



**Certified Professional in Investor Relations (CPIR) Compliance Policy**

The CPIR designation is valid for one year from the date of issuance and is renewed annually through the stated maintenance requirements outlined below. Should you require an extension to complete the renewal/maintenance requirements due to extenuating circumstances, a written request must be forwarded to the Certification Governance Committee for consideration.

If the renewal/maintenance requirements have not been met, and a written request has not been received by the Certification Governance Committee by the end of February, the Certification Governance Committee will be notified of your status and your CPIR designation will be suspended.

**Maintaining the CPIR Designation**

In order to maintain your CPIR designation you must maintain your membership in CIRI, agree to comply with CIRI's code of ethics and complete a minimum of 14 continuing education units (CEUs) annually. The following are the broad categories that will only be considered for CEUs.

1. **Continuing Education/Events:** Activities include the Annual Conference; IR Thought Leader Roundtables; workshops and local Chapter events.
2. **Instruction/Mentorship:** Activities include speaking at CIRI National and Chapter events and mentoring through the Chapter mentorship programs.
3. **Articles/Research:** Activities include researching and authoring articles for CIRI publications and participating in a CIRI issues/research task force.
4. **Board/Committee Volunteer:** Activities include volunteering on a CIRI National or Chapter Board or Committee.

The following outlines what activities will be recognized, the number of CEUs they represent and any limitations.

Activities	Number of CEUs	Limitations
<b>Continuing Education/Events (in person or via webcast)</b>		
<b>CIRI National:</b> Annual Conference Roundtables or Equivalent Workshops – full day Workshops – half day	11 CEUs 2 CEUs each 6 CEUs each 3 CEUs each	May account for all 14 CEUs
<b>Chapter:</b> Breakfasts/Lunches Workshops – full day Workshops – half day	2 CEUs 6 CEUs each 3 CEUs each	

<b>Instruction/Mentorship</b>		
CIRI Speaking Engagement CIRI Chapter Mentorship CIRI Volunteer Advisory Network	4 CEUs each 4 CEUs each 2 CEUs	May account for a maximum of 8 CEUs
<b>Articles/Research</b>		
Writing an Article for CIRI Publication Participating on a CIRI Task Force	4 CEUs each 4 CEUs each	May account for a maximum of 8 CEUs
<b>Volunteering</b>		
CIRI Board/Executive/Committee Member Financial Report Judging for CPA's Corporate Reporting Awards	6 CEUs 6 CEUs	May account for a maximum of 8 CEUs

### **Recording CEUs**

Individuals are required to complete the attached form and submit it to [circertification@ciri.org](mailto:circertification@ciri.org).



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<b>Activities</b>	<b>CEUs Acquired/Activity</b>	<b>Total CEUs Acquired</b>
<b>Continuing Education/Events</b>		
<b>Instruction/Mentorship</b>		
<b>Articles/Research</b>		
<b>Volunteering</b>		