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Updated: September 21, 2021Interested is becoming a Certified Information Privacy Professional in US privacy (CIPP/US) through the International Association of Privacy Professionals (IAPP), but don't think you have the time? Here's tips on how to study for the CIPP/US efficiently.1. Follow the Body of Knowledge and allocate time based on the Exam Blueprint. The IAPP doesn't leave much guesswork to exam takers, the Body of Knowledge outlines all the topics tested on the CIPP/US. But not all topics or sections are tested to the same degree.The CIPP/US is tested in five sections, the Exam Blueprint will tell you how many questions may appear under each section. You can find both the Body of Knowledge and the Exam Blueprint under "Free resources" on IAPP's "Get Certified" page for the CIPP/US. Make sure you have the most updated version of the Body of Knowledge and Exam Blueprint before you start studying—the IAPP periodically updates exam content.Bonus Tip: People do not expect the specific questions the CIPP/US asks about state privacy laws (e.g. which state requires XYZ?) in Section V: State Privacy Laws, so spend a little bit of extra time studying for this section. Anecdotally, people do this because many factors when deciding to pursue the CIPP/US. But if you can't afford the book or chose not to buy it, there is a ton of free resources online. For instance, you can check IAPP, publications from law firms, and webinars from vendors. Follow the Body of Knowledge to make sure you cover all the topics.Bonus Tip: Sometimes the IAPP will offer Sample Questions for the CIPP/US (and other resources) for free if you are on their email list. Sign up for the email list before you start studying.3. Don't make flash cards for everything.As an avid flash-carder during my last two years of law school, I had to break the habit of making flash cards for everything when I studied for the bar exam. While the act of physically writing information is helpful for memorization, making hundreds of picture-perfect-looking cards is not and it can be overwhelming when it's time to review the entire stack.Instead of making flash cards the first time you are learning the material, jot down notes in a notebook or scrap paper. Then, during your review of the materials, make flashcards for hard-to-remember information. Tip #6 below suggests when flashcards may fit in the studying timeline.(If you're interested, here's a more detailed blog post about how to make and use flashcards effectively.)4. Make a chart for federal laws.While I caution against making flash cards during the first passthrough of the study materials, one thing I did wish I made was a chart of all the federal laws with the following information:Scope -- Who/what is covered? What type of information? And why?Rights of action -- Is there a private right of action for individuals? Or are violations criminal acts?Enforcement -- Who enforces the law? And how?Penalties -- What happens when there is noncompliance?Preemption -- Does federal law preempt state law?Although most questions on the CIPP/US are scenario-based, the exam may ask your direct questions about some of these details and these questions are a way to get easy points.5. Budget time to complete the Sample Questions AND review the results.The IAPP suggests at least 30 hours of study time for each exam. For someone with some privacy knowledge, 30 hours is sufficient. But for people with zero privacy knowledge, 40-60 hours may be safer.After going through the study materials, complete the Sample Questions about two to three weeks before your exam date. With the remaining time before the exam, use the results from the Sample Questions to review weak areas. People often criticize the Sample Questions for being much easier than/not reflective of actual CIPP/US questions, but they are still a good resource to review the topics the CIPP/US covers on the exam tests.6. Suggested Study Timeline1 to 2 months before exam date: Make an outline covering all topics on Body of Knowledge with free resources online or by reading U.S. Private-Sector Privacy.Review.2 to 3 weeks before exam date: Complete Sample Questions. Review with focus on weak areas. Make and review flash cards.Exam date: Take CIPP/US.Good luck! Please like this post and reach out if you have questions. If you have a CIPP/US study tip, comment below. Earning widely respected credentials requires a rigorous certification process that includes passing a demanding exams. We strongly recommend careful preparation, even for degreed professionals who have passed other certification tests. Preparation makes all the difference. In general, we recommend that you train and study for a minimum of 30 hours. We want you to succeed. Tips for effective studying Consider enrolling in an IAPP training class. With multiple in-person, live online and online options, IAPP trainings are created from the same topic outline from which exam questions are drawn. PLEASE NOTE that completing a training course does not guarantee passing an exam. Additional preparation is essential. Use this video and the tips below to help plan your studying strategy. They cover how much time to spend based on your level of training and education, how to use the exam