

IAPP PRIVACY CERTIFICATION CANDIDATE HANDBOOK

Background, Procedures and Policies

iapp



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Table of Contents

I. Overview.....	5
A. About the IAPP	5
B. Introduction to the IAPP Certification Program	5
C. Statement of Non-Discrimination	6
II. Governance	7
A. Certification Advisory Boards.....	7
III. CIPP Concentrations.....	8
A. U.S. Private Sector (CIPP/US).....	8
B. Canada (CIPP/C)	9
C. Europe (CIPP/E).....	10
D. U.S. Government (CIPP/G).....	11
E. Asia (CIPP/A).....	13
IV. CIPM Designation	14
A. Privacy Program Management (CIPM).....	14
V. CIPT Designation	16
A. Privacy in Information Technology.....	16
VII. Accreditation	18
VII. Application Process.....	18
A. Overview	18
B. Application and Fees.....	19
C. Scheduling an Exam.....	19
D. Fees	20
E. Exam Sites.....	20
VIII. Certification Requirements	21
A. Exams.....	21
IX. Preparing for the Examinations.....	21
A. Body of Knowledge	21



B. Exam Blueprint	21
C. Textbooks	21
D. Training	21
E. Sample Questions	22
F. Exams	22
G. Language.....	24
H. IAPP Resource Center	24
I. Bibliographies	24
X. Exam Process	24
A. Testing Modes	24
B. Fees.....	24
C. Cancellation Policy.....	24
D. Handling of Tests.....	25
E. Exam Administration.....	25
F. Accommodations.....	30
G. Results.....	30
Certification Exam Score Review and Appeals.....	33
Code of Professional Conduct	35
XI. Certificants	36
Appropriate Use of the Certification.....	36
XIII. Maintaining Your Certification	37
Continuing Privacy Education	37
Official IAPP Continuing Privacy Education (CPE) Policy	37
Eligible Activities for Continuing Privacy Education Credit	39
Disputing CPE Credits	44
CPE Contact Information.....	45
CPE Credit Guide	45
XIV. CPE Audit.....	46
XV. Seal Usage Guidelines	47



XVI. Forms48

 Candidate Application Statement48

 Candidate Confidentiality Agreement49

 Change of Address..... 51

 Special Testing Accommodation Request Form.....52

 Documentation of Disability-Related Needs by Qualified Provider 54



I. Overview

A. About the IAPP

The International Association of Privacy Professionals (IAPP) is the largest and most comprehensive global information privacy community and resource, helping practitioners develop and advance their careers and organizations manage and protect their data.

The IAPP is a not-for-profit association founded in 2000 with a mission to define, support and improve the privacy profession globally. We are committed to providing a forum for privacy professionals to share best practices, track trends, advance privacy management issues, standardize the designations for privacy professionals and provide education and guidance on opportunities in the field of information privacy.

The IAPP is responsible for developing and launching the only globally recognized credentialing programs in information privacy: the Certified Information Privacy Professional (CIPP), the Certified Information Privacy Manager (CIPM) and the Certified Information Privacy Technologist (CIPT). The CIPP, CIPM and CIPT are the leading privacy certifications for thousands of professionals around the world who serve the data protection, information auditing, information security, legal compliance and/or risk management needs of their organizations.

In addition, the IAPP offers a full suite of educational and professional development services and holds annual conferences that are recognized internationally as the leading forums for the discussion and debate of issues related to privacy policy and practice.

B. Introduction to the IAPP Certification Program

In the rapidly evolving field of privacy and data protection, the CIPP, CIPM and CIPT are the global standards in privacy certification. Achieving a CIPP, CIPM or CIPT designation demonstrates a comprehensive knowledge of privacy principles and practices. Whether you are an individual seeking to distinguish yourself from others in your field or an organization looking to demonstrate your commitment to privacy and data protection, International Association of Privacy Professionals (IAPP) certification can help you succeed.

The IAPP privacy certification program is the collaborative work of the IAPP professional certification staff and dozens of privacy and data protection professionals from around the world and representing multiple sectors and industries.

CIPP, CIPP/US, CIPP/C, CIPP/E and CIPP/G are trademarks of the IAPP. CIPP, CIPP/E and CIPT are also EU Common Trademarks (CTM).

What Is a CIPP?

A Certified Information Privacy Professional (CIPP) is an individual who has achieved any one of the five IAPP credentials—CIPP/US, CIPP/C, CIPP/E, CIPP/G, or CIPP/A. All CIPPs have demonstrated knowledge of **both** broad global *and* specific regional or sectoral concepts of privacy and data protection law and practice.

What Is a CIPM?

A Certified Information Privacy Manager (CIPM) is an individual who has achieved the CIPM designation. CIPMs have demonstrated **both** broad global concepts of privacy and data protection law and practice *and* specific knowledge and application of approaches to managing privacy and data protection within an organization.

What Is a CIPT?

A Certified Information Privacy Technologist (CIPT) is an individual who has achieved the CIPT designation. CIPTs have demonstrated **both** broad global concepts of privacy and data protection law *and* specific knowledge of building and managing privacy requirements and controls into technology.

C. Statement of Non-Discrimination

The IAPP endorses the principles of equal opportunity. Eligibility criteria for examination and certification as a Certified Information Privacy Professional, Certified Information Privacy Manager and Certified Information Privacy Technologist are applied equally to all individuals regardless of age, race, religion, gender, national origin, veteran status or disability.

II. Governance

A. Certification Advisory Boards

The IAPP Certification Advisory Board (CAB) and its Exam Development Boards (EDBs) are a vital part of our certification programs. They serve as the connection between our staff and our certificants by providing industry expertise.

The CAB meets at least once annually (usually by teleconference). Its responsibilities include:

- Attend Certification Advisory Board meetings and serve on committees and/or in roles as requested by the Chair and IAPP staff
- Monitor, revise as needed and approve the *Certification Policies and Procedures Manual* and related controlled documents
- Approve the eligibility criteria, certification scheme, examinations, examination scaled cutpoints, exam and item performance standards, and other essential certification decisions based upon its own determination or upon recommendations from others
- Assure the independence of the certification from other conflicting interests such as, but not limited to training, education accreditation and marketing functions

The IAPP has an EDB for each certification (CIPP/US, CIPP/C, CIPP/E, CIPP/G, CIPP/A, CIPM and CIPT). Each EDB:

- Meets at least annually (usually by teleconference)
- Establishes credentials requirements for certification, examination and recertification
- Defines the scope of and scheme for the certification
- Reviews the need for job task analysis revision
- Defines the exam blueprint
- Recommends an exam cutpoint to the Certification Advisory Board
- Approves exam items
- Assures the alignment of exam content and the exam blueprint
- Approves the equivalence of exam forms
- Annually reviews item and exam performance

Exam Development Board Expectations

All Exam Development Board members are expected to:

- Serve a three-year term
- Attend and actively contribute to all committee meetings
- Complete assigned reviews within established timelines
- Be advocates of the IAPP certification program

To view the current members of each of these Certification Advisory Boards or to apply to serve as a member, visit <https://iapp.org/connect/volunteer-on-an-iapp-advisory-board/>.

III. CIPP Concentrations

A. U.S. Private Sector (CIPP/US)

The Certified Information Privacy Professional/United States (CIPP/US) credential demonstrates a strong foundation in U.S. privacy laws and regulations and understanding of the legal requirements for the responsible transfer of sensitive personal data to/from the U.S., the EU and other jurisdictions.



The CIPP/US program launched in October 2004 as the first professional certification ever to be offered in information privacy. It has since become the preeminent credential in the field of privacy and remains the IAPP's single largest educational program with several thousand CIPP/US-certified professionals working successfully in the field today.

CIPP/US subject matter areas include:

- The U.S. legal system: definitions, sources of law and the U.S. sectoral model for privacy enforcement
- U.S. federal laws for protection of personal data: FCRA and FACTA, HIPAA, GLBA and COPPA
- U.S. federal regulation of marketing practices: TSR, DNC, CAN-SPAM, TCPA and JFPA
- U.S. state data breach notification: California SB-1386 and select state laws
- Regulation of privacy in the U.S. workplace: FCRA, EPP, ADA and ECPA plus best practices for privacy and background screening, employee testing, workplace monitoring, employee investigation and termination of employment

Who Should Apply

- Chief privacy officers (CPOs) and other senior information management professionals who serve a U.S.-based corporate organization or a global multinational with business or policy interests in the U.S.
- U.S. corporate privacy managers, legal compliance officers and risk managers
- Staff members who serve or support a privacy or compliance team and who need to achieve a consistent level of privacy education
- Intermediate-level privacy professionals and entry-level candidates who are transitioning from non-privacy roles inside U.S. corporate organizations or who are entirely new to the privacy profession
- Information management professionals in the U.S. financial services, healthcare or telecommunications industries who seek to broaden their expertise into a general information privacy scope
- Information security professionals (CISO, CISSP)
- Information auditing and IT governance professionals (CISA, CISM)

B. Canada (CIPP/C)

The Certified Information Privacy Professional/Canada (CIPP/C) credential demonstrates understanding and application of Canadian information privacy laws, principles and practices at the federal, provincial and territorial levels.



The CIPP/C program launched in 2006 as the IAPP's first national data protection certification. The CIPP/C is targeted to the specific needs of Canadian privacy professionals as well as any practitioner who manages information that is subject to Canadian jurisdiction.

