



**DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY**  
**CENTER FOR DEVELOPMENT OF SECURITY EXCELLENCE**  
**938 ELKRIDGE LANDING ROAD**

January 7, 2025

**SUBJECT:** Center for Development of Security Excellence (CDSE) Certified Counter-Insider Threat Professional (CCITP) Certification Maintenance Guidelines

**References:** (a) Executive Order (EO) 13587 (b) Department of Defense Manual 3305.13

**1.0 Purpose:** The SPēD PMO manages the CCITP certification maintenance program. In accordance with the authority of References (a) and (b) these procedures require a certification holder to:

a. Maintain a certification by:

- (1) Maintaining an active and up-to-date Defense Acquisition University (DAU) account
- (2) Successfully acquiring at least 100 professional development units (PDUs) within their two-year certification maintenance period, 50 of which must be C-InT related

b. Coordinate waiver review and validation with employing Component Program Manager (PM), agency, or company to request a reasonable extension for reasons that could prohibit a certification holder from meeting certification maintenance requirements (e.g., deployments, hospitalization/medical leave, or other extraordinary reasons). All individuals requesting a waiver must send their waiver request directly to the SPēD PMO for final determination.

- (1) There will be no waivers submitted, accepted, or approved after expiration.
- (2) Certificant will provide supporting documentation [e.g., Standard Form (SF) 50, Orders, etc.] or a memorandum signed by their supervisor. Candidate should not upload personally identifiable information (PII), Controlled Unclassified Information (CUI), or classified data.
- (3) Component PMs will review each waiver request and determine whether it meets the established guidelines. If a waiver request does not meet the established guidelines, they will reject it.
- (4) Component PMs will determine waiver period. However, approved waiver period will be tied to the length of circumstance, not to exceed 180 days.
- (5) Component PMs will submit the approved waiver request to the SPēD PMO within 15 calendar days of receiving request.

- d. Meet the certification holder's two-year certification maintenance requirements or all earned CCITP certifications will expire, resulting in the loss of all rights and privileges that come with holding them. Certification holders whose certification(s) have expired must re-establish each certification by testing and being conferred to meet all certification and/or credential maintenance requirements.

2.0 Auditing Standards: The SPeD PMO conducts certification maintenance audits based on the following guidelines:

- a. The audit is a quality check to verify a certification holder's PDU submission complies with CCITP certification maintenance procedures and processes. If it does not comply with the certification maintenance requirements, the record will be rejected and the conferee will be required to resubmit.
- b. All CCITP certification holders are subject to a certification maintenance audit.
- c. A minimum of 10 percent of submitted renewal packages will be manually audited.
- d. Failure to comply with an audit could result in the expiration of all CCITP certifications.

3.0 Applicability:

- a. These procedures were voted by Counter Insider Threat Certification Program Governance Council. Any significant program changes to these procedures or categories must be vetted and approved by Counter Insider Threat Certification Program Governance Council before publication.
- b. These procedures apply to all certification holders; civilian, military, or contractor who hold CCITP certification(s) in accordance with Reference (b). These procedures apply to the following Counter Insider Threat Certification Program Governance Council governed certifications and credentials:
  - CCITP-F
  - CCITP-A

4.0 Certification Maintenance Standards:

- a. Certification expiration dates are initially based on the first earned certification (two years from initial conferral) then two years from each subsequent Certification Renewal Package (CRP)/Certification Renewal Form (CRF) submission and approval.