blueprint and body of knowledge, and more. Self-assess—Each IAPP exam comes with two tools for determining how ready you are: The body of knowledge is an outline of the information covered in the exam and represents the breadth of knowledge qualified candidates should possess on the topic. Use it to identify subjects you know well and those you should study more deeply. The exam blueprint tells you how many questions to expect on each topic. Use it to map out a study strategy—allowing more time for topics with many questions, for example. Use your textbook properly—Textbooks are included with purchase of in-person and online training, and are also sold separately through the IAPP store. Start by reading the Table of contents. Note which topics are new to you. That will give you a feel for how much study and review time you need. When you start reading the chapters: Highlight important points in each. Copy out key passages; it will help you remember them. Review each chapter to make sure you complete the key points before moving on. Create flash cards—As you read your textbook, articles, web pages, etc., copy new terms onto flash cards. Write their definitions on the other side. Quiz yourself. Use the IAPP's glossary of privacy terms to look up unfamiliar terms. Form a study group—Discussing the material with your coworkers and colleagues is a great way to remember material and understand it more deeply. Ready to purchase an exam? This video explains the process. It covers exam scheduling, cost, and maintaining your certification. Can we help you prepare? Contact an IAPP training consultant with any questions. Good luck! SearchNetworking SearchCIO SearchEnterpriseDesktop SearchCloudComputing ComputerWeekly.com Mike Chapple is Teaching Professor of IT, Analytics, and Operations at the University of Notre Dame's Mendoza College of Business where he teaches graduate and undergraduate courses in cybersecurity and business analytics.Prior to joining Notre Dame's faculty, Mike served as Senior Director for IT Service Delivery at the University. In this role, he oversaw the information security, IT compliance, cloud computing, data governance, IT architecture, learning platforms, project management, strategic planning and product management functions for the Office of Information Technologies. Mike led Notre Dame's Cloud First strategy which moved 80% of the institution's IT services into the cloud over three years. Mike previously served as Senior Advisor to the Executive Vice President at Notre Dame for two years. Prior to that, he was program manager of security research group at the National Security Agency and serving as an active duty intelligence officer in the U.S. Air Force. He is a technical editor for Information Security Magazine and has written 25 books, including Cyberwarfare: Information Operations in a Connected World, Information Security Illuminated, and the CISSP Study Guide.Mike is an active member of the higher education IT community. He was selected as a 2014 Fellow of the Leading Change Institute. He is an active participant in the Common Solutions Group and served as chair of the CSG Cloud Strategy Working Group which produced the Cloud Strategy for Higher Education. Mike is also active in EDUCAUSE, serving as the chair of the EDUCAUSE Recognition Committee, Co-Chair of the EDUCAUSE Center for Applied Research Cloud Working Group, and a member of the EDUCAUSE Governance, Risk and Compliance Advisory Board.Mike earned both his BS and Ph.D. degrees from Notre Dame in computer science & engineering. He also holds an MS in computer science from the University of Idaho and an MBA from Auburn University. This article is for any person interested in learning more about privacy and the Certified Information Privacy Professional US (CIPP/US) certification. If you want to get started in privacy, are deciding to pursue the CIPP/US, or are in the throes of studying, this guide is for you.This guide assumes you have no knowledge about the CIPP/US, the certification process, requirements to maintain your CIPP/US, or the knowledge required to pass the exam. Following this guide will provide you a holistic overview and study plan to obtain your CIPP/US.DisclaimerBefore getting started, please be aware there is a considerable amount of content here. I encourage you to bookmark this page and skip around to the particular sections which are relevant to you. Different sections may be applicable based on where you are at in your certification journey.If you have feedback on the blog, wish there was a particular section or other advice you would like me to incorporate, then drop me a line. If this guide was useful to you I'd love to hear about it!What is the CIPP/US?The CIPP/US is perhaps the most prolific privacy certification available today. It's offered by the International Association of Privacy Professionals (IAPP), a not-for-profit that helps define, promote, and improve the privacy profession globally. There are currently four active CIPP concentrations including one for the United States (CIPP/US), Asia (CIPP/A), Canada (CIPP/C), and Europe (CIPP/E). Obtaining any of the CIPP certifications demonstrates a foundational understanding of the privacy laws, regulations, and enforcement in a given region. Specifically for the