CIPP/C subject matter areas include:

- The roles and oversight powers of the Canadian information and privacy commissioners
- Private-sector privacy laws such as PIPEDA, Alberta's PIPA, British Columbia's PIPA and Quebec's "Act Respecting the Protection of Personal Information in the Private Sector"
- Select public-sector information access laws such as the Privacy Act
- Select health information privacy statutes such as Ontario's PHIPA, Alberta's HIA, Manitoba's PHIA and Saskatchewan's HIPA
- Canadian model codes for privacy compliance such as the CSA and GAPP frameworks

Who Should Apply

- Canadian privacy officers or professionals designated with oversight of Canadian privacy policies and practices within their organization
- Professionals with specific responsibility for compliance with Canadian privacy laws such as PIPEDA, PHIPA, FOIPPA, PIPA, the Privacy Act and others
- Attorneys, consultants and vendors who serve Canadian clients in the areas of information privacy, data security and/or legal compliance
- Professionals within Canadian government who hold private-sector responsibilities with regard to information privacy
- Individuals transitioning or advancing from a non-privacy role or who are otherwise new to the industry and seek to understand the fundamentals of Canadian information privacy law and practice

The CIPP/C is intended for Canadian professionals as well as individuals and employees of organizations with business or policy interests in Canada. It is not restricted to residents of Canada.

C. Europe (CIPP/E)

The Certified Information Privacy Professional/Europe (CIPP/E) credential demonstrates a strong foundation in European privacy laws and regulations and understanding of the legal requirements for the responsible transfer of sensitive personal data to and from the U.S., the EU and other jurisdictions.



The CIPP/E program launched in 2011 as the first professional credential specific to European data protection professionals that is part of a comprehensive principles-based framework and knowledge base in information privacy. CIPP/E encompasses pan-European and national data protection laws, the European model for privacy enforcement, key privacy terminology, and practical concepts concerning the protection of personal data and trans-border data flows.

The CIPP/E subject matter areas include:

- The context of European data protection law: origins, institutions and legislative framework
- Data protection concepts, principles and application, including processing criteria, obligations, data subject rights, confidentiality and security, notification requirements, international data transfers, and supervision and enforcement

- European data protection practices related to employment, surveillance, direct marketing and outsourcing
- Internet technology and communications, including cloud computing, search engines and social networking.

Who Should Apply

- Chief privacy officers (CPOs) and other senior information management professionals who serve a European-based corporate organization or a global multinational with business or policy interests in Europe
- European corporate privacy managers, legal compliance officers and risk managers
- Staff members who serve or support a privacy or compliance team and who need to achieve a consistent level of privacy education
- Intermediate-level privacy professionals and entry-level candidates who are transitioning from non-privacy roles inside European corporate organizations or who are entirely new to the privacy profession
- Information management professionals in European financial services, healthcare or telecommunications industries who seek to broaden their expertise into a general information privacy scope
- Information security professionals (CISO, CISSP)
- Information auditing and IT governance professionals (CISA, CISM)

D. U.S. Government (CIPP/G)

The Certified Information Privacy Professional/Government (CIPP/G) is the first publicly available privacy certification designed for employees of U.S. federal, state, county and local government agencies. It also is available to vendors, suppliers and consultants who serve government clients.



The CIPP/G addresses U.S. government privacy laws, regulations and policies specific to government practice as well as those more broadly applicable to the public and private sectors in the U.S. It also covers U.S. government-standard practices for privacy program development and management, privacy compliance and auditing, records management and agency reporting obligations for privacy.

CIPP/G subject matter areas include:



- U.S. laws that compel the disclosure of personal data: BSA, FISA, ECPA and USA PATRIOT Act
- U.S. private-sector privacy laws that exert certain requirements on U.S. government organizations: HIPAA, COPPA and GLBA
- Information laws for U.S. government practice: FOIA, FISMA, the Privacy Act of 1974, the Government in the Sunshine Act, the E-Government Act and the Data Quality Act
- Key privacy memoranda published by OMB and OPM: M-01-05, M-03-22, M-04-26, M-05-08, M-06-15, M-06-16 M-06-19, M-06-20 and Circular A-130
- Program controls for U.S. government privacy professionals such as PIAs and SORNs

Who Should Apply

CIPP/G candidates are accepted from any of the following categories:

U.S. Federal Government

- Officers and employees with privacy-related responsibilities or obligations such as privacy officers, compliance managers, records managers, access-to-information coordinators, information security managers and information auditors
- Officers and employees at regulatory agencies who handle privacy as part of their day-to-day roles
- Individuals who advise senior government officers on information management policies and practices specifically as they relate to personal information, such as records management or record retention
- Federal information technology officers (CIO, CTO, CISO or IS manager)

U.S. State and Local Governments

- Officers and employees with privacy-related responsibilities or obligations such as privacy officers, compliance managers, records managers, access-to-information coordinators, information security managers, information auditors, etc.
- State information technology officers (CIO, CTO, CISO or IS manager)

Private-sector Organizations

- Attorneys, consultants, independent professionals and/or employees of vendor companies who serve clients in U.S. federal, state or local governments
- Existing Certified Information Privacy Professionals (CIPPs) who wish to add a government privacy specialization to their core credential

E. Asia (CIPP/A)

The Certified Information Privacy Professional/Asia (CIPP/A) is the first publicly available privacy certification that covers multiple jurisdictions in the Asia region. Launching in January, 2017, the CIPP/A addresses the data protection laws in Hong Kong, India and Singapore and the regional privacy concerns in this rapidly growing landscape. The credential is designed for any person, regardless of location, whose work as a privacy professional involves Asian data protection regulations.



The CIPP/A is also designed as an evolving credential—we will add additional countries to the scope of the certification in the future.

CIPP/A subject matter areas include:

- Modern global privacy principles and definitions of personal information
- The application and scope of Singapore’s PDPA and the Do Not Call Registry
- The application and scope of Hong Kong’s PDPO and the New Guidance on Direct Marketing
- India’s 2000 IT Act, Section 43A and the 2011 rules
- Enforcement standards in all three regions
- Data transfers and extra-territorial operations
- National identity systems, public registers and surveillance

Who Should Apply

- Asia-based Data Protection Officers
- Chief Privacy Officers (CPOs) and other senior information management professionals who serve an Asia-based corporate organisation or a global multinational with business or policy interests in Asia
- Legal compliance officers and risk managers
- Staff members who serve or support a data protection or compliance team and who need to achieve a consistent level of data protection education
- Intermediate-level data protection or privacy professionals and entry-level candidates who are transitioning from non-data protection roles inside Asian corporate organisations or who are entirely new to the profession
- Information management professionals in Asian financial services, healthcare, technology or telecommunications industries who seek to broaden their expertise into a general information privacy scope

- Information security professionals (e.g. CISO, CISSP)
- Information auditing and IT governance professionals (e.g. CISA, CISM)
- Local government and consulting executives involved in data protection and privacy

IV. CIPM Designation

A. Privacy Program Management (CIPM)

The Certified Information Privacy Manager (CIPM) credential demonstrates understanding and application of privacy and data protection practices in the development, measurement and improvement of a privacy program, using a privacy program operational lifecycle.



The CIPM program launched in 2013 as the first and only certification in privacy program management, developed in response to overwhelming demand to collect and collate common practices for managing privacy operations.

CIPM subject matter areas include:

- Organizational-level privacy program governance
- Development, implementation and measurement of a privacy program framework
- Application of the privacy operational lifecycle: access, protect, sustain and respond

Who Should Apply

- Chief privacy officers (CPOs) and other senior information management professionals in both the public and private sectors
- Corporate privacy managers, legal compliance officers and risk managers
- Corporate managers who are responsible for privacy within their teams, such as human resources, procurement, marketing and customer relations
- Non-privacy professionals who serve or support a privacy or compliance team and who need to achieve a consistent level of privacy education
- Information security professionals (CISO, CISSP)



- Information auditing and IT governance professionals (CISA, CISM)

V. CIPT Designation

A. Privacy in Information Technology

The Certified Information Privacy Technologist (CIPT) credential is the first global privacy certification for IT practitioners. It demonstrates understanding of privacy and data protection practices in the development, engineering, deployment and auditing of IT products and services.



The CIPT certifies individuals in their knowledge of privacy-related issues and practices in the context of the design and implementation of information and communication technologies. CIPT subject matter areas include:

- Industry-standard guidelines for the collection, use, disclosure, retention and destruction of personal information
- IT risks and the mistakes organizations make
- Privacy considerations for IT systems and applications
- Established methods for end-user notification and choice through IT system and product interfaces
- System controls for identity and access management (IAM)
- Privacy-enabling technologies (PETs)
- Identifiability, authentication and anonymization
- Online privacy threats and challenges
- Privacy considerations in evolving technologies—cloud computing, biometrics, surveillance, smart technologies and more

Who Should Apply

The CIPT is an excellent introductory course for IT practitioners who desire a greater understanding of privacy requirements in technology. The ideal candidates are professionals who are responsible for the development, engineering, deployment and/or auditing of IT products and services, including:

- Enterprise system architects (CTO, CIO)
- Business process professionals (purchase decision-makers for IT services and products)
- Architects, designers, developers, engineers, and administrators of software, network or database systems
- IT and data governance professionals

- Risk and regulatory compliance managers
- IT project/program managers
- Information security professionals (CISO, CSO)
- IT compliance and auditing professionals (CISM, CISA)
- Anyone who wants to secure a place in the information economy

The CIPT is not specific to legal jurisdiction and thus is relevant to professionals who work for, or on behalf of, corporate or government organizations based in any location around the world.

