

**Handbook**

**VERSION 1**

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# **Permanent Education CCLTE**

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# Introduction

Stichting Centre for Certified Legal and Tech Expertise (hereinafter: CCLTE) stands for professional and future proof certification. CCLTE recognises the rapidly evolving nature of the legal and technological sectors and considers it important that professionals keep their knowledge and skills up to date. For this reason, Permanent Education (PE) is part of all CCLTE certifications. By participating in PE, you not only keep your own knowledge and skills up to date, but also contribute to the overall quality and professionalism of the field.

This handbook sets out the rules and conditions for obtaining and registering PE points. It provides clarity on which activities qualify, how many points are required, and within what period these must be obtained.

This handbook also explains how the registration process works and how CCLTE monitors compliance with the PE requirements.

With this handbook, CCLTE aims to contribute to transparency, quality, and a culture of continuous professional development. The handbook provides guidance for certificate holders and supports a well structured and verifiable certification process.

This handbook applies to all certificate holders of the following courses:

- Certified AI Compliance Officer
- Certified Cybersecurity Compliance Officer
- Certified Health Compliance Officer
- Certified AI Lead Implementer

# Permanent Education

In the dynamic landscape at the intersection of law and technology, the environment is constantly evolving. New legislation, technological developments and shifting societal expectations regularly reshape the contours of the industry. For professionals operating in this complex field, staying up to date is not a luxury, but a necessity.

In the legal and technological domain, where the consequences of outdated knowledge can be both immediate and far reaching, Permanent Education serves as an essential safeguard. By engaging in Permanent Education, professionals not only strengthen their individual expertise, but also contribute to raising the overall standards and effectiveness of the sector as a whole.

CCLTE refers to PE as educational or professional activities that demonstrably contribute to maintaining, enhancing or broadening knowledge within the relevant certification domain. PE points may be obtained, for example, attending or teaching courses, training sessions and webinars (both live and on demand). A more detailed overview of eligible PE activities can be found on page [8](#).