CIPP/US, you can expect to learn about US laws and regulations affecting several industries including healthcare, finance, education, telecommunications, and more.You may consider many factors when deciding to pursue the CIPP/US. You may intend to break into the privacy field, expand your knowledge of US privacy laws as an engineer or software developer, or demonstrate as a lawyer that you are specialized in US privacy law. Whatever your motivations and background may be, this guide equips you with the necessary skills and background to be successful in your pursuit.What Will You Learn?Before diving into how to prepare for the CIPP/US, let's first introduce what you can expect to learn from it—that's the goal after all, right?For an exhaustive list of the topics covered in the CIPP/US, you should refer to the CIPP/US Body of Knowledge. However, the high-level modules you can expect to learn are listed below. Introduction to the US Privacy EnvironmentLimits on Private-Sector Collection and Use of DataGovernment and Court Access to Private-Sector InformationWorkplace PrivacyState Privacy LawsMost of the testable content of the CIPP/US is concentrated in the first two modules. These modules introduce core concepts to US law, as well as the sector-specific and cross-sector legislation, regulation, and enforcement. The other three modules are critical, but less weight is placed on them overall.For an in-depth look at each of these modules and their corresponding topics, skip ahead to Mapping the Official Textbook.Studying for any certification can be daunting. The material may be new and unfamiliar or it may be difficult to grok what is relevant to the exam. The following sections break down how long you should study for and what your study options are.How Long Should You Study For?The IAPP recommends that you study for a minimum of 30 hours—based on anecdata, this seems about right. For reference, I spent ~40-50 hours across 16 weeks preparing for the CIPP/US certification exam. I did so as part of the Privacy for Professionals course at Georgia Tech as part of my M.S., Cybersecurity.You do not necessarily have to invest this level of time and energy. This may vary greatly based on your experience and familiarity with US privacy law. There is also a decent amount of wiggle room when it comes to achieving a passing score.In short, 30-40 hours seems about right for most people. If it's important to do particularly well on the exam e.g., 90%+ you may want to invest some additional time.For any certification, there is often a plethora of study resources and the CIPP/US is no different. Like many resources for determining how ready you are: The body of knowledge is an outline of the information covered in include:This is a substantial list so let's break it down. Official TextbookThe resource that will be paramount to your success is the U.S. Private-Sector Privacy: Law and Practice for Information Privacy Professionals. This book can be bought for $65 (IAPP Members) or $75 (Non-Members), or bought used from other marketplaces. The official textbook clearly outlines the information you'll need to pass the CIPP/US certification exam. This is a must-buy.Body of Knowledge & Exam BlueprintTo use the official textbook effectively, it should be paired with both the CIPP/US Body of Knowledge and the CIPP/US Exam Blueprint. The Body of Knowledge provides a detailed breakdown of the information tested on the CIPP/US certification exam. Meanwhile, the Exam Blueprint details how many exam questions you can expect on a given topic—this allows you to target your time on topics that are heavily tested. We provide a high-level mapping of these three resources in Mapping the Official Textbook.Glossary of CIPP/US TermsAs a complement to the official textbook, I recommend utilizing the IAPP Glossary of CIPP/US Terms. While some terms provide a varying level of detail, it's useful to ensure you're familiar with the high-level concepts and definitions—of which there are many.Sample Exam QuestionsYou may also consider purchasing the IAPP Sample Exam Questions for $25 (IAPP Members) or $35 (Non-Members). This resource is reasonably priced and provides access to 30 example questions. These questions serve as a loose primer of the questions you can expect on the CIPP/US certification exam. However, based on various anecdata, these questions may be easier than the questions on the exam. If you're on the fence, I'd recommend snagging these.Online and In-Person TrainingFinally, the IAPP and various approved partners offer online and in-person training. The cost of this training is substantial ($1,195—$2,100). However, this may be a good fit for you if you have limited time to self-study or if a company is reimbursing the cost of attendance. These trainings often include a copy of the official textbook, the IAPP sample exam questions, and sometimes a year of IAPP membership. However, the IAPP does not advertise these courses strictly as a "test prep" course. Additionally, anecdata suggests these trainings may not go into sufficient depth to effectively prepare you for the exam on their own.In addition to the official study tools mentioned above, there are many third-party resources (free and paid) that you may consider leveraging. These may include textbook