Certification Requirements

Information Security Management System Auditor

(ISO 27001:2022)

Disclaimer

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Introduction

This guide has been developed to help you to become certified with Exemplar Global and provides the information necessary to achieve Exemplar Global personnel certification.

Please read this entire guide before applying for certification.

The Information Security Management System auditor certification program has been developed by Exemplar Global to provide international recognition for auditors who conduct external/3rd party information security management system audits based on the ISO 27001:2022 information security management system standard.

How to get started

Apply online at Exemplar Global's website by creating an account under the Login button in the upper right-hand corner of the screen. Once your account is set up, click on the Apply for Certification button to begin the process.

All application information must be provided in English unless otherwise agreed with Exemplar Global. Where translations of documents are provided, these must be independently verified for accuracy. Should you have any questions regarding what is required for the personnel certification requirements, contact Exemplar Global at info@exemplarglobal.org.

Understanding Grades

Grades of certification

A grade is a specific level within a personnel certification program that best describes the job role for that certification program. Exemplar Global's management system auditor certification grades are shown below:

Grade	Designed For	Training
Auditor	Auditors who audit as a member of an audit team.	Exemplar Global-Certified Information Security Management Systems Auditorcourse: TPECS (AU and IS) or RTP course.
Lead Auditor	Auditors who audit solo or lead auditsand audit teams.	Exemplar Global-Certified InformationSecurity Management Systems Lead Auditor course: TPECS (AU, IS, and TL)or RTP course.
Master Auditor	Experienced auditors withat least twelve years of lead auditor experience.	Exemplar Global-Certified Information Security Management Systems Lead Auditor course TPECS (AU, IS, and TL) orRTP course. **Plus 12 years of continuous certification as a lead auditor.**

TPECS: Training Provider Examination Certification Scheme (certification of training examinations)
RTP: Recognized Training Provider program (certification of courses)

Understanding Training Requirements

All applicants are required to demonstrate knowledge specific to each certification scheme and grade. Predominately, this is demonstrated by obtaining a TPECS or RTP certificate in the relevant discipline from an ExemplarGlobal certified or recognized training provider; however, alternative training options exist.

- If a training certificate is older than ten years from the date of application, further examination may be required (see knowledge examinations).
- Transition training and/or assessment may be required where standards are significantly revised.

A register of Exemplar Global Training Providers can be found at the Exemplar Global Search Register

Alternative certificates and courses accepted by Exemplar Global

In addition to the TPECS or RTP training certificates issued by Exemplar Global certified training providers, certificates from training providers certified by other bodies may be accepted as evidence of meeting knowledge requirements.

Transition Requirements

Auditors who currently hold Exemplar Global personnel certification against ISO27001:2013 have until **01 October 2023** to transition to ISO 27001:2022. Auditors who have not transitioned successfully by this date will no longer qualify to hold this personnel certification.

Evidence requirements:

Evidence that demonstrates the auditor has undertaken learning of the revised standard, including as a minimum:

- How to audit using the revised standard structure
- How to audit the certified organizations assessment of the impact of the revisions to Annex A on their statement of applicability
- How to audit the new controls/assessment of applicability in Annex A
    - A5.7 Threat Intelligence
    - A7.4 Physical Security Monitoring
    - A8.9 Configuration Management
    - A8.10 Information Deletion
    - A8.11 Data Masking
    - A8.12 Data Leakage
    - A8.16 Monitoring Activities
    - A8.23 Web Filtering
    - A8.28 Secure coding

Acceptable evidence includes:

- Attestation from the employing Certification Body that the auditor has undertaken continuing professional development that meets the above evidence requirements
- TPECS or RTP training certificates issued by Exemplar Global certified training providers that meet the above evidence requirements
- Certificates from training providers certified by other bodies that meet the above evidence requirements

IMPORTANT NOTE:

From 13 January 2023, Exemplar Global will no longer recognize Personnel Certification against the old version of the standard. For all applications received after this date: If training was undertaken against the old version of the standard, the application must be accompanied by evidence that meets the transition requirements.

Annual Certification Fees

This Exemplar Global personnel certifications is “continuous,” which means that your certification remains valid so long as you continue to meet the scheme and grade requirements, complete any necessary assessments, adhere to our code of conduct, and pay your fees.

Certification fees are paid monthly or annually by credit or debit card only. Certificates will expire one year from the date of the issuance of certification. However, certification will be suspended or withdrawn if you fail to make payments, do not maintain required continuous professional development, do not meet assessment requirements, or violate our code of conduct.

Customers can pay up to one year in advance. Payments are to be made in U.S. dollars except for in Australia, where payments are to be made in Australian dollars.

All fees are non-refundable and subject to change.

Changing your grade

You may apply to expand your personnel certification at any time. An expansion occurs when you choose to upgrade your certification to a higher grade. Submit your expansion application via your online portal. This can be completed for a small fee at any time during your current certification period.

