CompTIA Continuing Education (CE) User Guide V15
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Overview

CompTIA A+, CompTIA Network+, CompTIA Mobility+, CompTIA Security+, CompTIA Storage+, CompTIA Cloud+ and CompTIA Advanced Security Practitioner (CASP) certifications earned January 1, 2011 or after are valid for three years from the date the certified professional was certified. The certification must be renewed within three years in order for the individual to remain certified.

Certified professionals who manually enrolled their CompTIA A+, CompTIA Network+ and or CompTIA Security+ certifications in the CE program January 1, 2011 or after must renew within three years from the enrollment date in order to earn the “ce” designation.

These certifications can be maintained by passing the most current CompTIA exam prior to the three-year expiration date or enrolling in CompTIA’s CE program. This initiative allows participants to keep skills and certifications current through a variety of activities that show an understanding of relevant industry knowledge.

For more information on the CE Program click [here](#).
Where does the certified professional agree to the CompTIA Code of Ethics Policy?

1. Login to [CompTIA Certification Record](#)
2. Click on the Continuing Education menu item
3. Click on Code of Ethics Policy in menu bar

Please Note: All certified professionals must agree to the Code of Ethics Policy annually. CE Fee payments or continuing education unit (CEU) submissions can be completed unless the annual Code of Ethics Policy is agreed to.
Read the Code of Ethics Policy and check the boxes next to the following:

- I am at least 18 years of old
- Agree to Policy

4. Click on the Submit button
Where do certified professionals pay their CE Fees?

1. Login to CompTIA Certification Record
2. Click on the Continuing Education menu item
3. Click on CE Maintenance Fees in the menu bar
The following screen will only display if the certified professional has multiple CompTIA certifications (A+, Network+, Mobility+, Security+, Storage+, Cloud+ and/or CASP).

It is recommended that certified professionals set their intent to the highest level. Upon completion of the CE Program certifications renewed at the highest level will renew lower level certifications as well. CompTIA CASP is considered the highest-level certification, followed by CompTIA Storage+, CompTIA Security+, CompTIA Network+ and CompTIA A+.

For example, a certified professional holding both CompTIA A+ and CompTIA Network+ certifications could fulfill CE requirements for both by completing only the CompTIA Network+ CE program requirements.

Note: This is not applicable to CompTIA Cloud+ and CompTIA Mobility+.

4. Select the Intended path by clicking on the drop down arrow
5. If the certified professional is using a CE Token to pay CE Fees, the CE Token number is to be entered in the CE Tokens Codes field.

6. If using multiple CE Tokens to pay CE Fees, the CE Tokens would be entered in the remaining Token Codes fields.

7. Click on the Submit button
A message will appear stating the Token was accepted.
If the CE Token code was not accepted a message displays notifying the certified professional to contact their command POC.
If not using a CE Token

8. Make sure the check box next to CE Annual Fee is checked
9. Select the number of CE Years you are making a payment for
10. Click on the Next button
11. Verify payment information and click on the Make Purchase button
CE Fees can be paid via a PayPal account or via American Express, Discover, Visa or MasterCard. Certified professionals need to enter demographic information to pay as a guest. This does not mean the certified professional is creating a PayPal account.
Where can a certified professional find a record of CE Fees paid?

1. Login to CompTIA Certification Record
2. Click on the History menu item
3. Click on Fee Transactions in the menu bar
CE Maintenance Fees are displayed in the E-commerce transaction history section

### E-commerce transaction history

Click on a Transaction ID to print a copy of your CE Fee transaction.

<table>
<thead>
<tr>
<th>Item name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-Sep-03 - Transaction ID: 12M9636SPB8887490</td>
<td>$49.00</td>
</tr>
<tr>
<td>2014-Mar-10 - Transaction ID: 4VN52164P91088002X</td>
<td>$49.00</td>
</tr>
<tr>
<td>2013-Mar-14 - Transaction ID: 86F87456B41594156</td>
<td>$49.00</td>
</tr>
<tr>
<td>2011-Aug-15 - Transaction ID: 17248104H8969432X</td>
<td>$49.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other requirement token history</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other requirement name</td>
</tr>
<tr>
<td>There is no data to display</td>
</tr>
</tbody>
</table>
Where can a certified professional print a copy of their CE Fee transactions?

1. Login to CompTIA Certification Record
2. Click on the History menu item
3. Click on Fee Transactions in the menu bar
CE Maintenance Fees are displayed in the E-commerce transaction history section

4. Click on the Transaction ID

5. Click on the Print button
Where do certified professional submit Continuing Education Units (CEUs)?

1. Login to CompTIA Certification Record
2. Click on the Continuing Education menu item
3. Click on Continuing Education Units in the menu bar

**Program Requirements**

<table>
<thead>
<tr>
<th>Certification</th>
<th>CEUs required for renewal</th>
<th>Annual CE Fee</th>
<th>Total CE Fee (3-year period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompTIA Advanced Security Practitioner (CASP)</td>
<td>75</td>
<td>$49</td>
<td>$147</td>
</tr>
<tr>
<td>* CompTIA Cloud+</td>
<td>50</td>
<td>$49</td>
<td>$147</td>
</tr>
<tr>
<td>CompTIA Storage+</td>
<td>50</td>
<td>$49</td>
<td>$147</td>
</tr>
<tr>
<td>CompTIA Security+</td>
<td>50</td>
<td>$49</td>
<td>$147</td>
</tr>
<tr>
<td>* CompTIA Mobility+</td>
<td>30</td>
<td>$49</td>
<td>$147</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>20</td>
<td>$49</td>
<td>$147</td>
</tr>
<tr>
<td>CompTIA A+</td>
<td>20</td>
<td>$25</td>
<td>$75</td>
</tr>
</tbody>
</table>

