

# Why Should You Renew?

- 1 Increase your potential for salary raises and promotions.
- 2 Continue to verify your job skills and credibility in job performance.
- 3 Earn respect and recognition among peers and your employer.
- 4 Maintain the third-party documentation of your automation experience.



## Keep Proving Your Skills

### Verify your experience and education by renewing your CAP certification

Designed to enhance your professional development, the ISA Certified Automation Professional program:

- documents your skills, proving that you're a highly qualified automation professional
- provides an unbiased, third-party endorsement of your accomplishments

For more information:

- [www.ISA.org/CAP](http://www.ISA.org/CAP)
- (919) 549-8411
- [CAP@ISA.org](mailto:CAP@ISA.org)

#### ISA

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Founded in 1945, ISA ([www.isa.org](http://www.isa.org)) is a leading, global, nonprofit organization that is setting the standard for automation by helping over 30,000 worldwide members and other professionals solve difficult technical problems, while enhancing their leadership and personal career capabilities. Based in Research Triangle Park, North Carolina, ISA develops standards; certifies industry professionals; provides education and training; publishes books and technical articles; and hosts the largest conference and exhibition for automation professionals in the Western Hemisphere.



Standards  
**Certification**  
Education & Training  
Publishing  
Conferences & Exhibits



ISA's Certified Automation Professional™ (CAP™) Renewal Policies

*Setting the Standard for Automation™*

# Chances are you have already earned the Professional Development Points (PDPs) you need to renew.

## Renewal Guidelines

- Your CAP certification is valid for three years; then you must renew.
- PDPs claimed on the Renewal Application must be earned during the three-year certification period.
- Applications are subject to audit. If selected, you will be notified by mail to submit signed documentation for the PDPs claimed on your application.
- Applicants who choose to test for renewal and fail have six months to retest. If six months pass, the certificate will lapse.

## How do I renew?

Simply complete the Renewal Application and document 135 PDPs by:

- Documenting a combination of work experience and continuing education, **OR**
- Registering for an examination.

## When do I have to renew?

Send your completed Renewal Application and renewal fee to ISA 60 days before your expiration date to keep your CAP certification active.

You will receive notices from ISA when your renewal date approaches, but it is your responsibility to submit your renewal on time. Your certification expires on the date printed on your certificate.

If you don't send in your renewal application showing your 135 PDPs within 4 months after the end of your three-year certification period, your certification will expire.

If your certification has been expired for four months or longer, regaining Active Status is only possible by reapplying as a first time applicant and meeting the work, education, and exam requirements for that certification level. So keep your certification active!

## What does it cost?

To renew by documenting work experience and continuing education, the fee is \$175 for ISA Members, \$195 for non-members. To renew by taking the CAP exam, the fee is \$250 for ISA Members, \$295 for non-members.

Your renewal application must be received within **4 months** after your certification expiration date or your certification will expire.

## What are PDPs?

PDPs are earned during the three years of your certification through work experience and professional development activities. A total of 135 PDP's is required for renewal, with a minimum of 90 PDP's earned from work experience and a minimum of 45 hours from continuing education or professional development activities.

## How many points does work experience earn?

Each year of employment earns you 30 PDPs (as long as you have a minimum of 1500 work hours/year). You are required to earn a cumulative total of 3000 hours of documented work experience (for 60 PDPs) during the three year certification term.

## Questions?

**Call:** (919) 549-8411

**Online:** [www.isa.org/CAP](http://www.isa.org/CAP)

**E-mail:** [CAP@isa.org](mailto:CAP@isa.org)

**Mail:** P.O. Box 3561, Durham, NC 27702 USA

## What kinds of things count as professional development activity?

One hour of participation in any professional development or continuing education activity earns you one PDP. The renewal application provides more specific PDP information. Here are some examples of professional development activities that earn PDPs. You are required to earn at least 45 PDPs in this category during your three year certification term.

### Training

- In-house training
- On-the-job training
- Vendor workshops or presentations
- Apprenticeship training programs
- Employer training sessions or seminars
- Training courses with Continuing Education Units (CEUs)
  - 1 CEU equals 10 PDPs
- College courses
  - 1 semester hour equals 15 PDPs
  - 1 quarter hour equals 10 PDPs

### Professional Activities

- Membership in a professional society
  - 2 PDPs for each professional society membership
  - Attending society meetings
  - Serving as an officer
- Presenting at a Career Day
- Teaching a training course
- Authoring or delivering a technical paper or book
  - Earn from 5-20 PDPs if you are the sole-author or co-author