At any time, you may reduce your certification to a lower grade by contacting an Exemplar Global examiner. A reduction in certification may also be recommended to an applicant by the examiner after evaluation of an initial application. Acceptance of a reduction of certification must be provided to the examiner in writing from the applicant. No fees are refunded when reducing certification.

Transitioning to Exemplar Global

If you are a management system auditor certified by one of the bodies listed below and want to transition to Exemplar Global certification, or wish to hold dual certification, Exemplar Global will formally recognize your auditor certification.

- Chinese Certification & Accreditation Association (CCAA)
- International Register of Certified Auditors (IRCA)
- Korean Auditor Registration (KAR)
- Professional Evaluation and Certification Board (PECB)

There is no transition fee; however, a certification fee will be payable.

What is required?

You must provide evidence of current certification in the form of a current card, certificate, or official letter from the authorizing body. **Invoices and receipts will not be accepted.** The certification granted will reflect the grade and scheme you currently hold.

Please note, additional requirements and fees may be applicable if you apply for a higher grade of certification.
The transition process is simple and will allow you to become Exemplar Global certified in a very short time. To begin the process, give us a call to speak with a member of our certification team.

Continuous Certification

Certified individuals are required to demonstrate continuing compliance by meeting the continuous certification requirements. At times, additional requirements may be instituted if there have been major changes to a certification program's requirements due to changes in the industry or the standard upon which the certification is based.

Exemplar Global strongly encourages the completion of Continuing Professional Development relevant to your role and/or profession and we provide numerous opportunities for professional development.

Every third year, all grades are required to demonstrate evidence of the completion of the Work Style Assessment for Auditors within the previous three years. Fees apply.

Understanding Continuing Professional Development

Individuals should consider their personal strengths and weaknesses when selecting the appropriate professional development to undertake in between recertification periods. Unless the certification program requires specific professional development as part of the recertification requirements, professional development activities should relate to the field of work undertaken by the certified individual.

- Attendance at conferences, seminars, workshops, webinars, or forums
- Full time, part time, or contract employment
- Instructor courses—teaching or leading courses toward the current certification obtained
- Attendance of student courses—any course(s) completed towards the current certification obtained
- Audit experience

Understanding the Work Style Assessment

All applicants, as part of their certification benefits are offered the Work Style Assessment to complete post-application. The Work Style Assessment is a sophisticated self-coaching and development tool tailored to Exemplar Global's customers, that empowers auditors through self-awareness.

This professional and industry leading assessment provides insight into your individual strengths as an auditor, coaching and managing considerations that benefit your auditing career, and areas to consider for professional development. The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011. These include:

- The degree to which you are competitive and take charge
- The degree to which you are focused on achieving challenging goals
- The degree to which you are calm and even tempered
- The degree to which you desire and are comfortable with social interaction
- The degree to which you are sensitive to the feelings of others and are empathetic
- The degree to which you are detail focused, organized, and methodical
- The degree to which you are curious, imaginative, and open to new ideas

Additional information

- Details on how to complete the Work Style Assessment will be provided to you when Exemplar Global receives your application.
- You can take the Work Style Assessment online on your computer or mobile device.
- The assessment takes approximately 15 minutes to complete; however, there is no time limit.
- You will be asked to answer a series of questions based on your first impression. There are no right or wrong answers and there is no pass or fail. It's all about understanding yourself better.
- Responses are automatically processed, and a PDF report will be emailed to you within one hour of completing the survey.

For more information on the Work Style Assessment and other assessment products, please visit the Exemplar Global website www.Exemplarglobal.org

How to Promote Your Exemplar Global Certification

Once awarded your certification, you will be issued with a digital badge published by Exemplar Global and aligned to the Certification Scheme and Grade that you have achieved. While the design of the badge is consistent to all people holding the same certification, the badge itself is a digital credential and is therefore uniquely yours, enabling interested parties to verify your credentials simply by clicking on the badge itself. Along with the ability to verify your certification status, interested parties are also provided with a brief overview of the requirements needed to achieve the award.

Because it is 'portable', your Exemplar Global digital badge allows you to promote your credentials with your networks in a simple and trusted way by sharing it on your social media accounts (LinkedIn, Facebook, Twitter), via email, and by embedding it in your email signature or website etc.

So, look out for badging related emails sent out soon after you receive your certification. These emails provide the details on how to access the badging platform, access and share the badge itself. (Please note this communication will come from our badging partner and leader in the digital credential space: Credly). When sharing your badge on social media, please ensure that you tag Exemplar Global in your posts so we can see it too. To tag us in your posts, please insert the @ symbol before typing in 'Exemplar Global.'

For a full list of all the digital credentials Exemplar Global offers, visit:
https://www.credly.com/organizations/exemplar-global/badges

Questions?

If you have any remaining questions regarding personnel certification, we recommend that you check the Frequently Asked Questions (FAQs) section of the Exemplar Global website before contacting us. Email your questions to info@exemplarglobal.org or use our live chat function, which is located in the lower right-hand corner of the Exemplar Global website.