*CompTIA Mobility+ and CompTIA Cloud+ certifications do not renew lower level CompTIA certifications nor do higher level CompTIA certifications renew CompTIA Mobility+ or CompTIA Cloud+. The following certifications are valid for three years from the date of certification.*
The following screen will only display if the certified professional has multiple CompTIA certifications (A+, Network+, Mobility+, Security+, Storage+, Cloud+ and/or CASP).

It is recommended that certified professionals set their intent to the highest level. Upon completion of the CE Program certifications renewed at the highest level will renew lower level certifications as well. CompTIA CASP is considered the highest-level certification, followed by CompTIA Storage+, CompTIA Security+, CompTIA Network+ and CompTIA A+.

For example, a certified professional holding both CompTIA A+ and CompTIA Network+ certifications could fulfill CE requirements for both by completing only the CompTIA Network+ certification requirements.

Note: This is not applicable to CompTIA Cloud+ and CompTIA Mobility+.

4. Select the Intended path by clicking on the drop down arrow
5. Click on the Continuing Education Activity drop-down arrow to select an activity
Notice the activity requirements display on the screen. Certified Professionals need to ensure they read the requirements prior to submitting.

6. Click on the Accept Activity button
7. Select the number of CEUs for the activity
   If the field does not allow certified professionals to input anything this means the Max CEUs have been met for that activity or the activity does not require a certified professional to enter hours or years.

   Please note there are Max CEUs for the 3 year CE cycle on all activities.
8. Click on the Documentation Language drop-down arrow and select the language of the documentation being submitted.
9. Click on the Browse button to upload CE documents. Max of 5 documents can be submitted and Max of 1 meg or less per document size. Please note the documentation requirements for the activity.
Certified must read statements 1 and 2 prior to submitting CEUs.

10. Click on the agree check box
11. Click on the Submit button
Where can a certified professional find a record of the CEUs they have submitted for the current CE cycle?

1. Login to CompTIA Certification Record
2. Click on the Continuing Education menu item
3. Click on the Continuing Education Units menu item
Continuing education activities submitted are listed in the Edit Continuing Education Activities area.
Where can a certified professional edit previously submitted CEUs?

1. Login to CompTIA Certification Record
2. Click on the Continuing Education menu item
3. Click on the Continuing Education Units menu item
CEU activities can only be modified for the current CE cycle. Previous CE cycle activities remain as is and cannot be modified or deleted.

To delete an activity

4. Click on the Activity title
5. Click on the Delete button
To change the number of CEUs

6. Click in the Units box and change the number

7. Click on the Update button
To upload additional documentation

8. Click on the Browse button
9. Add the documentation
10. Click on the Update button
Where can certified professionals see their overall progress?

1. Login to CompTIA Certification Record
2. Click on the Continuing Education menu item
3. Click on the CE Dashboard menu item
The CE Dashboard provides the certified professional with their overall progress towards renewing the CompTIA certification(s).

- **CEU Progress** – Start Date and Expiration Date, cycle days remaining, CEUs submitted that count towards renewal, CEU total required and percentage complete
- **CE Fees** – Annual CE Fee amount, Annual CE Fee required and Annual CE Fees paid.
- **Continuing Education Code of Ethics Agreement History information**
Will certified professionals CEUs be audited?

As per the CompTIA Continuing Education (CE) Program Audit Policy, audits are performed randomly. CompTIA is unable to guarantee a certified professional’s record will be audited. If an audit is performed the certified professional will be notified via email stating an audit was performed and how to go about reviewing the results.

*Guidelines to follow when submitting CompTIA Continuing Education Units (CEUs)*

We cannot guarantee that your record will be audited if requested. If we audit your record and we find any issues with your information, you will receive an email notifying you about the audit and instructions for reviewing the results.

All CEUs that are submitted are automatically accepted for CEUs. CompTIA audits a random selection of certified professionals’ CE program records to ensure that the requirements are met and follow the program’s policies and procedures. You can review additional details in the CE Program Audit Policy online.

We encourage you to review all of the information available on the Qualifying Activities Chart for details regarding valid CE activities, activity descriptions, submission requirements and the maximum number of continuing education units (CEUs) per activity that can be used toward the total number of CEUs required. At least 50% of the content of your CE activities must map to one or more of the current CompTIA exam objectives for the highest level CompTIA certification being renewed.

You may earn CEUs by achieving other industry certifications for a partial amount or the full number of CEUs required. Check online for a list of other industry certifications that will grant CEUs toward the respective CompTIA certification(s). You will also find a list of pre-approved training courses that can be used to earn CEUs.

CompTIA webinars are created to help vendors, resellers, distributors, educators and are not "technical" enough to be used for CEUs.

If you’ve reviewed all of the information provided regarding the Continuing Education Program and still have additional questions, you can reach our customer service team Monday to Friday at 866.835.8020, option 2, from 7 a.m. to 7 p.m. CT.