outlines, example exam questions, online training, flashcards, and more.Because we have not verified the quality of particular resources, we will not be linking to any external resources in this article. However, these should be relatively easy to find using your preferred search engine and may be paid.Mapping the Official TextbookIn this section, we combine three of the resources that are critical to succeeding on the CIPP/US certification—the official textbook, body of knowledge, and exam blueprint. Behind the scenes, we've produced a detailed mapping between these resources and distilled this into a simplified view.Each of the following sections represents one of five major modules present in the Body of Knowledge and Exam Blueprint. The Exam Blueprint defines a minimum and a maximum number of questions that may appear on the CIPP/US certification exam from each of these modules and their related topics.Introduction to the US Privacy EnvironmentThroughout your time as a professional, or in your day-to-day experiences, you may have heard of various US privacy laws. You may have heard of various US privacy laws, the many acronyms that, what they mean, and who they apply to, you first need a big picture understanding of US law—this is provided in Module 1: Introduction to the US Privacy Environment.Within Module 1 you will learn about the US legal system, sources of law, key definitions, regulatory authorities, state vs. federal enforcement, and more. You will learn about developing a privacy program, effectively managing user preferences, online privacy, privacy notices, and international data transfers.This module is responsible for a substantial amount of the 90 questions on the CIPP/US certification exam. At a minimum, 27 questions will be pulled from the below topics, up to a maximum of 35 questions. These questions may be based on the following topics: Table 1: Topic breakdown by chapter for Module 1. Topics Min Questions Max Questions Chapter(s) Structure of US Law 4 6 2, 3 Enforcement of US Privacy and Security Laws 5 7 2, 3 Information Management from a US Perspective 18 22 1, 4, 5, 14 Limits on Private-Sector Collection and Use of DataAfter establishing this baseline understanding of US law, we can turn our attention to sector-specific laws and regulations in Module 2: Limits on Private-Sector Collection and Use of Data. This module introduces laws relating to healthcare, finance, education, and telecommunications and marketing. For any given sector you'll be required to understand several laws and regulations and how they interact with one another.This module is responsible for between 15 and 25 questions on the CIPP/US certification exam and covers the following topics: Table 2: Topic breakdown by chapter for Module 2. Topics Min Questions Max Questions Chapter(s) Cross-Sector FTC Privacy Protection 5 7 3, 4, 5 Healthcare 4 6 8 Financial 4 6 9 Education 1 3 10 Telecommunications and Marketing 1 3 11 In addition to the private sector, there are specific laws that require, permit, or restrict the ability of governments and courts to gain access to data. In Module 3: Government and Court Access to Private-Sector Information you will learn about the US government's ability to require wiretaps or pen registers, access stored records and emails, issue national security letters, and more.At this point, you may have noticed a sizable amount of questions are already accounted for. That is, there is a maximum of 60 questions that may come solely from Module 1 and Module 2. The following sections make up a significantly smaller proportion of the CIPP/US certification but should not be underestimated.Within the Government and Court Access to Private-Sector Information module, you may see between 3 and 7 total questions. These are spread between topics such as Law Enforcement, National Security, and Civil Litigation as shown below: Table 3: Topic breakdown by chapter for Module 3. Topics Min Questions Max Questions Chapter(s) Law Enforcement and Privacy 1 3 9, 13 National Security and Privacy 1 2 13 Civil Litigation and Privacy 1 2 13 Workplace PrivacyFourth, but not least, in Module 4: Workplace Privacy you're expected to understand how various regulatory bodies govern workplace privacy and their specific responsibilities. There are several laws that protect employees' privacy before, during, and after employment from discrimination, monitoring, and more.A slightly bigger module than Government and Court Access to Private-Sector Information, the Workplace Privacy module accounts for between 5 and 9 questions on the CIPP/US certification exam. Workplace privacy topics and their related mappings to the official textbook can be found below: Table 4: Topic breakdown by chapter for Module 4. Topics Min Questions Max Questions Chapter(s) Overview of Workplace Privacy 2 4 8, 12 Privacy Before, During, and After Employment 3 5 12 State Privacy LawsFinally, we close out the knowledge required for the CIPP/US in Module 5: State Privacy Laws. This module largely focuses on two main categories of privacy law: 1) data privacy and security laws and 2) data breach notification laws. You'll be expected to know details of state laws like the California Consumer Privacy Act (CCPA) and the Virginia Consumer Data Protection Act (VCDPA). You will