VI. Fellow of Information Privacy (FIP)

The IAPP recognizes those privacy professionals who have achieved a comprehensive knowledge of privacy law, privacy program management and relevant data protection practices by offering the Fellow of Information Privacy designation. Professionals demonstrate their eligibility for this designation by earning a combination of IAPP certifications, documenting relevant work experience and providing support from their peers. These are the specific requirements:



- Earn a CIPP designation (CIPP/G, CIPP/US, CIPP/C, CIPP/E, CIPP/A) AND either a CIPM or a CIPT designation
- Document three years of continuous and active work experience where data privacy represents at least 50% of your job responsibilities; an information security certification from ISC2, ISACA, IEEE, and others will satisfy one-year of the experience requirement
- Provide names of three peers who are familiar with your work
- Complete the FIP application form, including an explanation of how your experience and expertise qualifies you to be a FIP

The FIP does not bear unique recertification requirements. As long as an individual maintains his or her CIPP and CIPM/CIPT credentials, the FIP remains active. Applications are reviewed by a subcommittee of the Certification Advisory Board (CAB) and appeals are processed according to the IAPP certification body's normal appeals policy. Successful applicants will receive a custom electronic certificate and will be listed on the IAPP website as fellows of information privacy, if they opt in. To apply and access necessary forms, follow this link.

VII. Accreditation

The IAPP's CIPM, CIPP/E, CIPP/US and CIPT credentials are accredited by the American National Standards Institute (ANSI) under the International Organization for Standardization (ISO) standard 17024:2012. ANSI is an internationally respected accrediting body that assesses and accredits certification programs that meet rigorous standards. ANSI's personnel certification accreditation program was the first such program in the United States to fulfill the requirements of ISO/IEC 17011, which represents the global benchmark for accreditation body practice.

Achieving accreditation is a tremendous acknowledgement of the quality and integrity of the IAPP's certification programs as it:

- Ensures IAPP credentials are consistent, comparable and reliable worldwide, giving professionals the opportunity to have skills that translate across national lines
- Protects the integrity and ensures the validity of the IAPP certification program
- Promotes to employers, colleagues, clients and vendors that IAPP-certified professionals have the necessary knowledge, skills, and abilities to perform their work

CIPP/C and CIPP/G are the IAPP's two smallest designations and, at this time, did not have the test data to support the psychometrics available to meet ANSI's robust set of requirements to demonstrate the validity of these programs. The same rigorous policies and procedures that apply to the IAPP's larger certifications still apply to CIPP/C and CIPP/G and the IAPP hopes to have the data available to support accreditation for these credentials in the future. CIPP/A is a new program and will be evaluated in the future for possible accreditation.

VII. Application Process

A. Overview

The steps of the application process for IAPP CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/G, or CIPP/A), CIPM, and CIPT are as follows:

- Register to take the appropriate examination via either computer-based testing or paper-pencil testing through the IAPP website (www.iapp.org/certify/testing/).



Candidates may also register by contacting the IAPP via phone at +1 603.427.9200.

- Candidates who registered for computer-based testing, will schedule their examination appointment via the link provided in their confirmation e-mail. Candidates must schedule their exam within 6 months of registering, but may schedule their exam beyond the 6-month window.
- Take the exam(s) at your confirmed location and date/time. Immediately before the exam is administered candidates will be required to sign a candidate application statement and confidentiality agreement.
- Computer-based testing results are generally provided immediately upon completion of the exam. For candidates taking paper-pencil exams, the IAPP will send a score report within 45 business days indicating whether you have passed the examination and achieved certification.

Each of these steps is explained in greater detail in the remainder of this Handbook.

B. Application and Fees

A completed application will require the following:

- Registration for an examination
- Completed application statement and confidentiality agreements
- Fees

For your reference, a copy of the application materials is available at the back of this Handbook in the section titled Forms.

C. Scheduling an Exam

The IAPP offers two distinct testing modes—event-based paper-pencil testing and test center computer-based testing. Exam content is identical regardless of mode. Candidates may register for either paper-pencil testing or computer-based testing via the IAPP website. For computer-based testing, the candidate will be provided a website link from which they can schedule their exam with one of our partner testing centers. Once your computer-based exam is scheduled, you will receive an exam reservation confirmation e-mail that includes exam day details, including location, time and any building security procedures and a personal exam activation code. Keep this reservation confirmation e-mail; you will need to present it at the testing center. Your exam cannot be activated without this code.



D. Fees

The current exam fee is \$550. Certificants must pay an annual maintenance fee of \$125 (for members, this fee is included in your membership fee).

E. Exam Sites

IAPP CIPP/US, CIPP/C, CIPP/E, CIPP/G, CIPP/A, CIPM and CIPT computer-based exams are administered at locations throughout the world. For a current list of test center locations, please click the testing center link from our website at www.iapp.org/certify/get-certified

VIII. Certification Requirements

A. Exams

Candidates must pass the appropriate certification exam (CIPP/US, CIPP/C, CIPP/E, CIPP/G, CIPP/A, CIPM or CIPT).

IX. Preparing for the Examinations

A. Body of Knowledge

Each program body of knowledge (BOK) is a comprehensive outline of the content of that program. Developed by privacy and data protection experts and reviewed annually by the Exam Development Board, the BOK serves as the basis for all other program components.

B. Exam Blueprint

Each program Exam Blueprint details the extent to which the elements of the corresponding BOK are represented on the exam and is based on an analysis of a job task survey of professionals whose work aligns with the scope of the designation. The Blueprint helps guide certification candidates by highlighting areas to emphasize during preparation and study. Please visit the IAPP website at www.iapp.org/certify/get-certified to access all of our exam blueprints.

C. Textbooks

The CIPP/US, CIPP/C, CIPP/G, CIPM and CIPT each have an associated textbook designed to serve as both a preparation tool for exams and a general reference. **Note:** Candidates for certification must understand that no published text can keep pace with the rapidly-changing privacy landscape. We continuously adjust our exam content to represent the latest regulatory and technological changes and we expect candidates for IAPP certification to know about the important developments in their sector that may modify or supplant information in the authoritative texts.

D. Training

IAPP certification training is available in both an instructor-led in-person environment and a self-paced online environment. Instructor-led preparation classes are offered at major IAPP events, select industry events, public training sessions and private group sessions. In-person training sessions, derived from the body of knowledge and informed by the exam blueprint, are intended to reinforce the more detailed material in the textbooks, providing participants with a review of the material and the opportunity to



interact with the IAPP’s expert privacy faculty. In-person training participants receive a hard copy of the program Participant Guide with program notes and review questions.

Online certification training courses, also derived from the body of knowledge and informed by the exam blueprint, are intended to reinforce the more detailed material in the textbooks, providing participants with a review of the material and the opportunity to learn in a self-paced fashion. Once purchased, access to the online certifications training courses does not expire. The course includes an electronic copy of all the specific program’s training materials, including the presentation slide deck with program notes, body of knowledge, and review questions. Each slide has an audio component to further reinforce the topics presented and interactive reviews are embedded within the application, allowing participants to check mastery of the subject matter throughout the course.

Note: The IAPP does not provide a training program for the CIPP/A credential.

E. Sample Questions

For candidates wishing to become familiar with the exam format and content, the IAPP publishes sample questions. Each set of CIPP sample questions includes 30 items, the CIPM set includes 22 items, and the CIPT set includes 25 items. Each sample question set includes suggestions for study use, an answer key and a detailed explanation of correct responses. Sample questions for CIPP/A will be offered as soon as possible.

F. Exams

The CIPP/US, CIPP/E, and CIPP/A exam consists of 75 scored multiple-choice items and 15 non-scored multiple choice trial items. The CIPP/G exam consist of 60 scored multiple-choice items and 20 non-scored multiple-choice trial items. Some of the items on the CIPP exams are associated with scenarios. The CIPM exam consists of 70 scored multiple choice items and 20 non-scored multiple choice trial items. About half of these items are associated with scenarios. The CIPT exam consists of 70 scored multiple choice items and 15 non-scored multiple choice trial items. Some of these items are associated with scenarios. The CIPP/C exam consists of 60 scored multiple choice items and 25 non-scored items. Some of these items are associated with scenarios. All items are written and/or reviewed by committees of privacy/data protection practitioners. There are multiple forms (versions) of each exam, and each form is reviewed by members of the appropriate Exam Development Board before being placed into rotation.



Exam	Questions	Length
CIPP/US	90	2.5 Hours
CIPP/C	85	2.5 Hours
CIPP/E	90	2.5 Hours
CIPP/G	80	2 Hours
CIPP/A	90	2.5 Hours
CIPM	90	2.5 Hours
CIPT	85	2.5 Hours

The exams are designed to differentiate between candidates who do and who do not possess the knowledge required to be considered minimally-qualified privacy professionals. Each item consists of a clearly written question (stem), a correct or best response (key) that should be apparent to minimally-qualified candidates and three incorrect responses (distractors) that will be plausible to not-minimally-qualified candidates. Note that it is each candidate's responsibility to be prepared for exams by being familiar with all elements of the Bodies of Knowledge.

More information about exam administration can be found in Section XI of this Candidate Handbook.

G. Language

The examinations are offered in English only.

H. IAPP Resource Center

The IAPP Resource Center at www.iapp.org/resources/ includes tools, resources and articles relevant to many certification topics, as well as the IAPP privacy glossary, in which terms are keyed to IAPP certification programs.

I. Bibliographies

Each certification has an Authoritative Resource and Supplemental Reading List of privacy books, and online resources. They serve to identify the texts from which the IAPP draws exam material and as valuable tools for professionals who are involved in privacy or handle data—especially those preparing for certification.

These lists are intended for use as a study aid only. The IAPP does not intend these lists to imply endorsement of these specific references.

Please visit the IAPP website at www.iapp.org/certify/get-started/ for the most updated copy of these resources.

X. Exam Process

A. Testing Modes

The IAPP offers two distinct testing modes—event-based paper-pencil testing and test center computer-based testing. Exam content is identical regardless of the mode.

B. Fees

Current exam fees are available on the Certification section of the IAPP website (click the “Fees” link on the left-side menu).

