Measuring Continuing Education

Throughout the year, IREs participate in qualified educational activities that support cybersecurity and earn continuing education credits

Definition of Continuing Professional Education Unit

One unit of IRE continuing professional education (CPE) equals one *contact hour*. The term *contact hour* is defined as a 60-minute interval in which interactive learning takes place as part of a structured educational or training experience.

The terms *CPE unit, CPE hour, IRE CPE,* or *CPE* refer to 60 minutes of continuing education credit—these terms are used interchangeably in these guidelines. Additionally, the terms *contact hours* and *clock hours* are common generic terms indicating 60 minutes of continuing education.

Calculating the Number of IRE CPEs per Event for Category A – Attending

An IRE may earn one CPE unit for each hour of attendance. To determine the IRE CPEs for an eligible event:
1. Calculate the total length of the event in hours
2. Subtract any time spent on breaks, meals, or non-educational activities
3. Round the remainder up or down to the nearest half hour

An event must last at least 30 minutes to be counted. The ideal minimum is one hour, especially for an in-person event. However, with the infusion of shorter online training, 30-minute modules are not uncommon. The IRE should make sure that any event attended, especially one of very short duration, is of sufficient quality and depth to provide appropriate benefit.

The IRE must attend the entire module, session, or event as is appropriate to fulfill the learning objectives.

Example: Calculating contact hours for an event attended

An IRE attends a one-day class lasting from 8:30 a.m. to 4:30 p.m. with a 30-minute morning break, a one-hour lunch, and a 30-minute afternoon break.

8:30 to 4:30	=	8:00 hours total
	−	0:30 minute morning break
	−	0:30 minute afternoon break
	−	0:60 minute lunch break
	=	6 contact hours (6 IRE CPEs)

If the lunch includes a formal educational activity, that time can also be counted toward total CPEs. Examples might include a lunch speaker, a working lunch where teams complete a class exercise, or structured topic table discussions. This does not include informal networking with other attendees.

Calculating the Number of IRE CPEs per Event for Category B – Presenting

An IRE may earn 1 CPE credit for each hour presenting at qualified educational events plus credit for preparation time up to three times the presentation length.

- For preparation, IREs may count actual time or session presentation length times 3, whichever is less.
- CPE hours cannot be earned for subsequent presentations of the same material unless the material substantially changed.
- If multiple presenters are involved in the session, total possible credit is divided by the number of presenters speaking on the topic.
- Total Category B hours may not exceed 33% of the IRE's total yearly CPE hours.

Example: Calculating contact hours for presenting at a qualified event

A Level 3 IRE with a 6 hour per year guideline serves as a presenter at one industry conference with the following scenarios.

Session Length (Hours)	Actual Prep Time	Max Prep Time (Session x 3)	# of Presenters	Possible CPEs (Subject to max 25% yearly)
Round to ½ hour	Choose whichever is less		ppl	(Session + Prep) / # of Presenters
1	3	3	1	1 hr + 3 hrs = **4 CPEs**
1	3	3	2	(1 + 3 = 4 hrs) / 2 ppl = **2 CPEs**
2	1	6	1	2 hr + 1 hr = **3 CPEs**
3	3	9	3	(3 + 3 = 6 hrs) / 3 ppl = **2 CPEs**
3	9	9	1	3 hrs + 9 hrs = 12 CPEs but max is 25% of 6, so **1.5 CPEs**

Documentation

IREs should retain proof of participation for each educational activity.

Examples of attendee documentation may include a certificate of completion, statement by the sponsoring body, or copy of registration confirmation with actual course materials.

Examples of documentation as a presenter may include the event program or agenda, correspondence with the sponsoring body, copies of the material presented.

There is no reporting requirement defined for these guidelines, however, DIR highly recommends that IREs save their documentation.