learn what personal information is, what constitutes a data breach, when companies must notify consumers, and more.Before September 2021, this module was responsible for a very limited number of questions (between 5 and 7) on the CIPP/US Certification exam. However, with the introduction of important state privacy laws like the CCPA and VCDPA, the IAPP has necessarily bolstered this section to include between 9 and 15 questions!This change makes the State Privacy Laws module the third-largest for the exam. Table 5: Topic breakdown by chapter for Module 5. Topics Min Questions Max Questions Chapter(s) Federal vs. State law apply to? What are the consequences of failing to adhere to the law? How do laws like FERPA and HIPAA interact with one another and when?The IAPP Privacy Certification Candidate Handbook states that questions on the exam may be related to scenarios. These are hypothetical situations where you may be asked to decipher whether a particular law may apply. As you're reading, try to think about how you may encounter a particular law in your day-to-day life e.g., the HIPAA requirements when you go to a doctor's office.It may be worthwhile breezing through the book once, before stopping to take copious notes. This will allow you to get a bigger picture understanding of the type of material that you'll be expected to learn for the CIPP/US Certification Exam. On your second pass, you may want to create an outline.Create an OutlineThe CIPP/US Certification Exam lends itself particularly well to creating an outline. If you come from a legal background this process may be second nature to you. However, for others, the concept of an outline may be unfamiliar.Usually, a good outline starts with a syllabus. The "syllabus" for the CIPP/US is the Body of Knowledge—I'd start here. While outlines may not come naturally to you, this may be an invaluable study resource that you create. While you can find CIPP/US outlines online, oftentimes some of the best ones are written by yourself. These outlines help prevent you from reading the entire textbook multiple times and instead allow you to focus on the exact content that matters.As part of this outline, I would recommend creating a table for each of the laws covered in the textbook. You will want to keep track of key elements like:Who is covered by this law?What types of information are covered?What is required, permitted, or prohibited?Who enforces the law?What happens under noncompliance?Study the Glossary TermsTo supplement Reading the Book and Creating an Outline, I recommend reviewing the IAPP Glossary of CIPP/US Terms. This should help solidify your understanding of key terms, as well as augment your outline with reliable definitions.However, it's important to note that just because this glossary is provided by IAPP, it does not mean the terms have perfect or complete definitions. I encourage you to double-check these terms and build your own understanding of them while using the glossary as a guide and reference point.Review Knowledge GapsDo a final double-check that you are aware of and have a solid understanding of the topics in the Body of Knowledge. If you're unsure of a particular law e.g., CCPA or GDPR, spend a bit more time understanding the nuances of the law—you'll thank yourself later.Because of the amount of content you're expected to know, it's easy to mix up and confuse certain laws. If a law was amended, be sure to know what was introduced and changed with the new amendment. It's important to keep these differences straight when studying. Look for the details and nuances of a law that you may have missed on your first pass.You Passed, Now What?After you pass the CIPP/US exam your next step should be to celebrate—Congratulations! After congratulating yourself and adding your shiny new certification to LinkedIn, you should consider what's next.Continuing Privacy EducationIn addition to becoming an IAPP Member or paying your Certification Maintenance Fee, you also must submit Continuing Privacy Education (CPE) credits. To maintain your CIPP/US, you must submit a total of 20 CPEs every 2 years per certification. So what are CPEs?CPEs are IAPP's policy to ensure certification holders remain up-to-date with the latest in privacy. You can select any resources which apply to the content covered by the CIPP/US. For a complete guide to CPEs refer to IAPP's CPE Policy. Generally, CPEs can be obtained through:Books & WhitepapersEventsNewsTools & ResourcesTrainingVideos Web ConferencesIAPP provides an invaluable resource for managing CPEs—CPE Central. Please note, you must be signed in to IAPP to see this resource. CPE Central provides access to a curated list of resources guaranteed to satisfy the CPE requirements for the CIPP/US. You can filter based on the categories above, free vs. paid resources, the number of credits, and the given certification type e.g., CIPP/US, CIPM, CIPT. CPEs accessed through CPE Central are automatically applied to your CPE requirements after viewing or purchasing these resources.Wrapping UpIt is my sincere hope that this guide was accessible, useful, and practical for you. If you have any feedback or would like to share your successes (or failures) with me, please let me know. Cheers.

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