



## CAP Recertification Requirements

Certification	Code of Conduct Declaration	Continuing Professional Development (CPD)	Auditing Requirements
Auditor Q1/Q2	Sign new declaration upon application for recertification	36 hours minimum in 3 years	3 audits (on-site full system only) with a total of at least 5 days per year

1. The auditor must sign a new declaration to be submitted with the recertification documents (i.e., CPD Log and Audit Log).
2. CPD hours must be submitted using the CAP CPD Log.
3. Audits and audit days must be submitted using the CAP Audit Log. Acceptable audits follow those defined for initial certification.
4. The audit requirements are PER year during the three-year certification period. Total number of audits and total audit days required for three years CANNOT be combined (performed) in one year.
5. Acceptable CPD activities may include:
  - Attendance in training courses, seminars, non-college courses related to auditing, API Spec Q1, API Spec Q2, quality management, oil and gas industry, etc.
  - Speaker/resource person/presenter in meetings, conferences, seminars, workshops, forums, non-college classes, etc.
  - Trainer/instructor in a training course/class
  - Participation in Committee work (need to indicate how many hours have been spent in performing Committee work and a description of the work done)
  - The auditor can take the competence examination in lieu of the required CPD hours. The auditor must pass the examination to be recertified.
6. Attendance in API Committee Meetings where the subjects/topics/work covered must be related to any or all of the following:
  - Oil and gas industry processes/technologies/products
  - Auditing
  - Quality management