CompTIA Continuing Education User Guide
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Overview

Effective January 1, 2011, all new CompTIA A+, CompTIA Network+ and CompTIA Security+ certifications will be valid for three years from the date the candidate is certified. After three years, the certification must be renewed. This can be done by passing the most current exam for a respective certification or by participating in CompTIA's new continuing education program, which will allow individuals to keep their skills current and their certification up to date without retesting.

The CompTIA Continuing Education (CE) Program has been designed to allow individuals a cost-effective method for keeping certifications current through the completion of variety of activities that demonstrate relevant industry knowledge.

Guidance on CompTIA CE Enrollment for DoD IA Workforce Members

The CompTIA Continuing Education Program launched on January 1, 2011. If you are a military service member or civilian employee or Contractor of DoD and hold a baseline IA certification in fulfillment of 8570 requirements you have until December 31, 2011 to enroll in this program or earn a CompTIA certification with a CE designation.

Recently the DoD has changed its policy as to making annual CE payments on behalf of IA personnel. Please check with your component point of contact to find if your CE fees will be paid for or if you will be responsible for paying your annual CE fees.

DoD Personnel and Defense Workforce Certification Application

If you are a military service member or civilian employee or contractor of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must first enroll in the CompTIA Continuing Education Program then log into the Defense Military Data Center (DMDC) site and authorize CompTIA to validate.

https://www.dmdc.osd.mil/appj/dwc/index.jsp

If you have logged into the DMDC site and authorized CompTIA to validate prior to enrolling in the CE program you must go back into the DMDC site and click the Release Additional Certifications button. This will update the DMDC site with the CompTIA enrollment information.

IMPORTANT INFORMATION: When you register on the DMDC website the name you enter on this site MUST match 100% to your name in your CompTIA record. If it does not match 100% your record will be in an "unknown" status until the information is correctly entered and resubmitted.
How do I Enroll in the CompTIA Continuing Education Program?

1. Login to the Candidate Database

2. Click on the Continuing Education menu item
3. Click on Enroll in the menu bar or the Enroll link in the text

4. Click on the Enroll button
Where do I sign the Code of Ethics Policy?

1. Login to the Candidate Database

2. Click on the Continuing Education menu item
3. Click on Code of Ethics Policy in menu bar or click on CompTIA Code of Ethics Policy in the text
Welcome to the CompTIA Continuing Education (CE) Program. This program has been designed to provide a variety of relevant and cost-effective methods for keeping your CompTIA certification(s) current.

Important: All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and certificates, please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

1. Enroll in the CE Program
2. Sign the CompTIA Candidate Code of Ethics Policy
3. Pay Continuing Education Fees

Important: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

<table>
<thead>
<tr>
<th>If you choose to participate in CE program level for:</th>
<th>And you hold the following valid certification(s):</th>
<th>CompTIA A+ or passing a qualifying higher level certification earns you:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompTIA A+</td>
<td>CompTIA A+, CompTIA Network+</td>
<td>CompTIA A+ would not be renewed</td>
</tr>
<tr>
<td>CompTIA A+</td>
<td>CompTIA A+, CompTIA Network+, CompTIA Security+</td>
<td>CompTIA A+ would not be renewed</td>
</tr>
<tr>
<td>CompTIA A+</td>
<td>CompTIA A+, CompTIA Security+</td>
<td>CompTIA A+ would not be renewed</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA Network+</td>
<td>CompTIA Network+ would not be renewed</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA Network+, CompTIA Security+</td>
<td>CompTIA Network+ would not be renewed</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA Network+, CompTIA Security+</td>
<td>CompTIA Network+ would not be renewed</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA Network+, CompTIA Security+</td>
<td>CompTIA Network+ would not be renewed</td>
</tr>
</tbody>
</table>
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 I pay my annual fees?

Recently the DoD has changed its policy as to making annual CE payments on behalf of IA personnel. Please check with your component point of contact to find if your CE fees will be paid for or if you will be responsible for paying your annual CE fees.

1. Login to the Candidate Database

2. Click on the Continuing Education menu item
3. Click on CE Maintenance Fees in the menu bar or click on the CE Maintenance Fees link in the text
The following screen will only display if you have an A+, Network+ and/or Security+ certifications or a combination of these certifications. You will need to choose an intent level.

