

SPēD and CCITP Candidate Task Aid

Version date: 1/9/25

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IT Recommendations

Please refer to the following recommendations before working in the CSOD Learning Management System.



Disconnect from VPN

- CSOD may be “blocked” by the JSP VPN. Access would need to be initiated after disconnecting from the VPN.
- A ‘warning’ pops up when you download an excel file (e.g., to view a report), select View Spreadsheet instead.



Disable Pop-up-Blocker

Disable your pop-up-blocker by going to your browser’s settings, privacy and security, pop-ups and redirects, and allow pop-ups from www.dau.csod.com.



Internet Browser

- Add Cornerstone to your organization’s white pages and use Google Chrome as the Internet Browser.
- Increase the size of your screen by holding **CTRL** button and **+** at the same time or go to your browser’s settings, zoom.

Frequently Asked Questions (FAQ’s)

Visit the DAU FAQs @ <https://www.dau.edu/help-center>

Or contact the DAU Public Service Desk Portal:

https://services.dau.edu/psp?id=public_portal

Welcome to Cornerstone OnDemand (CSOD)



Create Account

New Users will need to submit a DAU SAAR Form to obtain access to CSOD.

Select the **link** below to create an account.

<https://saar.dau.edu/>



CAC Assistance

Multiple factors can impact your ability to log into CSOD with your DoD CAC.

Select the **link** below for CAC related assistance.

<https://www.dau.edu/help-center/fag/dod-cac-login-assistance>



Public Service Portal

Submit an Incident Ticket to the DAU Help Desk for all login related assistance.

Select the **link** below to submit a Help Desk ticket.

https://services.dau.edu/psp?id=public_portal



Login FAQs

- DoD CAC Login Assistance
- Username Assistance
- Password Assistance

Select the **link** below to access FAQ's.

<https://www.dau.edu/help-center/fag/account-activation>

SPēD Certifications

Submit an SFPC, ATC, PSC, or ISOC Enrollment Request Form

When you want to enroll in a Core SPeD Certification or Credential...

Step 1: Go to the following link: www.cdse.edu/Certification/Request-to-take-an-Assessment/ and select the Enterprise Certifications and Credentials enrollment link for your agency. When the form launches, confirm at the top of the page that you are completing the correct form for your agency. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections.

AOC Core SPeD Certification and Credential Enrollment Request Form

All fields marked with an asterisk are required.

Instructions: please confirm the User Record information below or make any required changes.
Upon submission, your eligibility for the selected SPeD Certification will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected SPeD Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested SPeD Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected SPeD Certification but may edit this form per the CSR comments and resubmit.

First Name *

Last Name *

Email *

Organization *

Organization Designation *
Select

Select
 Active Duty
 Reserve Military
 Civilian
 Contractor
 Foreign National Non-Contractor

field on this form must only contain **two characters**. Please use DC if you reside in Washington, D.C.

Step 2: Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam. If you are located internationally, please put NA for the State and Zip fields.

City *

Please Note: For scheduling purposes, the state field on this form must only contain **two characters**. Please use DC if you reside in Washington, D.C.

State: *

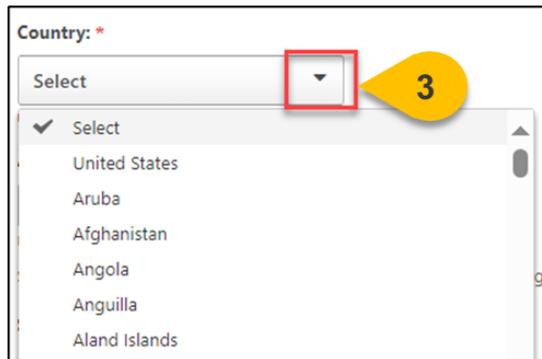
please list NA for international testing locations.

Zip Code: *

please list NA for international testing locations.