C. Cancellation Policy

Paper-pencil Exams

Certification exam registration fees are non-refundable but can be held as one-time-only credits that may be applied toward a subsequent certification exam date. In order to receive credit you must contact the certification department by phone or e-mail no less than 24 hours prior to the start of your scheduled exam. No credit will be given to those who fail to attend their registered exam without 24-hour advance notification to the



IAPP. A fully executed registration form, online registration and e-mail confirmation all constitute a binding agreement between the two parties. Exam dates are subject to change based upon exam proctor availability, weather conditions and other factors.

Computer-based Exams

IAPP certification exam fees are non-refundable. Test center exam reservations can be rescheduled until 72 hours prior to the appointment by accessing your Personalized Test Reservation Page online or by calling the IAPP at +1 603.427.9200 ext. 313. Except in the case of documented medical or family emergencies, reservations cannot be changed or cancelled less than 72 hours prior to the appointment without an incurred \$100 per exam fee. You must contact the Certification Department at the IAPP, make payment and confirm that your exam has been rescheduled before the original test session has occurred or you will forfeit the full cost of the exam.

Inclement Weather or Emergency Policy

In the event of inclement weather or an unforeseen emergency on the exam day, the IAPP will determine whether circumstances warrant cancellation or postponement of the exam. Typically, the exam will not be cancelled if an IAPP-authorized proctor is able to arrive at the exam location and deliver the exam.

If for any reason the exam is unable to be administered, candidates may take the examination at a later date without being charged a reexamination fee. Candidates will be responsible for their own associated expenses for future testing.

In the event a documented medical or family emergency or weather event prevents you from reporting to a scheduled exam, please contact the IAPP certification department as soon as possible **before** the exam session. Exceptions may be made for documented extreme circumstances that prevented attendance.

D. Handling of Tests

The IAPP will take all available precautions to ensure the appropriate and secure handling of completed tests. In the rare and extreme case in which the tests become lost or unreadable, candidates will be required to undergo retesting, without being charged a reexamination fee. Candidates will be responsible for their own travel-associated expenses for future testing.

E. Exam Administration

Your examination day represents the culmination of your studying, training and planning. The IAPP wants to make sure you are fully prepared and know what to expect in advance of your exam(s). Please note carefully that the rules and procedures for



event-based paper-pencil testing and test center computer-based testing differ in some details.

Event-based (Paper-pencil) Examinations

General Instructions for Event-based Exams

Confirmation of exam day details, including location, time and any building security procedures, will be e-mailed to you at least one week prior to the exam date. You are responsible for identifying the best way to get to the exam location and where to park.

You will need to bring a **valid government-issued photo ID** to gain admission to the exam. A driver's license, passport, military ID or other government-issued ID will qualify. The name printed on your identification must match the name you used to register. If you have a name change between the date of your registration and the date of the exam, please bring documentation of the name change with you to the exam session.

Wedge erasers are recommended for removing any stray pencil marks. #2 or NB pencil(s) and pencil sharpeners will be provided on site. We recommend you bring two pencils.

Schedule for Event-based Exams

It is important to allow enough time for the examination check-in process. At major IAPP events, exams are typically held in approximately three-hour time blocks (e.g., 9:00–12:00 or 13:00–16:00). It is your responsibility to allow sufficient time to reach the exam location, park and check in. The IAPP generally advises you to arrive **at least** 15 minutes and up to 30 minutes prior to the start of the exam in order to clear any building security and choose a seat in the exam room.

For all IAPP paper-pencil exam schedules, CIPP, CIPM and CIPT exams are administered concurrently for 150 minutes.

Procedures for Event-based Examinations

When you check in with the proctor(s) at your exam location, you will be provided with your sealed exam. Each examination is pre-printed and coded with your identifying information, so be sure you have received the exam bearing your name. You may not open the packet until you are instructed to do so.

Exams include an integrated answer document, which you will separate from the consumable exam booklet prior to the beginning of the timed exam session. You must

wait for the proctor to announce that you may begin working. During the exam, you may mark directly in your exam booklet to work through your responses and to communicate feedback about the exam to the IAPP. When you complete your exam, you will hand your exam booklet and answer sheet separately to the proctor(s). Do not insert your answer sheet inside the exam booklet.

Rules for Event-based Exams

- All electronic devices must be **turned off** (not just silenced) and placed out of reach prior to the start of the exam.
- All reading material must be placed out of reach once the examination has begun. However, non-native English speakers are allowed to bring one alternative-language-to-English dictionary. Such a dictionary must be surrendered to the exam proctor for inspection prior to being taken into the testing room.
- No food is allowed in the testing room.
- No conversation between candidates is allowed once the exam has begun.
- Responses to each item must be marked clearly by filling out the bubble completely on the answer document.
- Other than testing procedures, the proctor may not discuss any aspect of the exam with you at any time.
- You may be excused from the exam room by an exam proctor for the purpose of taking a stretch break or visiting a restroom. You may not take any materials with you, and you will not be given additional time to make up for any time lost while you are out of the exam room.
- You must personally submit your exam booklet and answer document to the proctor(s) when you have completed the exam.
- If you finish early, you may leave the exam room, submitting your exam booklet and answer document to the proctor(s) as you leave. You may not return to the exam room once you have submitted your exam booklet and answer document. If you leave early, gather all belongings and exit **quietly**.

Late Arrival at Event-based Exams

Late arrivals will be admitted up to 20 minutes into the exams, but you will not be given additional time to complete the exam. If you arrive later than these times, you cannot be admitted to the exam room.

Failure to Report for Your Event-based Exams



If you fail to report for your exam(s) without proper notification to the IAPP (see Cancellation Policy above), your registration will be cancelled and all fees will be forfeited.

Test Center (Computer-based) Exams

General Instructions for Test Center Exams

Confirmation of exam day details, including location, time and any building security procedures, will be e-mailed to you at the time you make your test center reservation. Your reservation is also logged into your IAPP account. If you lose your reservation and are unable to access your account, please call the IAPP. You are responsible for identifying the best way to get to the exam location and where to park.

You will need to bring **two forms** of identification, at least one of which must be a **valid government-issued photo ID** to gain admission to the exam. A driver's license, passport, military ID or other government-issued ID will qualify. The name printed on your identification must match the name you used to register. If you have a name change between the date of your registration and the date of the exam, please bring documentation of the name change with you to the exam.

Your exam reservation confirmation e-mail will include a personal exam activation code. You must therefore **bring your confirmation e-mail** with you to the testing center. Testing center personnel cannot activate your exam without this code, and they cannot access the code for you. If you fail to bring the activation code with you, you will not be able to sit for the exam and will be considered a no-show, forfeiting all examination fees. If you lose your confirmation e-mail, you may e-mail the IAPP certification department at certification@iapp.org, and we can re-send it.

Schedule for Test Center Exams

It is important to allow enough time for the exam check-in process. The IAPP generally advises you to arrive **at least** 15 minutes and no more than 30 minutes prior to your exam reservation time in order to check in with testing center personnel.

If you plan to take more than one exam, you must make separate reservations for each. It may be possible to schedule both exams on the same day, but be sure you allow sufficient time.

Procedures for Test Center Exams



When you check in with the proctor(s) at your exam location, you will be assigned to a computer workstation. At the beginning of the exam session, the proctor will activate the exam by instructing you to enter the appropriate code(s). Once you are in the exam, you will be able to navigate freely by moving back and forth between items in a manner similar to a traditional paper-pencil testing experience. You will select your answer to each question by clicking on the option you believe to be correct. Your answers will be recorded and stored.

Rules for Test Center Exams

- No electronic devices may be taken into the exam room. Some test centers have lockers where you can leave personal possessions during the exam, but the IAPP advises you not to bring them with you.
- No reading material of any kind is allowed in the exam room. However, non-native English speakers are allowed to bring one alternative-language-to-English dictionary. Such a dictionary must be surrendered to the exam proctor for inspection prior to being taken into the exam room.
- No food or drink is allowed in the exam room.
- No conversation between test-takers is allowed during the exam.
- Other than testing procedures, the proctor may not discuss any aspect of the exam with you at any time.
- You may be excused from the exam room by the proctor for the purpose of taking a stretch break or visiting a restroom. You will not be given additional time to make up for any time lost while you are out of the exam room.
- Testing center personnel will explain any other procedures and rules when you arrive.

Note: Some testing centers may have specific rules and procedures. Be sure to read your reservation confirmation carefully.

Late Arrival at Test Center Exams

Because testing centers operate on schedules, and other test-takers may have exams after you, if you arrive late you may not be allowed to take your exam and will be considered a no-show, forfeiting all fees.

Failure to Report for Your Test Center Exam

If you fail to report for your examination(s) without proper notification to the IAPP (see Cancellation Policy above), your registration will be cancelled and all fees will be forfeited.

Dismissal

Any candidate who is observed engaging in any misconduct will be subject to dismissal from the examination, may be barred from future examinations for a period ranging from one year to permanent dismissal, and may be required to forfeit his/her current examination fee. Testing center proctors are authorized to take immediate, appropriate measures against candidates who are caught violating testing rules. The candidate is entitled to appeal the dismissal determination.

F. Accommodations

Qualifying Disabilities

It is the policy of the IAPP to provide testing accommodations to candidates with qualifying disabilities to ensure each candidate a comparable opportunity for success on exams. We require one month notice in order to arrange special accommodations. Please do not schedule an exam until the IAPP approves your request. Submit your request and supporting documentation through the forms available in the Forms section of this handbook.

Non-native English Speakers

All IAPP examinations are administered in English. Non-native English speakers are allowed to bring an English translation dictionary to their exams (event-based or test center). Such dictionaries must be surrendered to an exam proctor/test center manager for inspection prior to being allowed into the exam room. The time limits for IAPP examinations are sufficient for the vast majority of candidates, including non-native English speakers.

G. Results

Paper-pencil Testing

After your exam session, the IAPP Certification Department scans and processes all test answer sheets. We then generate results e-mails that will be sent to you no more than 45 business days after your exam date.

