



Maintaining CIRI’s Certified Professional in Investor Relations (CPIR) Designation

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.

Please send your written request to ciricertification@ciri.org.

Maintaining the CPIR Designation

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) within each calendar year. The following are the broad categories that will only be considered for CEUs.

1. **Continuing Education/Events:** Activities include the Annual Conference; IR Roundtables; workshops and local Chapter events. CIRI Professional Development upcoming events can be found [here](#) and to view recorded events, [click here](#). Events will indicate how many CEUs can be earned.
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.
4. **Board/Committee Volunteer:** Activities include volunteering on a CIRI National Board or Chapter Executive Committee.

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

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



Articles/Research		
Writing an Article for CIRI Publication	4 CEUs each	May account for a maximum of 4 CEUs
Volunteering		
CIRI Board/Executive/Committee Member	6 CEUs	

Recording CEUs

Individuals are required to complete the attached form and submit it to circertification@ciri.org.



Recertification Log

In order to maintain your CIRI 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. Please fill in the table below itemizing your education/events participation; instruction /mentorship involvement; articles/research published; and volunteerism along with the corresponding number of CEUs. Completed forms can be submitted to ciricertification@ciri.org.

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