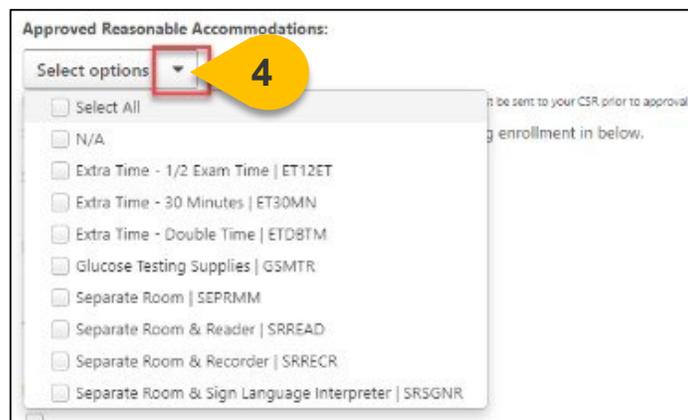
Submit an SFPC, ATC, PSC, or ISOC Enrollment Request Form (Cont. 1)

Step 3: Select your **Country** from the dropdown list.



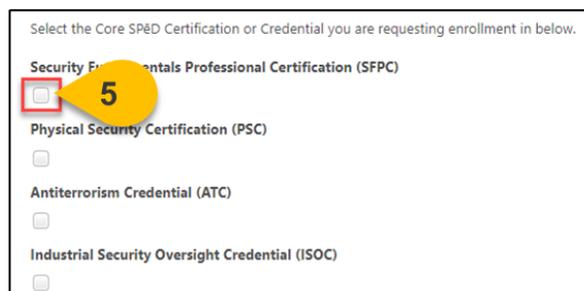
A screenshot of a web form field labeled "Country: *". The dropdown menu is open, showing a list of countries: United States, Aruba, Afghanistan, Angola, Anguilla, and Aland Islands. A red box highlights the dropdown arrow, and a yellow callout bubble with the number "3" points to it.

Step 4: Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be sent to your CSR prior to approval.



A screenshot of a web form field labeled "Approved Reasonable Accommodations:". The dropdown menu is open, showing a list of options: Select All, N/A, Extra Time - 1/2 Exam Time | ET12ET, Extra Time - 30 Minutes | ET30MN, Extra Time - Double Time | ETDBTM, Glucose Testing Supplies | GSMTR, Separate Room | SEPRMM, Separate Room & Reader | SRREAD, Separate Room & Recorder | SRRECR, and Separate Room & Sign Language Interpreter | SRSGNR. A red box highlights the dropdown arrow, and a yellow callout bubble with the number "4" points to it.

Step 5: At the bottom of this page, select the **SPeD Certification or Credential** you are requesting enrollment in.

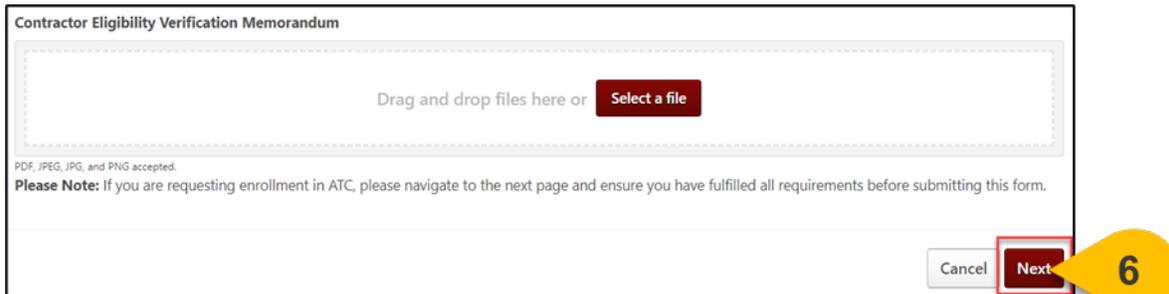


A screenshot of a web form field with the instruction "Select the Core SPeD Certification or Credential you are requesting enrollment in below." Below the instruction are four radio button options: Security Professionals Professional Certification (SFPC), Physical Security Certification (PSC), Antiterrorism Credential (ATC), and Industrial Security Oversight Credential (ISOC). A red box highlights the radio button for SFPC, and a yellow callout bubble with the number "5" points to it.