- (1) Upon conferral of the initial CCITP certification, the expiration date will automatically be established two years from the date of the conferral.
    - (2) Upon submission and approval of CRP/CRFs, the new expiration date will align across all held certifications and credentials and will expire two years from that date.
  - b. The certificant must submit a single CRP/CRF to capture all PDUs.
    - (1) At least 100 PDUs are required for renewal of both CCITP-F and CCITP-A.
  - c. At least 50 of the 100 PDUs must be Counter Insider Threat (C-InT) related. The remaining PDUs do not have to be aligned with C-InT; however, they must satisfy one or more of the professional development categories identified in Enclosure 1.
  - d. To maintain an active CCITP certification, a certification holder must do one of the following within their two-year certification maintenance period:
    - (1) Obtain at least 100 PDUs through approved professional development activities
    - (2) Obtain CCITP-A
  - e. PDUs cannot be accrued for efforts that are inherently part of the participant's job and/or assigned duties.
- 5.0 Qualifying Professional Development Activities: To accrue PDUs, a certification holder must participate in and successfully complete professional development activities that fall under one or more of the approved professional development categories in Enclosure 1.
- 6.0 Effective Date: These procedures are effective as of Aug 9, 2024.

Timothy L. Sutton  
Acting Chief, SPeD Certification PMO

Enclosures

- E1. Professional Development Activity Categories for Professional Development Units (PDUs)

## ENCLOSURE 1

### Professional Development Activity Categories for Professional Development Units (PDUs)

<b>Category 1: Complete a Certification or Credential Program</b>	
Category 1a: Obtain CCITP-A	<ul style="list-style-type: none"> <li>• CCITP-F Certificants can receive 100 PDUs for being conferred a CCITP-A during their two-year certification maintenance cycle.</li> </ul>
Category 1b: Obtain new security-related certification	<ul style="list-style-type: none"> <li>• Certification holders can claim credit for up to 50 PDUs for each new security-related certification. All certifications must be security-focused, nationally accredited, and gained during their two-year certification maintenance cycle.</li> <li>• A copy of the certificate must be uploaded as supporting documentation to receive PDUs in this category.</li> </ul>
<b>Category 2: Security-related Training, Certificate Programs, and/or Higher Education</b>	
Category 2a: Security related e-Learning training courses	<p>Consists of an organized series of planned learning experiences developed and delivered in an e-Learning environment, to aid participants in acquiring specific knowledge, skills, and/or competencies associated with a topic area.</p> <ul style="list-style-type: none"> <li>• Is delivered by an accredited training or education institution or is facilitated in-house (i.e., an agency or organization delivers the training).</li> <li>• Awards a certificate of completion.</li> <li>• Certification holders can receive 1 PDU for each hour associated with an approved non-credit bearing training (all minutes past a full hour are rounded up to the next whole number, for example: anything under an hour rounds up to 1, 1 hour + 15 mins/1hour + 30 mins/1 hour + 45 mins are all rounded up to 2).</li> <li>• Certificants can claim credit for up to 100 PDUs in this category.</li> <li>• Annual training can only be used once per each 2-year maintenance renewal window.</li> <li>• A certificate of completion must be uploaded to receive PDUs in this category.</li> </ul>
Category 2b: Security related instructor led or virtually led training course	<p>Consists of an organized series of planned learning experiences developed and delivered either in-person or virtually led, to aid participants in acquiring specific knowledge, skills, and/or competencies associated with a topic area.</p>

	<ul style="list-style-type: none"> <li>• Is delivered by an accredited training or education institution or is facilitated in-house (i.e., an agency or organization delivers the training).</li> <li>• Awards a certificate of completion.</li> <li>• Certification holders can receive 10 PDUs for each full-day (4 or more hours) for each day of instruction, or 5 PDUs for each half-day (1-4 hours) associated with an approved non-credit bearing training course. <ul style="list-style-type: none"> <li>○ VILT versions of an ILT will be awarded the same PDUs as that of the ILT version.</li> <li>○ VILTs that do not currently have an ILT version will be awarded PDU based on the hours of the course length divided by 8 (example: 40 hours would equal 5 ILT days = 50 PDUs).</li> </ul> </li> <li>• Certificants can claim credit for up to 100 PDUs in this category.</li> <li>• A certificate of completion must be uploaded to receive PDUs in this category.</li> </ul>
Category 2c: Security related Higher Education	<p>A college or university security-related, credit-bearing course (to include educational courses delivered by CDSE) that:</p> <ul style="list-style-type: none"> <li>• Consists of an organized series of planned learning experiences (e-Learning, instructor-led, instructor-facilitated online, self-paced, etc.) designed and developed to aid participants in acquiring knowledge, skills, and/or competencies associated with a coherent body of study within a discipline or set of related disciplines.</li> <li>• Is delivered by a nationally accredited academic institution.</li> <li>• Results in academic credits granted and recognized by accredited academic institutions.</li> <li>• Certification holders can receive 10 PDUs per week of an approved security-related, credit-bearing college or university course.</li> <li>• Certificants can claim credit for up to 100 PDUs in this category.</li> <li>• A copy of supporting documentation, such as a transcript, indicating completion and length of the higher education course must be uploaded to receive PDUs in this category.</li> </ul>
<b>Category 3: Non- Security-related Training, Certificate Programs, and/or Higher Education</b>	
Category 3a. Non-security related	<p>Consists of an organized series of planned learning experiences developed and delivered in an e-Learning environment, to aid participants in acquiring specific knowledge, skills, and/or</p>