If a participant has two certifications and chooses to enroll in the highest level of certification, their lower-level certification will be tied to the program and upon completion of the CE program they would be granted both new CE certifications. CompTIA Security+ is considered the highest-level certification of the three, followed by CompTIA Network+ and CompTIA A+, respectively.

So for example, a person holding both CompTIA A+ and CompTIA Network+ certifications could fulfill CE requirements for both by completing only the CompTIA Network+ce program, but not by completing the CompTIA A+ce program.

4. Select the Certification Intent Level

![CE Intent Selection]

Reminder: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this.
5. If you are using one CE Token to pay for CE Fees, enter the Token in the Token Code field.
6. If you are using multiple CE Tokens you would enter the Tokens in the remaining Token Code fields.
7. Click on the Submit button.

If your CE Token was accepted you will receive a Token code(s) accepted message. You would then proceed to add Continuing Education Units (CEUs).
If your CE Token code was not accepted you will receive a message stating to contact your component Point of Contact.

One or more of your token codes are invalid. Please verify the CE Token with your component Point of Contact or the person who provided you with the CE Token information. CompTIA distributes the tokens to the purchasing organization but does not track or monitor the distribution or ongoing management of these tokens for the individual candidates.

Each year you are required to pay an annual CE maintenance fee prior to submitting your continuing education units. At this time you have the option to pay only for the first year of the program or you can increase the number of years to pay in advance. Reminder - if you plan to complete your CE program before the program expires you must have all CE program fees paid.

Fees that are currently required are checked below.

NOTE: Each fee payment is a separate fee transaction.

If you would like to pay fees for additional years click the up arrow next to the Years.

<table>
<thead>
<tr>
<th>CE Certification Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remaining Yearly Maintenance Fee: $0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE Annual Fee (Network/Security*)</td>
<td>1</td>
<td>$49.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CE Tokens (If you have been provided CE token code(s) please enter it below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Token Codes: Tp</td>
</tr>
</tbody>
</table>
If you are not using CE Tokens for payment.

8. Make sure the check box next to CE Annual Fee is checked
9. If you would like to pay for multiple years click on the up arrow beneath the years, otherwise click on the Submit button.

10. Verify payment and click on the Make Purchase button.
You may choose to pay your CE Fees via your PayPal account or you can click on the Don’t have a PayPal account and pay via echeck, American Express, Discover, Visa or MasterCard.

Where can I find a record of the Continuing Education Fees I have paid?

1. Login to the Candidate Database
2. Click on the History menu item

3. Click on Ecommerce Transactions in the menu bar
Ecommerce Transactions are displayed in the Ecommerce Transaction History section.

Where do I enter my Continuing Education Activities?

1. Login to the Candidate Database
2. **Click on the Continuing Education menu item**

3. **Click on Continuing Education Units in the menu bar**

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**Welcome to the Certification Tracking System.**

From here you may:

- Update your demographics
- View a history of exams
- Track your certification status
- Check your fulfillment status
- Manage your transcripts

**Note for DoD personnel:**

If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 6270 requirements, you must register and release your certification information in the Defense Workforce Certification Application (DWCA). https://www.dmdc.osd.mil/app/dwca/index.jsp

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**Continuing Education Instructions**

(Please print this page for your reference)

Welcome to the CompTIA Continuing Education (CE) Program. This program has been designed to provide a variety of relevant and cost effective methods for keeping your CompTIA certification(s) current.

**Important:** All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and notifications please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

1. Enroll in the CE Program
2. Sign the CompTIA Candidate Code of Ethics Policy
3. Pay CE Maintenance Fees

**Note:** We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

If you choose to participate in CE program level (s) and you hold the following valid certification(s): Completion of CE or passing a qualifying higher-level certification earns you:

<table>
<thead>
<tr>
<th>Certification(s)</th>
<th>Completion of CE or passing a qualifying higher-level certification earns you</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompTIA A+</td>
<td>CompTIA A+</td>
</tr>
<tr>
<td>CompTIA A</td>
<td>CompTIA A, CompTIA Network+</td>
</tr>
<tr>
<td>CompTIA A+</td>
<td>CompTIA A, CompTIA Network+, CompTIA Security+</td>
</tr>
<tr>
<td>CompTIA A+</td>
<td>CompTIA A, CompTIA Network, CompTIA Security+</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA Network+</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA A, CompTIA Network+, CompTIA Security+</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA Network+, CompTIA Security+</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA Network+, CompTIA Security+</td>
</tr>
<tr>
<td>CompTIA Network+</td>
<td>CompTIA Network+</td>
</tr>
</tbody>
</table>

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4. Click on Continuing education requirements drop-down box to select an activity.