Please Note: If more than one exam is selected, your form will be denied and returned.

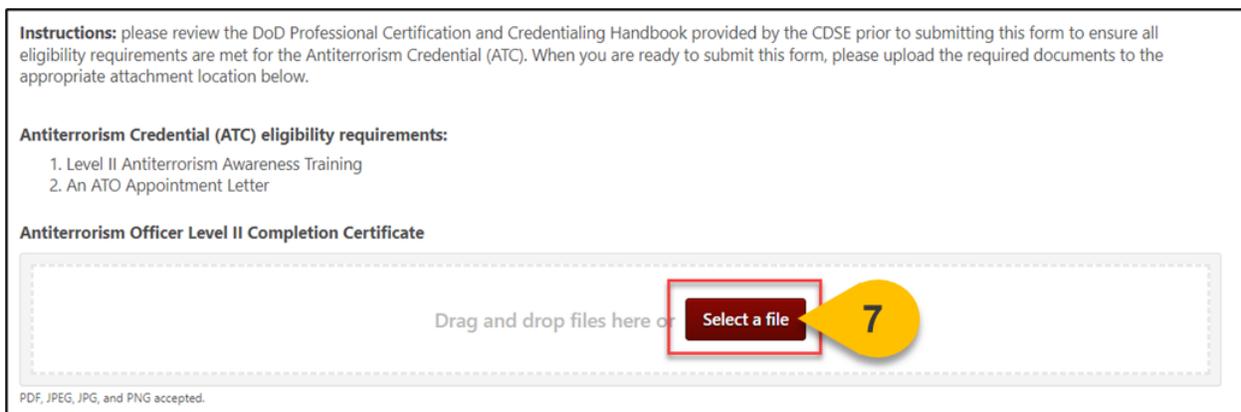
Submit an SFPC, ATC, PSC, or ISOC Enrollment Request Form (Cont. 2)

Step 6: If you are a Contractor, upload your Contractor Eligibility Verification Memorandum. If you are not a contractor, select **Next**.



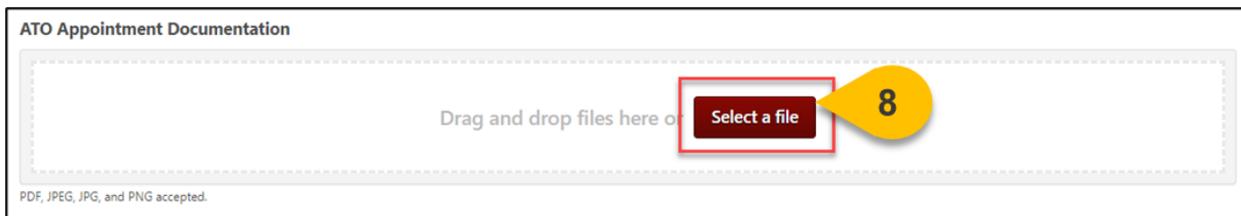
The screenshot shows a web form titled "Contractor Eligibility Verification Memorandum". It features a large dashed border box for file upload with the text "Drag and drop files here or" and a red "Select a file" button. Below the box, it says "PDF, JPEG, JPG, and PNG accepted." and includes a "Please Note" section. At the bottom right, there are "Cancel" and "Next" buttons. A yellow callout bubble with the number "6" points to the "Next" button.

Step 7: The form fields on the second page are only required if you are requesting enrollment in the Antiterrorism Credential (ATC). Drag and drop your **Antiterrorism Officer Level II Completion Certification** from your device into the box provided or choose **Select a File** to upload your Completion Certificate.



