certification renewals, and registration are all completed through your online GIAC Account Dashboard.

Submitting and tracking of CPE Credits:

- Under 'Certifications' click [CPE - Submit and Assign Credits](#).
- Click 'Submit New Credits.'
- Select the CPE Category and Subcategory.
- Enter your information in the fields on the submission form
- Attach your documentation as a file or link to url.
- Add any supporting documentation if needed.
- Click 'Submit Request' for CPE Credit.

Assignment of CPE credits to certification renewals:

- Under 'Certifications' click [CPE - Submit and Assign Credits](#).
- For each submission previously made, you may click the 'Assignment' button.
- Select which GIAC certification renewal you are assigning to.
- When you assign CPEs to a certification renewal, you must provide information supporting the relevancy of the activity to the certification being renewed. You will have a choice between pre-set justification options, or you may enter your own statement.

Certification Renewal Registration:

- Under 'Certifications' click [CPE - Submit and Assign Credits](#).
- Under 'Certifications' there is a link to 'Purchase Now.'
- Select the CPE option to complete your renewal using your previous CPE submission and assignments.
- Select the Exam option to renew by taking the current exam.

CPE Categories

Taking the current corresponding GIAC exam.

Selecting the CPE option, you are required to submit a total of 36 CPEs for each GIAC certification renewal.

- SANS Training, Earning a New GIAC certification, Publishing GIAC Gold Paper
 - Qualifies for up to 36 CPEs and can be used to renew up to 3 GIAC certifications.

- Other Accredited Professional Training or New Certification, Graduate Level Courses, or a Published Technical Work
 - Qualify for up to 36 CPEs and can be used to renew up to 2 GIAC certifications.

- Supplemental Options that can be used to renew 1 GIAC certification:
 - Non-accredited training qualifies for up to 18 CPEs.
 - NetWars / Cyber Ranges qualifies for up to 12 CPEs.
 - Work Experience qualifies for up to 12 CPEs.
 - Community Participation qualifies for up to 12 CPEs.

CPE Category Table

Activity	Max Credits	Can be applied to...
Primary Options: Affiliated Activities		
SANS Training, New GIAC Certification, GIAC Gold Paper	36	3 certifications
Primary Options: Non-Affiliated Activities		
ISO-17024-Accredited, Information-Assurance-Related Training and Certifications	36	2 certifications
Information-Assurance-Related Post Graduate Class	36	2 certifications
Publishing an Information-Assurance-Related Paper or Book	36	2 certifications
Supplementary Options		
Other Training or Events	18	1 certification
NetWars/Cyber Ranges	12	1 certification
Work Experience	12	1 certification
GIAC/SANS/Community Participation/Contribution	12	1 certification