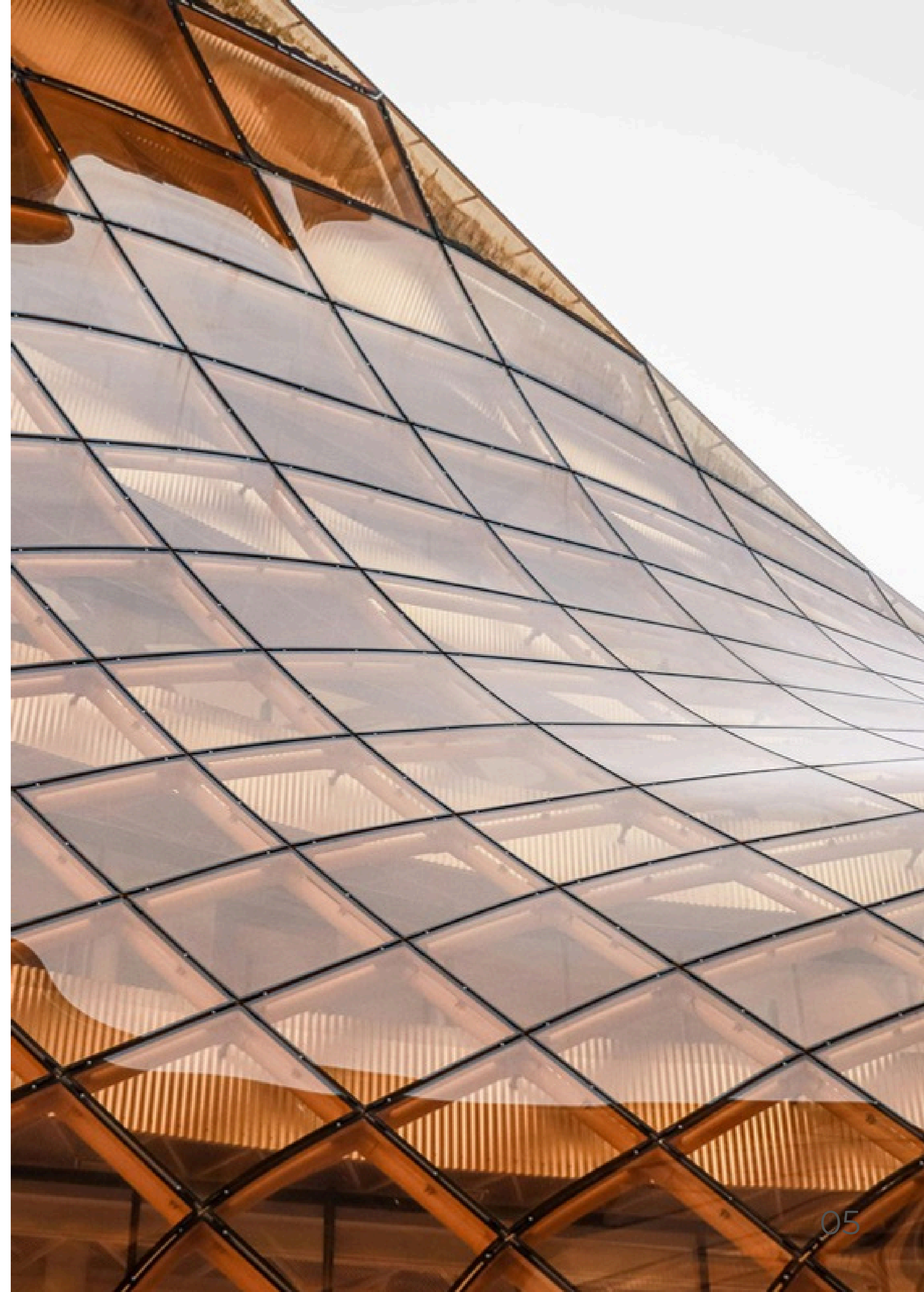
**Each certificate holder is therefore required to obtain 16 PE points per year for each certificate obtained.**

As a certificate holder, you participate in the CCLTE Certified Professional Programme. In addition, you must comply with the PE requirements in order to be listed as an active certificate holder in the official CCLTE register. Being listed in the register demonstrates that your certification is kept up to date and that you continue to meet the applicable professional standards. It is also a condition for retaining the right to use the certified title. The register is not publicly accessible.

# Documenting en registering Permanent Education

Certificate holders are responsible for properly documenting their PE activities. For each activity, relevant supporting documentation must be retained, such as a certificate of participation or an invoice. These documents must clearly indicate the nature of the activity, the date on which it took place, and its scope or duration.

The registration of PE points takes place via the online form on the CCLTE website. Through this form, details of the activity are submitted. After submission, the certificate holder receives a confirmation by email. CCLTE may review the submitted information and, where necessary, request additional information in the context of verification or audit.



## Audit

CCLTE may carry out random audits to verify whether certificate holders comply with the PE requirements. In this context, certificate holders may be asked to provide further clarification or to submit additional supporting documentation for registered activities. The certificate holder is required to cooperate and to provide the requested information within one month.

If insufficient supporting evidence is provided, CCLTE may decide not to recognise the PE activities. In the event of misleading or incorrect submissions, the certification may be suspended or withdrawn.

## Suspension certificate

If a certificate holder fails to obtain the required number of PE points within the applicable period, CCLTE may proceed to suspend the certificate. Suspension means that the certificate is temporarily invalid and may not be used or referred to in communications or professional representations. The certificate holder will be notified accordingly and, where applicable, will be granted a period of two months to meet the requirements. If the PE requirements are still not met after this period, further measures may be taken, including withdrawal of the certificate.