The screenshot shows a web form with "Instructions" and "Antiterrorism Credential (ATC) eligibility requirements" listed. Below these is the "Antiterrorism Officer Level II Completion Certificate" section, which contains a dashed border box for file upload with the text "Drag and drop files here or" and a red "Select a file" button. A yellow callout bubble with the number "7" points to the "Select a file" button.

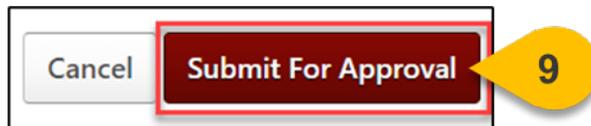
Step 8: Repeat this process to upload your **ATO Appointment Documentation** in the second file drop location.



The screenshot shows a web form titled "ATO Appointment Documentation" with a dashed border box for file upload. The text "Drag and drop files here or" and a red "Select a file" button are visible. A yellow callout bubble with the number "8" points to the "Select a file" button.

Submit an SFPC, ATC, PSC, or ISOC Enrollment Request Form (Cont. 3)

Step 9: Once all documents are uploaded, or if no documents are required because you are requesting enrollment in either the Security Fundamentals Professional Certification (SFPC) or the Physical Security Certification (PSC), select **Submit For Approval**.



Your form will be reviewed by your Component Service Representative (CSR) for approval.

Submit an SAPPC, SPIPC, or SPSC Enrollment Request Form

When you want to enroll in a Specialty SPED Certification or Credential...

Please note that you will not be able to access a Specialty Enrollment Request Form if you do not already hold a Security Fundamentals Professional Certification (SFPC).

Step 1: Go to the following link: www.cdse.edu/Certification/Request-to-take-an-Assessment/ and select the Enterprise Certifications and Credentials enrollment link for your agency. When the form launches, confirm at the top of the page that you are completing the correct form for your agency. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections.

All fields marked with an asterisk are required.

Instructions: please confirm the User Record information below or make any required changes.

Upon submission, your eligibility for the selected SPED Certification will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected SPED Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested SPED Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected SPED Certification but may edit this form per the CSR comments and resubmit.

1

First Name *

Last Name *

Email *

Organization *

Organization Designation *

Select

- ✓ Select
- Active Duty
- Reserve Military
- Civilian
- Contractor

For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

Step 2: Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam. If you are located internationally, please put NA for the State and Zip fields.

2

City *

Please Note: For scheduling purposes, the state field on this form must only contain **two characters**. Please use DC if you reside in Washington, D.C.

State: *

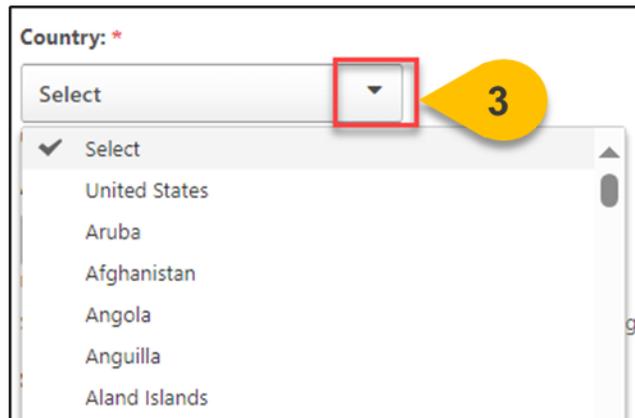
please list NA for international testing locations.

Zip Code: *

please list NA for international testing locations.