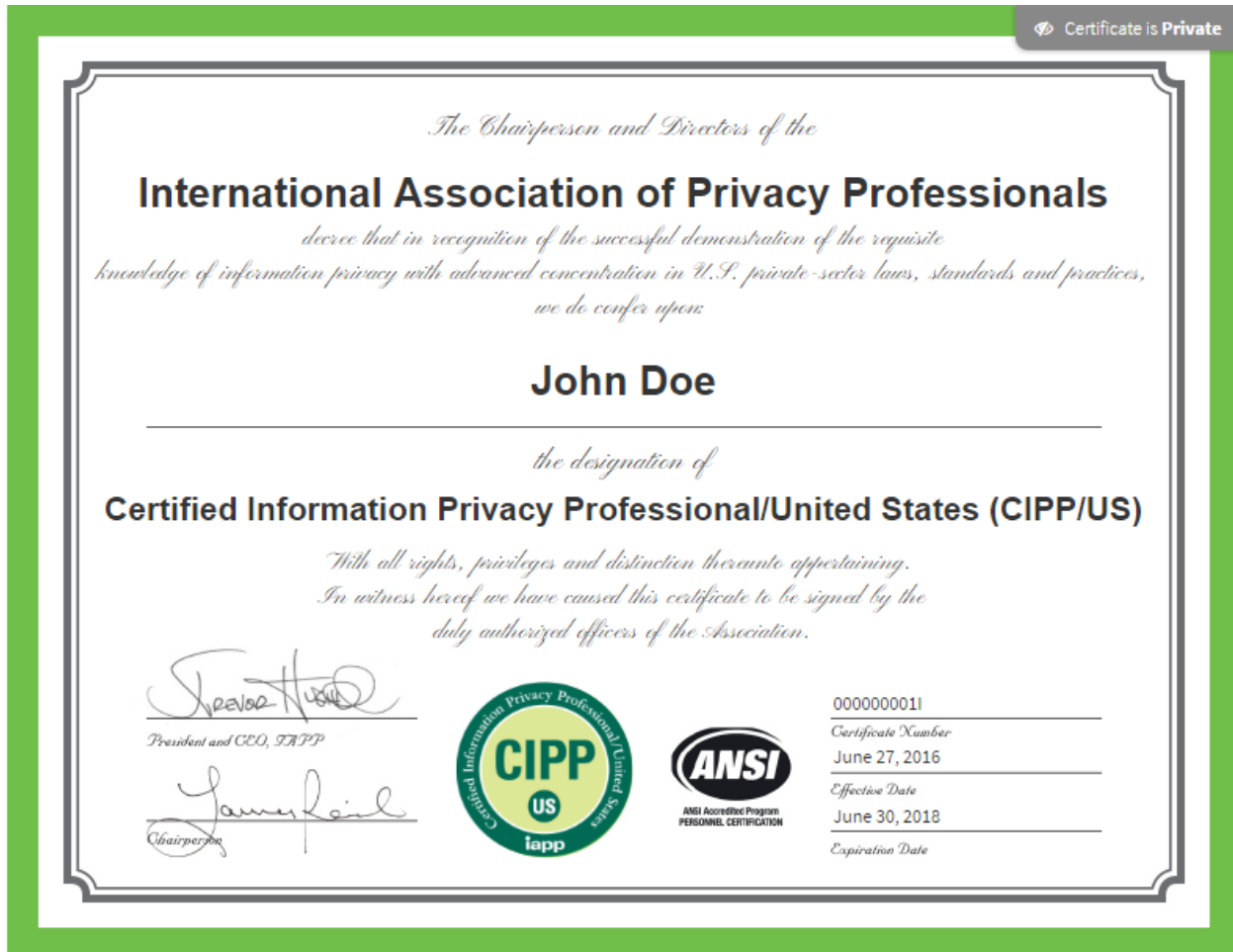
Computer-based Testing

In most cases, you will see your results immediately upon concluding your exam, and a confirming e-mail will be sent.

Passing

Candidates who successfully complete their CIPP, CIPM or CIPT designation exam will be granted the appropriate digital certificate that will be emailed generally within 3

weeks of receiving their results. A sample certificate for the CIPP/US designation is displayed below.



The certification remains the property of the International Association of Privacy Professionals, which may withdraw, cancel, revoke, change the scope of, or otherwise annul the certification for cause.

Failing

Candidates who did not successfully complete the examination will be given a diagnostic report on the reason for their failing, which will show your scale score, the “fail” indicator and an indication of your relative performance on each major section of the examination. Each of the domains is weighted differently, as indicated in the exam Blueprint. As a result you cannot average scores on all the domains to determine your specific score. Domain analysis is provided solely for the purposes of preparing for the next exam.

Retesting: Candidate Fails

In the event that a candidate fails to pass a certification test, the IAPP requires a waiting period of at least 30 days between the failed and subsequent attempt to pass that same test.

Candidates unsuccessful on the examination are permitted to sit for the next exam administration at a reduced fee of \$375.

Retesting: Candidate Passes

In the event that a candidate passes any of the IAPP's certification tests, the candidate is prohibited from retaking the same certification test, unless the IAPP has changed the test specifications for the test or the certificant is recertifying.

Scoring and Reporting

On all IAPP certification exams, each item has equal value and is scored as correct or incorrect. Unanswered items are considered incorrect, and there is no additional penalty for incorrect answers.

Passing scores are established through a process involving the expert opinion of our Exam Development Boards combined with data from the initial administration of an exam form. Passing a certification exam does not require 100% mastery, but rather the level of mastery determined by the Exam Development Board and approved by the Certification Advisory Board. Typically, passing scores range between about 65 and 80% correct, depending on the program and exam form.

Note that if you are in the first group to take a new exam form, your scores may be slightly delayed by up to an additional three weeks, but this is a relatively rare event. In most cases, you will receive results within the timelines described above.

Because there can be slight differences in the difficulty of exam forms, all results are placed on a common scale, ranging from 100 to 500. The passing score for all IAPP exams is 300 (which does not represent 50%). When you pass an exam, your results report will show your scale score and the "pass" indicator. When you fail an exam, your results report will show your scale score, the "fail" indicator and an indication of your relative performance on each major section of the examination. The IAPP suggests you use these section results to guide your study before you retake the examination. The IAPP imposes a 30-day waiting period for an examination re-take. There is no limit to the number of times a candidate may attempt an exam.

Confidentiality

Information about candidates is considered confidential; however, verification of an individual's privacy certification will be released upon request of a third party, such as an employment company. Requests for verification of progress in attaining certification will be responded to in writing and provided only to the applicant/candidate, unless permission is granted in writing by the candidate for release to others.

Certification Exam Score Review and Appeals

The IAPP is responsible for and committed to accurate tabulation and reporting of privacy certification exam scores. If you receive a failing score in your exam results and wish to challenge it, the IAPP offers two options: score review and appeal.

Score Review

A score review is a hand scoring of your exam results conducted by an IAPP certification manager. This review will compare the exam answer key to your exam response sheet, with careful attention paid to ensure that your exam was scored correctly during the initial computer scoring. **Please be aware that the IAPP hand scores all paper-pencil exams that fall within two correct responses of a passing score.** It is extremely rare that a second review of your exam will result in a score change.

You must request a score review within 30 days of receiving your exam results. Please e-mail certification@iapp.org with the subject line "Score Review Request." Include your name, exam date and location, and the exam you would like reviewed (i.e. CIPP concentration, CIPM or CIPT). There is no fee for a score review.

The IAPP will acknowledge receipt of your request via e-mail and will conduct the review within five (5) days and communicate the results to you.

Appeal

Under current IAPP examination development processes, exam items are written, reviewed and validated by qualified privacy professionals. The IAPP conducts an annual statistical review of all exams to identify questions that may be flawed or performing poorly, and issues a new version of each title as needed. Even with these processes, an occasional flawed question may remain unidentified. The appeals process is designed not only to ensure fairness for all candidates, but also as an additional mechanism to improve the quality of our exams.

If you wish to formally appeal your exam results based on concerns about one or more specific questions on an exam, you may file an appeal by completing our Certification Candidate Appeal form. Your appeal must be made in writing within 30 days of

receiving the adverse determination. The written appeal must include the stated appeal, the reason for the appeal (including relevant supporting materials), and your e-mail address, postal address and a phone number.

The IAPP will acknowledge receipt of the appeal within 5 days of receipt. The acknowledgement will include a description of the appeals policy. During the appeal process, the IAPP will review your exam results along with your specific question challenges. If the IAPP finds the question(s) you have challenged to be faulty or flawed **and** it is determined that the results of your exam were affected by the question(s), a new score may be calculated.

Irregularities

The IAPP and its test center partner strive to maintain an appropriate exam environment at all times, but occasionally irregularities may occur during a testing session. If you believe conditions at an exam session negatively impacted your performance, you may file a complaint to the IAPP Certification Department by completing our Certification Complaint Submission form within 30 days of the incidence occurrence. Your complaint should include as much information as possible, including testing location, exam taken, date and time, proctor name(s) and details about the irregularity you are reporting. Your complaint will be acknowledged within 10 days of receipt. The acknowledgement will include a description of the complaint process. The IAPP will investigate your complaint and issue a finding within 30 days. If we find that a significant irregularity in fact occurred and you did not pass your exam, we will normally issue you a complimentary exam re-take. Under no circumstances can we alter exam results on the basis of a testing irregularity.

Cheating

The IAPP and all CIPP, CIPM and CIPT certificants have a significant interest in maintaining the integrity of IAPP certification examinations, and the IAPP assumes all certification candidates sit for examinations without any form of inappropriate assistance. All examinations are proctored to ensure this is the case, and we hope never to observe any form of inappropriate assistance, such as crib sheets, access to electronic devices (which is prohibited during testing sessions) or sharing of answers between candidates. In the unlikely and unfortunate event one or more proctors observes such behavior, however, we will take the following actions:

- Candidates observed using inappropriate assistance will be informed during or after the session and invited to submit a statement, in writing, responding to the observations.