# Overview PE activities

Activity*	PE point value	Remarks***
Webinar (live/on demand)	1 PE point per hour	
E-learning	1 PE point per hour	You record the average duration indicated by the provider or, if this is not available, the actual time spent by participants on the activity, excluding breaks.
Training course: trainer/instructor	2 PE points per hour**	
Training/course: participator	1 PE point per hour	
Event: speaker	2 PE points per hour**	
Event: participator	1 PE point per hour	
Author of publications (professional article or academic publication)	Maximum: 5 PE points per publication	The publication must be issued through recognised platforms or journals with a professional editorial board and a clearly defined editorial policy; blogs and social media do not qualify. You are awarded 1 PE point per 500 words, with a maximum of 3 PE points per publication or 5 PE points for peer reviewed publications.
Author book	10 PE points per book	Only if the book has been published under professional editorial oversight and not self published.
Participation working group or committee	5 PE points per participation	

*\*All activities must be demonstrably relevant to the field and the content of your certification. If you are unsure about the relevance of an activity, you may contact CCLTE.*

*\*Activities undertaken prior to obtaining the certification cannot be counted toward PE points.*

*\*\*Only if creating or delivering the contribution itself leads to further development of your knowledge or skills. If you register points for a repeated activity, such as giving the same course a second time, this must be demonstrated for each repetition.*

*\*\*\* For all activities, only hours that are substantively relevant may be counted as PE points. Breaks and other non substantive elements are excluded. Preparation time may be included, provided that it contributes to your substantive knowledge and development.*

# FAQ

## Question

**How do I maintain my certification?**

## Answer

As a certificate holder, you are required to obtain and register 16 PE points per year. In addition, you must participate in the CCLTE Certified Professional Programme. For this, you will pay a fee of EUR 149 excluding VAT in 2026. From 2027 onwards, the fee will be EUR 229 excluding VAT.

## Question

**How do I submit my PE points?**

## Answer

You can submit your obtained PE points via the online form provided by CCLTE for this purpose. In doing so, you provide information about the activity and, where necessary, proof of participation.

## Question

**I have obtained more points than required this year.**

## Answer

If more than 16 PE points are obtained in a calendar year, these points may be carried forward to the next calendar year. Activities undertaken prior to obtaining the certification cannot be counted toward PE points.

## FAQ

### Question

**I did not obtain 16 PE points this year. What happens to my certificate?**

### Answer

If you fail to meet the requirement to obtain 16 PE points, you will receive a warning from CCLTE by email. Your certificate will be suspended for a maximum period of 2 months. If you meet the requirement within this period, your certificate will be reinstated. If you do not meet the requirement within 2 months, your certificate will be permanently revoked and you will be removed from the register. You will need to pass the examination again in order to be registered as an active certificate holder with CCLTE.

### Question

**Do I need to retain proof of my PE activities?**

### Answer

Yes. It is important that you retain proof of participation, such as certificates or attendance records. CCLTE may request this in the context of an audit.

## FAQ

### Question

**I hold multiple certificates. Do I need to obtain 16 PE points for each certificate separately, and do I also have to pay the fees multiple times?**

### Question

**My current or prospective employer requires proof that I am listed in the register. How can I demonstrate this?**

### Answer

For each certificate, you must obtain 16 PE points separately. However, a single activity may count towards multiple certificates. For example, a webinar on AI implementation may be submitted for both CAICO and CAILI. The fee for the CCLTE Certified Professional Programme is charged per registered professional, not per certificate obtained.

### Answer

The register is not publicly accessible. If you require proof of your registration, you can request a confirmation of registration from CCLTE via [contact@cclte.org](mailto:contact@cclte.org). You will then receive confirmation that you are listed in the register and for which certificate. You can share this confirmation with your current or prospective employer.

# FAQ

## Question

**How do I terminate my participation in the CCLTE Certified Professional Programme?**

## Answer

You can send an email to [contact@cclte.org](mailto:contact@cclte.org) for this purpose.

## Question

**Do you have any other questions?**

## Answer

You can send an email to [contact@cclte.org](mailto:contact@cclte.org) for this purpose.