Please refer to the CompTIA Continuing Education Activity Chart for details on which activities are acceptable. [http://certification.comptia.org/getCertified/steps_to_certification/stayCertified.aspx](http://certification.comptia.org/getCertified/steps_to_certification/stayCertified.aspx)
5. Select the number of Units.
Units are to be entered for activities that require **hours** or **years**. If you are not able to input anything this means you have met the Max CEU’s earned for that activity or the activity does not require you to enter hours or years.

6. Enter the date the CE Activity was completed
This is the date the presentation, training, certification..etc. was completed, not the day you entered the activity into the CE system.
7. Click on the Documentation Language drop-down arrow and select the language of your documentation

8. Click on the Browse button to upload your document .zip file. Zip files must not be larger than 1 MB.
9. Select the .zip file and click on the Open button.

10. Click on the Submit button
Where can I find a record of the Continuing Education Activities I’ve submitted?

1. Login to the Candidate Database

2. Click on the History menu item
Continuing education activities submitted by a candidate are listed on the history page in the Continuing education activities section.

<table>
<thead>
<tr>
<th>Code</th>
<th>Exam</th>
<th>Registration number</th>
<th>Score</th>
<th>Grade</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>N10-002</td>
<td>Network+ Certification Exam</td>
<td>200749201</td>
<td>713</td>
<td>Pass</td>
<td>2003-Jul-21</td>
</tr>
<tr>
<td>220-221</td>
<td>A+ Core Hardware Adaptive Exam</td>
<td>200494384</td>
<td>683</td>
<td>Pass</td>
<td>2003-Mar-17</td>
</tr>
<tr>
<td>220-222</td>
<td>A+ OS Technologies Adaptive Exam</td>
<td>200380346</td>
<td>767</td>
<td>Pass</td>
<td>2003-Jan-03</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Active date</th>
<th>Review</th>
<th>Points</th>
<th>Updated</th>
<th>Documentation</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Cert: ISGC2 - CISSP</td>
<td>2011-Feb-23</td>
<td>Under Audit</td>
<td>0</td>
<td>2011-Feb-24</td>
<td>English/English</td>
<td></td>
</tr>
<tr>
<td>External Cert: Microsoft - MCSA</td>
<td>2011-Feb-23</td>
<td>Under Audit</td>
<td>0</td>
<td>2011-Feb-24</td>
<td>English/English</td>
<td></td>
</tr>
<tr>
<td>Presenting: Lecture/Presenting (1 unit per hour)</td>
<td>2011-Feb-23</td>
<td>Under Audit</td>
<td>1</td>
<td>2011-Feb-24</td>
<td>English/English</td>
<td></td>
</tr>
<tr>
<td>Event/Seminar/Conference Attendance (1 unit per hour)</td>
<td>2011-Feb-15</td>
<td>Under Audit</td>
<td>1</td>
<td>2011-Feb-24</td>
<td>English/English</td>
<td></td>
</tr>
<tr>
<td>Training: Non-Degree or CAGC-Approved (1 unit per hour)</td>
<td>2011-Feb-15</td>
<td>Under Audit</td>
<td>13</td>
<td>2011-Feb-16</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Training: Non-Degree or CAGC-Approved (1 unit per hour)</td>
<td>2011-Feb-14</td>
<td>Under Audit</td>
<td>1</td>
<td>2011-Feb-15</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Training: Non-Degree or CAGC-Approved (1 unit per hour)</td>
<td>2011-Feb-14</td>
<td>Under Audit</td>
<td>31</td>
<td>2011-Feb-14</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Training: Non-Degree or CAGC-Approved (1 unit per hour)</td>
<td>2011-Feb-14</td>
<td>Under Audit</td>
<td>3</td>
<td>2011-Feb-14</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Event/Seminar/Conference Attendance (1 unit per hour)</td>
<td>2011-Feb-11</td>
<td>Under Audit</td>
<td>1</td>
<td>2011-Feb-24</td>
<td>English</td>
<td></td>
</tr>
<tr>
<td>Work Experience (3 units per year)</td>
<td>2011-Feb-11</td>
<td>Under Audit</td>
<td>3</td>
<td>2011-Feb-24</td>
<td>English</td>
<td></td>
</tr>
</tbody>
</table>