- Proctor(s) will submit a written statement detailing their observations.
- The candidate's exam booklet, answer sheet (if paper/pencil testing) and any material confiscated by the proctor(s) will be thoroughly examined by the IAPP Certification Director for evidence of cheating.
- After reviewing the candidate statement, the proctor statement(s) and all accompanying evidence, the Certification Director will issue a finding and action to the candidate. If the finding concludes that cheating likely occurred, the action may include any or all of the following: invalidation of exam results, prohibition from future exams, revocation of existing certifications and revocation of IAPP membership.

Candidates have the right to appeal the Certification Director's finding and action to the Certification Advisory Board (CAB). Any such appeal should be addressed to appeal@iapp.org within ten (10) days of receiving the finding and action.

Code of Professional Conduct

All IAPP certified individuals must agree to comply with the Certificant Code of Professional Conduct as outlined below:

- I will conduct my business and/or professional activities with courtesy, honesty and integrity.
- I will represent my certifications and qualifications honestly and agree to only undertake those activities I can reasonably expect to complete with the necessary skills, knowledge and competence.
- I will strive to maintain and improve my professional knowledge and competence through regular self-assessments and continuing education or training.
- I will follow all certification policies, procedures, guidelines and requirements of the IAPP.



XI. Certificants

Following is a synopsis of information needed by individuals who become certified. More detailed information will be provided with the pass letter.

Appropriate Use of the Certification

An individual who has been granted a CIPP, CIPM or CIPT may list the certification on stationery, websites, business cards and other promotional materials accordingly:

CIPP/US

First name Last name, Certified Information Privacy Professional/United States
First name Last name, CIPP/US

CIPP/C

First name Last name, Certified Information Privacy Professional/Canada
First name Last name, CIPP/C

CIPP/E

First name Last name, Certified Information Privacy Professional/Europe
First name Last name, CIPP/E

CIPP/G

First name Last name, Certified Information Privacy Professional/U.S. Government
First name Last name, CIPP/G

CIPP/A

First name Last name, Certified Information Privacy Professional/Asia
First name Last name, CIPP/A

CIPM

First name Last name, Certified Information Privacy Manager
First name Last name, CIPM

CIPT

First name Last name, Certified Information Privacy Technologist
First name Last name, CIPT

Multiple Designations

Certificants who have been granted multiple CIPP certifications should use the full acronym for each after their name. For example:



First name Last name, CIPP/US, CIPP/E, CIPP/G, CIPM

Should the certification be suspended or withdrawn for any reason, the individual must immediately cease the use of the certification title and acronym on stationery, websites, business cards and any and all promotional materials.

XIII. Maintaining Your Certification

Continuing Privacy Education

Official IAPP Continuing Privacy Education (CPE) Policy

Effective October 1, 2014

Overview

All CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/G, CIPP/A), CIPM and CIPT holders must meet two minimum requirements over the term of their certification in order to maintain credentialed status: (1) pay an annual certification maintenance fee (for members this fee is included in their membership fee) and (2) fulfill 20 hours of continuing privacy education (CPE) per two-year period for each credential, with a minimum of 10 hours from group A and a maximum of 10 hours from group B for each credential.

The intent of these requirements is to ensure that IAPP-certified professionals are pursuing privacy education that relates specifically to the credential for which they are certified, to recognize the importance of non-privacy related professional development, and to provide CPE opportunities to nonmembers whose jobs touch privacy and want to be a part of the broader IAPP community.

This CPE policy was developed by the IAPP in conjunction with its advisory boards. The various requirements of the policy have been reviewed and approved by the Certification Advisory Board of the IAPP. The IAPP and the certification advisory boards established the CPE program and policy and are solely responsible for reviewing, approving and issuing CPE credits. For any additional questions or needs relating to continuing privacy education, please contact the IAPP directly (see CPE Contact Information below).

The IAPP website has a list of approved CPE providers for approved CPE activities, www.iapp.org/certify/cpe-providers/. To be awarded CPE credit for any program not hosted or sponsored by the IAPP, you must complete the CPE Submission Form, which automatically updates your CPE credit account, www.iapp.org/certify/submit-cpe/.



Continuing Privacy Education

Definition

Group A CPE is defined as any program, event, forum, book or other published written material, presentation, course of instruction or speaking engagement that relates to specific content on the IAPP exam blueprints and bodies of knowledge, whether it is provided, published or hosted by the IAPP or other approved organizations.

Group B CPE is defined as any program, event, forum, book or other published written material, presentation, course of instruction or speaking engagement that does **NOT** correspond to IAPP exam blueprints and bodies of knowledge, but advances one’s professional development, advances one’s general privacy knowledge or contributes to the strength of the privacy profession, whether it is provided, published or hosted by the IAPP or other approved organizations.

Certification Term

The IAPP credential (CIPP/US, CIPP/C, CIPP/E, CIPP/G, CIPM or CIPT) is considered “active” (valid) beginning on the date that the individual credential holder has successfully completed the certification examination for that credential and has either an active membership or has paid the annual maintenance fee. The credential term is two years from the first day of the month following the date the credential was earned and each anniversary thereof.

To maintain the credential(s) in good standing, the holder must:

Meet the minimum requirement of 20 credit hours of CPE each term as well as pay the annual certification maintenance fee of \$125 (included with payment of annual membership fee). If the credential holder fails in either of these obligations, the credential will be considered **suspended** and the individual may no longer represent the CIPP/US, CIPP/C, CIPP/E, CIPP/G, CIPM or CIPT designation in person or on business cards in professional correspondence or other communications; furthermore, the IAPP Membership Directory will not represent the member as an IAPP credential holder.

Credentials expired for one year or less may be reinstated to active status by (a) paying any required certification maintenance or membership fee(s) (b) providing documentation of the CPE credits needed to reach the bi-annual CPE requirement. Satisfying the 20 CPE credits for the recertification period in arrears does not preclude the certificant from earning the 20 CPE credits required for the current term, which continues during the suspension period. Certificants with suspended credentials who do not meet the requirements to return their designation to active status will have their designation revoked and will be required to (a) retake and pass the certification

designation(s) exams and (b) pay the certification maintenance fee (nonmembers) or restore active IAPP membership status.

Multiple Credentials

Individuals who hold more than one IAPP credential must meet the group A CPE-credit requirements for each credential they hold per certification term. CPE credits can cover multiple designations and individual CPE credits can be applied to multiple credentials. For example, a webinar on developing a privacy program framework could satisfy requirements for all designations because all designations have a privacy management component. Group B CPE-credits will apply to all of an individual’s credentials. Failure to meet the minimum biannual requirements may lead to the suspension, expiration and/or revocation of all credentials. Below is a representation of the CPE requirements for someone who holds three certifications.

Two year period

Group A	CIPM: At least 10 domain specific CPE credits	CIPP/US At least 10 domain-specific CPE credits	CIPP/E At least 10 domain specific CPE credits
Group B	10 CPE credits maximum		

Surplus CPE Credits

In the event that an individual exceeds the 20 required CPE credits in two-year period, that individual may carry over a maximum of 10 group A credits as long as they were earned in the 6 months prior to the end of the recertification period. Group B credits cannot be carried over.

Documentation

IAPP-certificants must use the CPE Submission Form to report all non-IAPP activities but they are not required to submit documentation for CPE activities; however, you must retain documentation in your own records in the event you are randomly selected for a CPE audit. You should retain these records each year for three months after your anniversary date.

Eligible Activities for Continuing Privacy Education Credit

Group A: Exam Blueprint Specific Privacy Education

The following programs are eligible for Group A CPE. IAPP-certificants are responsible for reviewing the requirements for award of credit for these programs. CPEs for all IAPP events, webinars, and virtual offerings that a certificant earns will be automatically applied to his or her account.

- **IAPP CONFERENCES AND PARTNERED EVENTS = up to 12 CPE credits per event, per attendee**



Includes the Global Privacy Summit, Privacy Academy, IAPP Canada Privacy Symposium, IAPP Europe Data Protection Congress, IAPP Europe Data Protection Intensive, IAPP Asia Privacy Forum and Practical Privacy Series. If you hold multiple credentials, the maximum allowed credits for workshops, privacy training or the main conference you attend will automatically be applied to each designation you hold.

- **SPEAKING OR PRESENTING AT AN IAPP EVENT OR ONLINE PROGRAM ON BLUEPRINT DOMAIN TOPICS = 3 CPE credits per hour of speaking/presenting for the first delivery of the presentation; 1 CPE credit per hour for redelivery of the same material.**
- **IAPP KNOWLEDGENET MEETINGS = 1 CPE credit per hour per attendee as long as content represents topics on the exam blueprint domains**

In order to receive credits for IAPP forums, each IAPP-certified professional must sign the attendance sheet at the meeting.

- **IAPP LIVE AND RECORDED AUDIO/VIDEO PROGRAMS = 1 CPE credit per hour per program per attendee, as long as content represents topics on the exam blueprint domains**
Includes IAPP web conferences.

In order to automatically receive credits for a live IAPP audio/video program, each IAPP-certificant must register in advance for the program (exceptions apply only to speakers/presenters). For example, the IAPP will *automatically* award credits, two weeks after the event, to the single party named in the registration for the audio conference phone line used to deliver the IAPP program.

In the event that the audio conference phone line is used by multiple employees of the same organization (who also are IAPP-certified), each participating employee (other than the registered user) from that organization will need to complete and submit a CPE Submission Form (https://my.iapp.org/prog_submitceu) listing the name of the registered user, as soon after the audio conference as practicable.

