



Shared Assessments Program Certified Third Party Risk Professional (CTPRP)

HOW TO RETAIN YOUR CTPRP CERTIFICATION

To retain your certification, CTPRP holders must comply with the following requirements:

- Successfully meeting all of the CTPRP program requirements;
- Successfully earning the required number of CPE credits annually;
- Current with payments for the annual maintenance and renewal fees;
- Successfully abiding by the Shared Assessments [Code of Ethics](#)

Annual and Three-Year Certification Period

Your certification expires at the end of three (3) years. For new CTPRP holders, the annual and three-year certification periods begin the date you are approved for your designation. This date can be found on your "Certificate of Completion".

CPE Requirements

CTPRP holders must attain and report a minimum of twenty (20) CPE hours annually. CPE credit hours may be earned through Shared Assessments Program Activities or through external activities appropriate to the vendor risk management subject matter. CTPRP holders may be required to participate in an audit of CPE credits.

CPE credits may be submitted with your annual maintenance fee on an annual basis, or submitted with your third year's renewal payment.

Please submit CPE credits using the form found in [Appendix A](#).

To learn more on how to attain Shared Assessments related CPE credits, or acceptable non-Shared Assessments related CPE Credits, please see [Appendix B](#)

Annual payment of the CTPRP Maintenance Fee

The annual maintenance fee is \$100.00. Invoice notification for renewal will be provided ninety (90) days in advance of due date or certification expiration.

Use of the CTPRP Acronym

CTPRP holders may use the CTPRP acronym following their name in signatures, business cards, websites, resumes, and other materials. (*Example: John Q. Public, CTPRP*). Shared Assessments does not provide individual use of the Shared Assessments or CTPRP logo.

**APPENDIX A
CPE SUBMISSION FORM**

CONTACT DETAIL:

Name:

Title:

Company:

Email:

Telephone:

Exam Identification Number:

CPE CREDIT DETAIL:

Shared Assessments CPE Activities

Shared Assessments does not require CTPRP holders to submit documentation for Shared Assessments related activities. That information will be compiled for you for all Shared Assessments activity participation. However, you are advised to retain documentation for your own records in the event you are randomly selected for a CPE audit.

Non-Shared Assessments CPE Activities

EVENT NAME	SPONSORING ORGANIZATION	DATE OF EVENT	NUMBER OF CPE HOURS EARNED	EVENT DESCRIPTION

Please include support documentation for each activity listed above.

Non-Shared Assessments CPE hours may be earned from attending industry conferences or webinars, authoring published materials, course instructions or from speaking engagements pertaining to the topics that fall under the vendor risk management umbrella, such as security, privacy, and business continuity.

Among the types of acceptable activities include:

- ISACA, IAPP, ISC2, and AICPA education activities and meetings

- In-house corporate training, professional conferences, workshops, webinars, and university courses.
- Self-study courses which offer CPE credits
- Teaching or presenting at industry conferences and event.

Documentation relating to CPE credits earned through external activities must be obtained and should be in the form of a letter, certificate of completion, attendance roster, or other verification of attendance. At a minimum, each record should include the event name, name of the sponsoring organization, date of the activity, number of CPE hours awarded and a description of the event.

NOTE: The CTPRP Certification Committee will determine the acceptance of hours for non-Shared Assessments-related activities.

CTPRP holders may be required to participate in an audit of CPE credits.

CPE submission form and support documentation can be sent electronically to Nicole Musolf, Project Manager, The Santa Fe Group at Nicole@santa-fe-group.com, or sent by U.S. Mail to:

**Nicole Musolf
VP of Administration
The Santa Fe Group
3 Chamisa Drive North
Suite 2
Santa Fe, NM 87508**

For more information, please contact Nicole at Nicole@santa-fe-group.com or 505-466-6434.

APPENDIX B
EARNING SHARED ASSESSMENTS AND EXTERNAL CPE HOUR

SHARED ASSESSMENTS CPE HOURS

CPE credits can be earned by participating in Shared Assessments committees, activities, and events.

Below you will find a list of activities for Corporate, Individual and Community Members.

