**How are credits calculated or awarded for recertification reporting?**

Recertification reporting is required once each three years to maintain your certification.  The following information will be helpful in determining the number of credits earned which may be reported in the form of either CEU’s, CPE’s or CPD’s that are awarded by educational institution and professional training organizations or associations:

1. Education – no credit limit per year.  Typical credit is awarded on a per day basis of eight (8) credits per full day (8 hours) of training.
2. Publications – no credit limit per year.  Each article published is awarded 10 credits.  Published books or texts during the year are awarded 20 credits each.
3. Teaching / Speaking – 40 credits limit per year.  Eight (8) credits are awarded for each day of teaching or speaking.  Presentations at conference sessions are credited at four (4) credits for each session delivered.
4. Professional Meetings / Conferences – 40 credits limit per year.  Eight (8) credits are awarded for each day of participation.
5. Other – Identify the activity, dates of involvement and credit claimed.  Credit is awarded for participation in activities that contribute to professional growth and improvement.  The ICI Certification Board assesses the appropriateness of the activities reported.  This category may include such involvements as an officer in a related professional organization, working on a special government or industry committee involving internal control, board of directors, audit committee, etc.

This information is also available on the ICI website in the FAQ section at: [www.internalcontrolinstitute.org](http://www.internalcontrolinstitute.org)