

Candidate Re-certification Guidance

All CCP Certified Cyber Professionals are required to re-certify their certification(s) at the end of the three-year certification period. This is to ensure that candidates are maintaining their IA knowledge and professional development. To re-certify the candidate will be required to provide at least two referees, evidence of Continuing Professional Development (CPD) activities and evidence of any relevant work in which you have been involved over the last 18 to 36 months. The cost for the re-certification is available on the [APMG IA website](#) in the Current Fees document.

Referees

Referees need to be able to cover mainly the last 18 months period since re-validation. Please ensure their permission is obtained to list them as a referee and they are advised that they may be contacted by an APMG IA assessor with regards to the re-certification. When re-certifying more than one role candidates should ensure the referees can, jointly, cover all the roles that the candidate is certified in.

CPD Activities

Candidate's CPD can be added to the application at any time throughout the 3-year certification period. The CPD screen can be accessed by clicking the **CPD Area** link on the left-hand side in the application. The APMG system offers a number of ways to record different types of CPD activity and events in a free text format; candidates should state the nature of the activity, its benefits and the impact it had on the candidate's work. Please ensure to include any less formal CPD in the application to demonstrate any soft skills development. When providing information on training courses attended, candidates should add detail on how this knowledge is being applied in practice.

Please ensure that all CPD items are set as public for APMG and assessors to be able to view them.

Evidence of professional activity:

Candidates must include relevant evidence of the work undertaken in the last 36 months since the certification date, covering the last 18 months in more detail in order to demonstrate continuous adherence to the headline statement in the roles/levels certified. Evidence can be provided using the Evidence form (available from the **Resources** section of the website) or in a free text format available in the re-certification application. The candidate should also attach the latest copy of their CV to the re-certification.

Upon submitting the re-certification, APMG will carry out an initial check of the application and assign an assessor(s) who will review the evidence and contact your referees to validate the provided information. Assessor(s) may arrange a follow up interview with the candidate should further information or clarification is required. Following this, the assessor(s) will confirm or reject the re-certification and the candidate will be formally notified of the recommendation and a new certificate will be issued (if applicable). Should the application for re-certification be unsuccessful the candidate will be provided with feedback stating the reasons for the rejection.

Upgrading and Adding roles

At re-certification candidates can choose to upgrade an existing level(s) or add an additional role(s) to the certification; both are subject to an additional charge for the assessment. When upgrading or adding roles, the candidate will be required to complete the Evidence form in full and undergo an interview for the upgraded and/or added role(s). When upgrading the PRIMARY role, a Technical and Personal Evaluations will be required.

When upgrading from Senior to Lead Practitioner APMG strongly recommends reviewing the NCSC and APMG guidance on the evidence required at the Lead level. Both documents are available in the **Resources** section of the APMG website. Please note that the candidate will be required to provide a short 10-15 min presentation during the interview.