- **IAPP CERTIFICATION TRAINING = 13 CPEs per program, per attendee**
Includes both instructor-led and media-based training.

Note: because CPE activities must be completed after initial certification, only existing CIPPs, CIPMs and CIPTs are eligible for

CPE credit for certification training subsequent to earning an initial designation.

- **NON-IAPP CERTIFICATION TRAINING =1 CPE credit per hour per program, per attendee**

CPE credits will be awarded for non-IAPP training programs that support credentialing programs (e.g., seminars for CISSP, SSCP, CISM, CISA, CPEHR, CPHIT and other certifications). To receive CPE credits the training must cover content on the certification exam blueprints.

- **READING MATERIALS that cover domains from the certification bodies of knowledge = 1 CPE credit per 50 pages of text/max of 5 CPE credits per certification period**

Includes selections from the IAPP Bibliography of Recommended Reading.

CPE credits are awarded to CIPP, CIPM and CIPT holders in recognition of reading efforts and self-study activities based on a formula where 1 CPE credit is awarded for every 50 pages of written text that is read by the applicant. For example, a 300-page book on data privacy laws is eligible for the maximum of 5 CPE credits.

- **PRIVACY EVENTS NOT HOSTED OR SPONSORED BY THE IAPP = 1 CPE credit per hour, up to 12 CPE credits per event, per attendee**

CPE credits are awarded to CIPP, CIPM and CIPT holders who attend events, forums and programs that are provided by other organizations and agencies. To be eligible for Group A CPE credit, programs must be specifically related to content on the certification exam blueprints. For your convenience we have a listing of privacy training and activities available on our website (see www.iapp.org/certify/cpe-providers/).

- **ATTENDING ACADEMIC CLASSES = 3 CPE credits per academic credit hour, up to 12 CPE credits per class**

CPE credits are awarded to CIPP, CIPM and CIPT holders who successfully complete academic courses in privacy with a minimum C (or equivalent) grade. Only courses that relate specifically to content on the certification exam blueprints will be considered. In the event of a CPE audit, the certificant must provide an official copy of the transcript issued by the academic institution.

- **PUBLISHED MATERIALS = 1 CPE per 500 words**

CPE credits are awarded to CIPP, CIPM and CIPT holders who produce publicly accessible writing that relates topically to the certification bodies of knowledge. The published materials should be research-based and reflect privacy knowledge or the dissemination of privacy knowledge. Eligible examples include white



papers, articles, newsletters and blogs. In the event of a CPE audit, the certificant must provide access to the published materials. Materials published for purposes internal to a certificant's organization are not eligible for CPE credit.

- **Training IAPP prep classes: IAPP training faculty will receive 2 CPEs per training session hour, with a maximum of 26 per recertification period.**
- **SPEAKING ENGAGEMENTS (Non-IAPP Events) = 3 CPE per hour of speaking/presenting for the first delivery of the presentation; 1 CPE per hour for redelivery of the same material.**
CPE credits are awarded to CIPP, CIPM and CIPT holders who speak before an audience or present a program provided that such an appearance/presentation/course covers content in the certification bodies of knowledge.
 - The certificant should retain *one or more* of the following forms of documentation in the event of an audit: the program agenda, speaker profile and/or panel description.
- **TEACHING = 1 CPE-2 CPEs per hour**
CPE credits are awarded to CIPP, CIPM and CIPT holders who teach a course of instruction provided that such an appearance/presentation/course covers content in the IAPP certification bodies of knowledge.

ACADEMIC INSTRUCTION

- The IAPP will award 2 CPEs credits per academic credit hour.

NON-ACADEMIC PRIVACY TRAINING OR TEACHING

Applies to day-long or hourly courses and workshops.

- The IAPP will award 3 CPEs per hour of instruction for the first delivery of the presentation; 1 CPE per hour for redelivery of the same material.
- The certificant should retain a copy of the course syllabus/outline in the event of an audit.

Group B: General Privacy, Volunteer Activities, Giving Back to the Profession, and General Professional Development

General Privacy=1 CPE per event hour

- Some privacy activities and education approaches privacy and data protection from a general perspective. Group B is the home for these CPE credits that do not cover material in the IAPP certification exam blueprints.

IAPP Volunteer Activities

- **IAPP BOARD OF DIRECTORS AND CERTIFICATION ADVISORY BOARD PARTICIPATION = 5 CPE credits per year**
- **ALL OTHER IAPP ADVISORY BOARD PARTICIPATION = 2 CPE credits per year**

CPE credits are awarded to individuals who serve as a member of an IAPP board for a length of one full term. Credits will be *automatically* awarded in December for service performed during that year. Active participation in board meetings is required to qualify for full credit. Eligible boards are the IAPP Board of Directors, Education Advisory Board, Exam Development Boards, Publications Advisory Board, Canadian Advisory Board, European Advisory Board and Privacy Tracker Advisory Board.

- **IAPP KNOWLEDGENET CHAIR = 2 CPE credits per year per chairperson**

CPE credits are awarded to individuals who serve as a chairperson for IAPP KnowledgeNet locations. Credits will *automatically* be awarded in December for service performed during that year.

Giving Back to the Profession

- **MEMBERSHIP IN THE IAPP AND OTHER PROFESSIONAL ORGANIZATIONS=1 CPE per recertification period**
- **MAINTAINING A JOB IN PRIVACY/DATA PROTECTION=1 CPE per recertification period**
 - *In the event of a CPE audit, the certificant will need to provide a job description demonstrating their privacy/data protection responsibilities.*
- **PROCTORING IAPP EXAMS=1 CPE per proctoring session**
- **VOLUNTEERING AS AN IAPP TRAINING AMBASSADOR=2 CPE credits per training day**

- **COACHING/MENTORING AN EMPLOYEE=3 CPE credits per mentoring relationship**
 - *In the event of a CPE audit, the certificant will need to provide evidence supporting their coaching or mentoring arrangement.*

Professional Development

- Conferences and events that support an individual's professional development but are not explicitly about privacy issues; require approval from the IAPP (1 CPE per hour)
- Taking academic courses in non-privacy disciplines (2 CPE credits per academic credit hour)
- Teaching academic courses in non-privacy disciplines (2 CPE credits per academic credit hour)
- Speaking engagements on non-privacy topics that enhance one's professional development (1 CPE per hour of delivery)
- Books that address privacy in general (1 CPE per 50 pages, max of 5 CPE credits per recertification period)
- General professional development (outside of work): public speaking classes, managerial workshops= 1 CPE per workshop/class
- Published material that supports an individual's professional development but is not explicitly about privacy issues;= 1 CPE per 500 words

Submitting CPE Credits

CPE credits for most IAPP programming and events are automatically applied to the certificant within 2 weeks after the event. It is the certificant's responsibility to ensure that CPE credits earned from IAPP and non-IAPP programming and events have been applied correctly to their accounts. CPE credits for other activities must be submitted online via the CPE Submission Form (https://my.iapp.org/prog_submitceu).

Disputing CPE Credits

In the event of a dispute regarding CPE status or CPE credit value, concerned credential holders may contact the IAPP at cpe@iapp.org to resolve the matter informally. A formal complaint may be made by completing the IAPP Complaint Submission Form within 30 days of the incident's occurrence and sending it to the IAPP Certification Director. The submission may be mailed, e-mailed or faxed. The submission shall



include sufficient objective evidence to substantiate the claims and allow for a decision to be made and the appropriate action to be taken. The IAPP will acknowledge the complaint within 10 days of receipt, providing a description of the complaint process.

CPE Contact Information

Continuing Privacy Education Programs

IAPP

Pease International Tradeport

75 Rochester Ave., Suite 4

Portsmouth, NH 03801 USA

+1 603.427.9200

cpe@iapp.org

CPE Credit Guide

Group A

Activity	Participant	Max	Speaker/Presenter/Teacher/Author	Max
IAPP-sponsored or partnered events		12/ event	3 CPE per hour of speaking/presenting for the first delivery of the presentation; 1 CPE credit per hour for redelivery of the same material.	12/ event
Privacy events not hosted or sponsored by the IAPP	1 CPE credit per hour	12/ event	3 CPE per hour of speaking/presenting for the first delivery of the presentation; 1 CPE credit per hour for redelivery of the same material.	12/ event
Reading	1 CPE credit per 50 pages	5 per certification period		
Audiobooks, podcasts or web conferences	1 CPE credit per hour			
Academic coursework	3 CPE credits per academic credit hour	12/ class	3 CPE credits per academic credit hour	12/ class



IAPP certification training	6.5 CPEs/per day	13/program	2 CPEs per training session hour/program	26/term
Non-IAPP certification training	1 CPE credit per hour			
Teaching, academic or non-academic			3 CPEs per hour of teaching of first-time delivery; 1 CPE per hour for redelivery of the same material.	
Speaking engagements	1 CPE per hour of attendance		3 CPE per hour of speaking/presenting for the first delivery of the presentation; 1 CPE credit per hour for redelivery of the same material.	
Published materials			1 CPE credit per 500 words	

XIV. CPE Audit

The IAPP will conduct periodic random audits of CPE accounts and request documentation for events and activities not automatically credited to a certificant’s account (those submitted by the certificant). Certificants randomly selected for an audit will be notified by e-mail. Audits may result in any of the following findings:

1. Acceptable documentation and verification of CPE credit hours submitted.
2. Unacceptable documentation and request for further documentation. Such further documentation must be received by the IAPP with 30 days of the request.
3. CPE credit hours will be denied for either (a) unacceptable documentation or (b) failure to respond within the specified period, and the credit hours will be subtracted from the certificant’s CPE account. If the reduction in credit hours results in the certificant being deficient in CPE credit hours, the certificant will have 90 days to bring the CPE account into good standing. Failure to do so will result in the suspension of the certificant’s IAPP credential(s).

