MM DD, YYYY

MEMORANDUM FOR SPēD CERTIFICATION PROGRAM MANAGEMENT OFFICE

SUBJECT: Verification of Assessment Eligibility and Participation in the CCITP Certification Program

1. The individual listed below has been verified as eligible to participate in the CCITP Certification Program:

Name:

Position:

Assessment(s) Eligible:

1. The individual above has been verified as eligible based on policy as outlined in the CCITP Candidate Handbook as well as completed the pre-requisites for the corresponding certification:

(Please highlight which certification assessment the candidate is attempting to take)

**CCITP-F**

* Candidates must be current Hub/Program or Affiliated Personnel only
* Candidates must have a minimum of 6 months experience working in/with a C-InT Hub/Program
* Candidates must complete a minimum of 10 hours of C-InT related training

**CCIPT-A**

* Certificants must currently hold the CCITP-F credential
* Certificants must be current C-InT Program Personnel
* Certificants must have a minimum of 12 months working in a C-InT Program
* Certificants must complete a minimum of 40 hours of Analysis-related training
* Certificants must complete a minimum of 8 hours of UAM policy and/or tool-related training
* Certificants must review at least 10 Case Studies
1. The undersigned concur with the candidate’s eligibility based on their positional authority as the candidate organization’s Program Reviewer (PR). (List of program reviewers can be found on the SPēD webpage: <https://www.cdse.edu/Certification/CCITP-Program-Reviewers/>)
2. This memorandum must be uploaded to the Candidate Management System in order to fully process the assessment request and approval.
3. If you have any questions regarding this memorandum, please contact (POC, phone number, & email).

*Candidate Signature*

FIRST M. LAST

TITLE

ORGANIZATION

*PR Signature*

FIRST M. LAST

TITLE

ORGANIZATION

Copy to:

All signed