e-Learning training courses	<p>competencies associated with a topic area.</p> <ul style="list-style-type: none"> <li>• Is delivered by an accredited training or education institution or is facilitated in-house (i.e., an agency delivers the training).</li> <li>• Awards a certificate of completion.</li> <li>• Certification holders can receive 1 PDU for each hour associated with an approved non-credit bearing training (all minutes past a full hour are rounded up to the next whole number, for example: anything under an hour rounds up to 1, 1 hour + 15 mins/1 hour + 30 mins/1 hour + 45 mins are all rounded up to 2).</li> <li>• Certificants can claim credit for up to 50 PDUs in this category.</li> <li>• A certificate of completion must be uploaded to receive PDUs in this category</li> </ul>
Category 3b: Non-security related instructor led or virtually led training course	<p>Consists of an organized series of planned learning experiences developed and delivered either in-person or virtually led, to aid participants in acquiring specific knowledge, skills, and/or competencies associated with a topic area</p> <ul style="list-style-type: none"> <li>• Is delivered by an accredited training or education institution or is facilitated in-house (i.e., an agency or organization delivers the training)</li> <li>• Awards a certificate of completion</li> <li>• Certification holders can receive 10 PDUs for each full-day (4 or more hours) for each day of instruction, or 5 PDUs for each half-day (1-4 hours) associated with an approved non-credit bearing training course. <ul style="list-style-type: none"> <li>○ VILT versions of an ILT will be awarded the same PDUs as that of the ILT version.</li> <li>○ VILTs that do not currently have an ILT version will be awarded PDUs based on the hours of the course length divided by 8 (example: 40 hours would equal 5 ILT days = 50 PDUs).</li> </ul> </li> <li>• Certificants can claim credit for up to 50 PDUs in this category.</li> <li>• A certificate of completion must be uploaded to receive PDUs in this category.</li> </ul>
Category 3c: Non-security related Higher Education	<p>A college or university non-security related, credit-bearing course that:</p> <ul style="list-style-type: none"> <li>• Consists of an organized series of planned learning experiences (e-Learning, instructor-led, instructor-facilitated online, self-paced, etc.) designed and developed to aid participants in acquiring knowledge, skills, and/or competencies associated with a coherent body of study within a discipline or set of related disciplines</li> </ul>