If, in the course of an audit or by any other means, the IAPP determines that a certificant has submitted CPE credit hours for activities in which he or she did not participate, the certificant’s CIPP, CIPM or CIPT credential(s) will be immediately **revoked**.

XV. Seal Usage Guidelines

1. The CIPP seal, any earned CIPP concentration seal (CIPP/US, CIPP/C, CIPP/E, CIPP/G), the CIPM and the CIPT seals may be used by any certificant in good standing on their business card, resume, e-mail autosignature and/or letterhead as long as it is clear that the seal refers to the individual certificant and does not imply certification of the organization.
2. The CIPP seal, any earned CIPP concentration seal, the CIPM and the CIPT seals must only be used by *active certificants* whose certification status is in good standing, including continuing privacy education (CPE). Please call us if you have any questions about your certification status.
3. The CIPP seal, any CIPP concentration seal, the CIPM and the CIPT seals must not be altered in appearance in any way.
4. The CIPP seal, any CIPP concentration seal, the CIPM and the CIPT seals or any elements thereof may not be used for any product or product related material in any manner, which suggests an endorsement, without specific written permission of the IAPP.
5. The CIPP seal, any CIPP concentration seal, the CIPM and the CIPT seals must not be used on any web pages where a privacy policy is contained.
6. The CIPP seal, any CIPP concentration seal, the CIPM and the CIPT seals or any elements thereof may not be used as part of an organization's name, trade name, design, slogan, logo or privacy policy.
7. The CIPP seal, any CIPP concentration seal, the CIPM and the CIPT seals or any elements thereof may not be used in any manner that is derogatory to or critical of the IAPP.
8. The CIPP seal, any CIPP concentration seal, the CIPM and the CIPT seals may not be used in any manner other than as described in the above guidelines.

XVI. Forms

Candidate Application Statement

All candidates must sign the following Candidate Application Statement and agree to all policies, procedures, and terms and conditions of certification in order to be eligible for the certification.

Candidates will be required to complete this form immediately before each exam is administered. Accordingly by signing below the Candidate hereby represents, warrants and covenants as follows:

I hereby apply for certification as a Certified Information Privacy Professional (CIPP), Certified Information Privacy Manager (CIPM) or Certified Information Privacy Technologist (CIPT). I understand that my certification depends on my ability to meet all applicable requirements and qualifications. I certify that the information contained in this application is true, complete, and correct to the best of my knowledge and is made in good faith. I understand that the IAPP may need to gather additional information to clarify or supplement this application and I agree to promptly supply such additional information. I further understand that if any information is later determined to be false or misleading, the IAPP reserves the right to revoke any certification that has been granted on the basis thereof.

Should I be awarded the CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/A or CIPP/G), CIPM, or CIPT credential, I agree to abide by the IAPP Code of Professional Conduct, and to notify the IAPP if at any time I develop the incapacity to perform my professional responsibilities in accord with the standard of the certification.

Should the IAPP suspend my certification at any time, during the time of suspension I will not use the seal or marks of certification.

Should the IAPP withdraw my certification at any time I will return my certificate and cease use of the CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/A or CIPP/G), CIPM and/or CIPT designations and the seal of CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/A or CIPP/G), CIPM and/or CIPT.

In using the CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/A or CIPP/G), CIPM and/or CIPT, designations and the seals I will abide by the restrictions and conventions stated in this handbook. If notified of misuse by the IAPP, I will immediately correct my use of the CIPP (CIPP/US, CIPP/C, CIPP/E, CIPP/A or CIPP/G), CIPM and/or CIPT designations and logo as requested by the IAPP. I understand that the IAPP may withdraw my certification at any time if I fail to correct my use of such designations and logo.



I hereby release, discharge, and exonerate the IAPP, its directors, officers, members, examiners, representatives, and agents, from any actions, suits, obligations, damages, claims or demands arising out of, or in connection with, any aspect of the application process including results or any other decision that may result in a decision to not issue me a certificate for any reason. If one or more provisions of this statement are found to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this statement will not be affected in any way thereby.

Candidate Confidentiality Agreement

To ensure the integrity of the Certified Information Privacy Professional (CIPP), Certified Information Privacy Manager (CIPM) and Certified Information Privacy Technologist (CIPT) examinations, all candidates must sign the Candidate Confidentiality Agreement set forth below. Candidates must complete this form immediately before each exam is administered. Accordingly by signing below the Candidate hereby represents, warrants and covenants as follows:

I understand, acknowledge and agree:

- That the questions and answers of the exam are the exclusive and confidential property of the IAPP and are protected by the IAPP's intellectual property rights;
- That I will not disclose the exam questions or answers or discuss any of the content of the exam materials with any person, without prior written approval of the IAPP and I will not use any of the exam questions, answers or exam materials except as otherwise authorized by the IAPP;
- That I will not remove from the examination room any exam materials of any kind provided to me or any other material related to the exam, including, without limitation, any notes or calculations;
- That I will not copy or attempt to make copies (written, photocopied, or otherwise) of any exam material, including, without limitation, any exam questions or answers;
- That I will not sell, license, distribute, give away, or obtain from any other source other than the IAPP the exam materials, questions or answers.
- That I will not create or contribute to certification efforts competitive with the CIPP, CIPM or CIPT schemes for a period of three years from taking the examination.
- That my participation in any irregularity occurring during the examination, such as giving or obtaining unauthorized information or aid, as evidenced by an observation or subsequent statistical analysis, may be sufficient cause to



invalidate the results of the examination or the certificate issues, or other appropriate remedy.

- That I am solely responsible for the answers provided on the test(s) and that they were not provided via assistance by other individuals.
- I agree that my obligations under this Agreement shall continue in effect after the examination and, if applicable, after termination of my certification, regardless of the reason or reasons for termination, and whether such termination is voluntary or involuntary.
- I acknowledge that the unauthorized use or disclosure of the IAPP's information (including all exam questions, answers and exam materials) would cause the IAPP to incur irreparable harm for which monetary damages may be difficult to ascertain or an inadequate remedy. Accordingly, I agree that the IAPP will have the right to seek equitable relief to enjoin any unauthorized use or disclosure of its information and materials, in addition to any other rights and remedies that it may have at law or otherwise.
- If one or more provisions of this Agreement are found to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions of this Agreement will not be affected in any way thereby. A waiver of my breach of any provision of this Agreement will not operate as or be deemed to be a waiver of my prior, concurrent or subsequent breach of that or any other provision of this Agreement. This Agreement may be amended or modified only with the written mutual consent of the IAPP and myself.



Change of Address

If your address changes while you are IAPP certified or during the course of your application to become certified, submit a change of address as soon as possible to ensure our database is accurate and you receive important communications about your application, examinations, or certification status. Written notifications may be mailed to:

Change of Address
Certification Department
IAPP
75 Rochester Ave., Suite 4
Portsmouth, NH 03801

Change of address notification may also be submitted via e-mail to: certification@iapp.org with the words: Change of Address in the subject line of the e-mail, and the information below in the e-mail.

Additionally, if you have an online account, you may update your information online at www.iapp.org/profile/view/

Change of Address Notice

Name: _____

New address: _____

E-mail address: (if available): _____

Telephone number(s) (if available): _____

Effective Date: _____

Signature: _____



Special Testing Accommodation Request Form

Candidates with qualifying disabilities must complete this form and have an appropriate licensed professional complete the Documentation of Disability-Related Needs Form in order for their accommodations request to be processed.

Applicant Information

Name: _____

Address: _____

City: _____ State/Region: _____ Postal Code: _____

Home Phone: _____ Mobile Phone: _____

E-mail Address: _____

Special Testing Accommodations

Exam Date and Location (test center) for which you are requesting accommodation:

Address: _____

City: _____ State/Region: _____

Country: _____

Please provide 3 possible dates/times:

Date: _____ Time: _____

Date: _____ Time: _____

Date: _____ Time: _____



Special Accommodation Request Form (cont.)

I would like to request the following testing accommodation(s):

- Circle answers in test booklet (paper-pencil testing only)
- Extended testing time (double time)
- Large print test. Point size: _____
- Reader
- Separate testing area
- Special seating, please describe: _____
- Wheelchair accessible testing site
- Other special accommodations (please specify):

Applicant Signature: _____

Candidate Instructions: Return this form with a copy of the Documentation of Disability-Related Needs by Qualified Provider form to:
Certification Department, IAPP, 75 Rochester Ave., Suite 4, Portsmouth, NH 03801.

Written accommodation requests may also be scanned and submitted via e-mail to:
certification@iapp.org with the words: Accommodation Request in the subject line of the e-mail.

Accommodation requests must be made at least 45 days in advance of the earliest requested testing date.



Documentation of Disability-Related Needs by Qualified Provider

This form must be completed by a licensed healthcare provider or an educational/testing professional. The nature of the disability, identification of the test(s) used to confirm the diagnosis, a description of past accommodations made for the disability and the specific testing accommodations requested must be included.

Professional Documentation

I have known _____ since _____ in my capacity as a(n)
(Name of Applicant) (Date)

(Professional Title)

(Board Certification)

The applicant discussed with me the nature of the test being administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the Special Testing Accommodation Request Form.

Comments on Disability: _____

Signature: _____

Title: _____

Organization: _____

License # (if applicable): _____

Phone Number: _____

Date: _____

Candidate Instructions: Return this form with a copy of the Special Testing Accommodation Request Form to: Certification Department, IAPP, 75 Rochester Ave., Suite 4, Portsmouth, NH 03801. Written accommodation requests may also be scanned and submitted via e-mail to: certification@iapp.org with the words: Accommodation Request in the subject line of the e-mail. Accommodation requests must be made at least 45 days in advance of the earliest requested testing date.