CORPORATE SHARED ASSESSMENTS MEMBERS

- **Shared Assessments Steering Committee**
 - Two-year terms by election only. Nominations for Steering Committee members are sought in January of each year.
 - (12+ CPE credits can be earned on an annual basis)
- **Shared Assessments Development Committees**
 - Standard Information Gathering (SIG) Questionnaire Committee
 - Standard Information Gathering (SIG) Privacy Committee
 - Agreed Upon Procedures (AUP) Committee
 - Vendor Risk Management Maturity Model (VRMMM)
 - CTPRP Review Committee.
 - (12+ CPE credits can be earned on an annual basis per committee)
- **Knowledge Committees (TBD)** New Committees will be formed in January 2015 focused on specific topic-driven areas associated with Vendor Risk Management.
 - (Approximately 12+ CPE credits can be earned on an annual basis per committee – 1 CPE is awarded for each 50 minute hour)
- **Monthly Member Forum calls** - Listen to key industry and regulatory thought leaders presenting on the latest developments in vendor risk management and regulatory compliance. Ask questions and interact with your peers to gain further insight into current events and issues.
 - (Approximately 12+ CPE credits can be earned on an annual basis per committee – 1 CPE is awarded for each 50 minute hour)
- **Submission of blogs for Shared Assessments *Authorities on Risk Assurance*** - *Authorities on Assurance* is a forum for the discussion of trends, issues and challenges in the world of third party risk assurance. It's designed to address the concerns of people responsible for an ever growing list of issues, including third party risk management, vendor assessment, and third party IT security, privacy and data breach.
 - (2 CPE credits can be earned per each 400 – 600 word published blog)
- **Become a Mentor with the Shared Assessments Buddy Program** - The Buddy Program allows all participants to expand their peer network and their understanding of vendor risk management best practices.
 - (2 CPE credits can be earned for each mentor session hour performed)
- **Attendance at the annual Shared Assessments Summit and Pre-Summit Workshops** - The Shared Assessments Summit is an annual day-and-a-half in-person forum providing expertise on the outsourcing landscape, regulator insights, updates on global trends, and other vendor risk management topics of interest. Multiple Pre-Summit Workshops are offered in advance of the event.
 - (18 CPE credits can be earned by attending the Summit)
 - (4-8 CPE credits can be earned for each Pre-Summit Workshop)

INDIVIDUAL SHARED ASSESSMENTS MEMBERS

- **Knowledge Committees (TBD)** New Committees will be formed in January 2015 focused on specific topic-driven areas associated with Vendor Risk Management.
 - (Approximately 12+ CPE credits can be earned on an annual basis per committee – 1 CPE is awarded for each 50 minute hour)
- **Monthly Member Forum calls** - Listen to key industry and regulatory thought leaders presenting on the latest developments in vendor risk management and regulatory compliance. Ask questions and interact with your peers to gain further insight into current events and issues.
 - (Approximately 12+ CPE credits can be earned on an annual basis per committee – 1 CPE is awarded for each 50 minute hour)
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CPE HOURS FOR NON-SHARED ASSESSMENTS (EXTERNAL) ACTIVITIES

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NOTE: The CTPRP Certification Committee will determine the acceptance of hours for non-Shared Assessments-related activities.

CTPRP holders may be required to participate in an audit of CPE credits.



APPENDIX C

SHARED ASSESSMENTS CODE OF ETHICS

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The Shared Assessments Program has established a Code of Professional Ethics to guide the conduct of its certification holders. The goal of the code of ethics is to clarify every certified risk professional's responsibility to support the risk management profession by conducting themselves in a professional and ethical manner.

Action will be taken against anyone who violates the ethics code. These actions may range from a warning to the withdrawal of their risk professional certification. Rather than seek to regulate its certificate holders, Shared Assessments intention is that this code aid in providing guidance in making ethical decisions.

Shared Assessments certification holders shall:

1. Abide by the law of the land in which services are provided, perform all duties in an honorable manner, and respect the rights of others in performing professional responsibilities.
2. Perform their duties with objectivity and professional care, and in accordance with professional standards.
3. Encourage compliance with appropriate standards and procedures for the effective management of enterprise information systems and technology including: audit, risk controls, privacy, security and risk management.
4. Maintain the privacy and confidentiality of information obtained in the course of their activities unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate parties.
5. Maintain competency in their respective fields and agree to undertake only those activities they can reasonably expect to complete with the necessary skills, knowledge and competence.
6. Not knowingly provide misleading or inaccurate information, nor encourage or otherwise participate in the release of such information.