	<ul style="list-style-type: none"> <li>• Is delivered by a nationally accredited academic institution.</li> <li>• Results in academic credits granted and recognized by accredited academic institutions.</li> <li>• Certification holders can receive 10 PDUs per week of an approved non-security related, credit-bearing college or university course.</li> <li>• Certificants can claim credit for up to 50 PDUs in this category.</li> <li>• A copy of supporting documentation, such as a transcript, indicating completion and length of the higher education course must be uploaded to receive PDUs in this category.</li> </ul>
<b>Category 4: Attend Security Conferences</b>	
Category 4a: Security Conference - Participant	<p>A conference is a live (i.e., in-person) or virtual meeting with main presenters to brief participants on a wide range of interrelated issues/topics.</p> <p>Certification holders can receive up to 8 PDUs for each full day (i.e., 1 PDU per hour of the conference) of participation in an approved conference.</p> <ul style="list-style-type: none"> <li>• A maximum of 40 PDUs can be earned in a 5-day event.</li> <li>• Certificants can claim credit for up to 50 PDUs in this category.</li> <li>• A copy of supporting documentation indicating certification holders attended a conference (i.e., email confirmation of attendance following the conference or certificate of attendance) must be uploaded to receive PDUs in this category.</li> </ul>
Category 4b: Security Conference – Presenter	<p>If a certification holder presents at an approved conference, they can receive an additional 5 PDUs for each presentation</p> <ul style="list-style-type: none"> <li>• A maximum of 25 PDUs can be earned for presenting at one event.</li> <li>• Certificants can claim credit for up to 50 PDUs in this category.</li> </ul> <p>A copy of supporting documentation indicating certification holders presented at a conference (i.e., email confirmation as a speaker, verification from the conference organizer, or copy of conference agenda with the certificant’s name listed as a presenter) must be uploaded to receive PDUs in this category.</p>
<b>Category 5: Security Related Projects</b>	
Category 5a: SPēD PMO Projects	<p>Certification holders may receive PDUs for successfully completing short-term SPēD PMO projects [i.e., subject matter expert (SME) work on item development or certification preparatory tool or resource, participation in DSTC or ACGB working groups] that require application of security subject matter expertise.</p> <p><i>*Participation in projects is voluntary in nature. PDUs cannot be accrued for projects for which participation is inherently part of the</i></p>

	<p><i>participant's job and/or assigned duties.</i></p> <ul style="list-style-type: none"> <li>• Certification holders can receive 3 PDUs per contact hour for each separate and distinct project.</li> <li>• Certification holders can receive 2 PDUs for each completed homework assignment for each separate and distinct project.</li> <li>• A maximum of 50 PDUs can be earned in this category for each SPēD certification project.</li> <li>• Certificants can claim credit for up to 50 PDUs in this category.</li> <li>• A copy of the SPēD PMO endorsed letter (PDF) outlining PDUs awarded for each project effort must be uploaded to receive PDUs in this category.</li> </ul>
Category 5b: Non-SPēD PMO Security Related Projects	<p>Certification holders may receive PDUs for successfully completing short-term non-SPēD PMO security-related projects that require application of security subject matter expertise.</p> <p><i>*Participation in projects is voluntary in nature. PDUs cannot be accrued for projects for which participation is inherently part of the participant's job and/or assigned duties.</i></p> <ul style="list-style-type: none"> <li>• Certification holders can receive 3 PDUs per contact hour for each separate and distinct project.</li> <li>• Certification holders can receive 2 PDUs for each completed homework assignment for each separate and distinct project.</li> <li>• Certificants can claim credit for up to 50 PDUs in this category.</li> <li>• A copy of an endorsed letter (PDF), by the project champion, outlining overall contact hours and any completed homework assignments for each project effort, must be uploaded to receive PDUs in this category. NOTE: PDU hours are determined by the formula stated above and are not determined by the project champion.</li> </ul>
<b>Category 6: Other Voluntary Professionalization Activities</b>	
Category 6: Other Voluntary Professionalization Activities	<p>Certification holders can receive PDUs for involvement in verifiable professional development, whether security related or not.</p> <p>Examples of professional development activities include, but are not limited to: Leadership Development, Professional Advisory Boards, and career services.</p> <ul style="list-style-type: none"> <li>• Certification holders can receive 2 PDUs per contact hour for each separate and distinct professionalization activity associated with the professional development experience.</li> <li>• A maximum of 50 PDUs can be earned in this category for each professionalization activity.</li> </ul>



	<ul style="list-style-type: none"><li>• Certificants can claim credit for up to 50 PDUs in this category.</li><li>• A copy of supporting documentation indicating certification holders participated in the project (i.e., email confirmation or official letter of program/activity completion and associated hours of effort) must be uploaded to receive PDUs in this category.</li></ul>
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