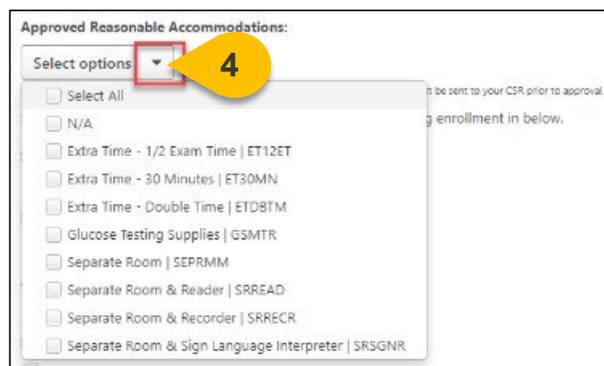
Submit an SAPPC, SPIPC, or SPSC Enrollment Request Form (Cont. 1)

Step 3: Select your **Country** from the dropdown list.



A screenshot of a web form field labeled "Country: *". The field is a dropdown menu with the text "Select" and a downward arrow. A red box highlights the dropdown arrow, and a yellow callout bubble with the number "3" points to it. The dropdown menu is open, showing a list of countries: "Select", "United States", "Aruba", "Afghanistan", "Angola", "Anguilla", and "Aland Islands".

Step 4: Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be sent to your CSR prior to approval.



A screenshot of a web form field labeled "Approved Reasonable Accommodations:". The field is a dropdown menu with the text "Select options" and a downward arrow. A red box highlights the dropdown arrow, and a yellow callout bubble with the number "4" points to it. The dropdown menu is open, showing a list of options with checkboxes: "Select All", "N/A", "Extra Time - 1/2 Exam Time | ET12ET", "Extra Time - 30 Minutes | ET30MN", "Extra Time - Double Time | ETD8TM", "Glucose Testing Supplies | GSMTR", "Separate Room | SEPRMM", "Separate Room & Reader | SRREAD", "Separate Room & Recorder | SRRECR", and "Separate Room & Sign Language Interpreter | SRSGNR".

Step 5: At the bottom of this page, select the **SPeD Certification or Credential** you are requesting enrollment in.

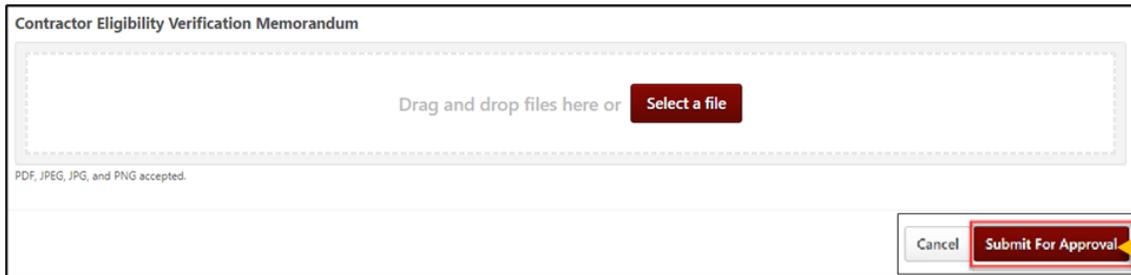


A screenshot of a web form field with the text "Select the SPeD Certification or Credential you are requesting enrollment in below.". Below the text are three options, each with a checkbox: "Security Asset Protection Professional Certification (SAPPC)", "Security Program Integration Professional Certification (SPIPC)", and "Special Program Security Credential (SPSC)". A red box highlights the checkbox for "Security Asset Protection Professional Certification (SAPPC)", and a yellow callout bubble with the number "5" points to it.

Please Note: If more than one exam is selected, your form will be denied and returned.

Submit an SAPPC, SPIPC, or SPSC Enrollment Request Form (Cont. 2)

Step 6: If you are a Contractor, upload your Contractor Eligibility Verification Memorandum. If you are not a contractor, select **Submit For Approval**.



The screenshot shows a web form titled "Contractor Eligibility Verification Memorandum". It features a large dashed border area for file upload with the text "Drag and drop files here or" and a "Select a file" button. Below this area, it states "PDF, JPEG, JPG, and PNG accepted." At the bottom right of the form, there are two buttons: "Cancel" and "Submit For Approval". A yellow callout bubble with the number "6" points to the "Submit For Approval" button.

