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CDH Form Instructions

www.cisecinc.org

Please use the following instructions when filling out the CDH form:

1. Fill out the top of the form with the date, name, address, telephone, email, CISEC number, and for what year you are claiming the CDH credits.
2. Remember that the year starts on July 1 and ends on June 30 the following year, it does not start on January 1st.
3. If you include multiple years on one sheet, please break it down so that it is clear how many CDHs you are claiming for each year in each category.
4. You cannot count from one year for a future year. For example CDHs completed in August of 2009 must be counted for the year starting July 1, 2009 and ending on June 30, 2010.
5. Include documentation for forums you attended. If documentation does not exist or cannot be found, please include the date you attended the form.
6. CDHs cannot be counted prior to you becoming a CISEC. For example, the CISEC class, if taken prior to you becoming a CISEC, will not count toward CDHs.