Your form will be reviewed by your Component Service Representative (CSR) for approval.

Submit an APC Enrollment Request Form

When you want to enroll in the Adjudicator Professional Certification...

Step 1: Go to the following link: www.cdse.edu/Certification/Request-to-take-an-Assessment/ and select the Specialty Certification - Open to Adjudicators Only (APC) enrollment link for your agency. When the form launches, confirm at the top of the page that you are completing the correct form for your agency. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections.

All fields marked with an asterisk are required.

Instructions: please confirm the User Record information below or make any required changes.

Upon submission, your eligibility for the selected SP&D Certification will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected SP&D Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested SP&D Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected SP&D Certification but may edit this form per the CSR comments and resubmit.

1 First Name *

Last Name *

Email *

Organization *

Organization Designation *

Select

- ✓ Select
- Active Duty
- Reserve Military
- Civilian
- Contractor

For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

Step 2: Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam. If you are located internationally, please put NA for the State and Zip fields.

City *

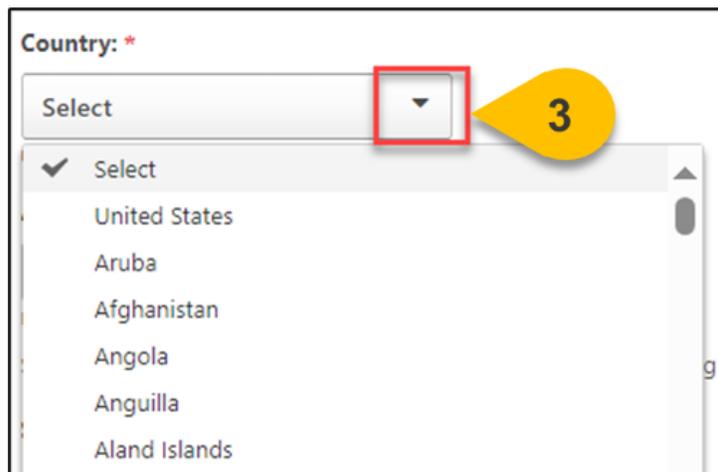
State: *

Zip Code: *

Please Note: For scheduling purposes, the state field on this form must only contain **two characters**. Please use DC if you reside in Washington, D.C. please list NA for international testing locations.

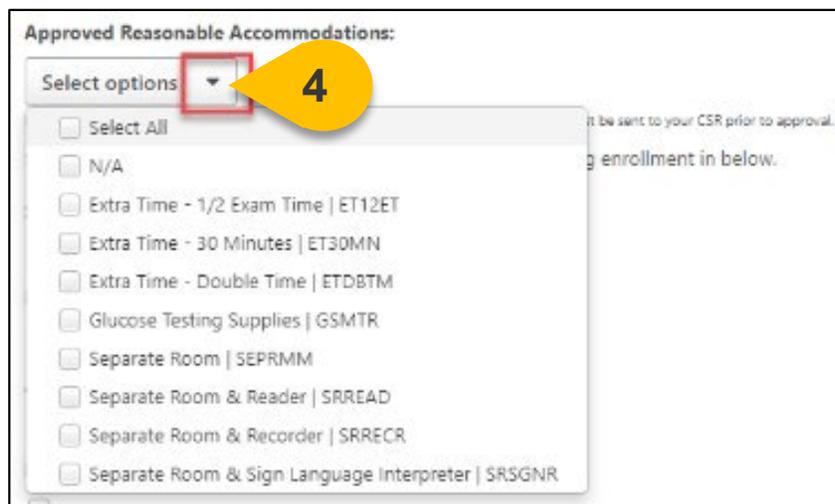
Submit an APC Enrollment Request Form (Cont. 1)

Step 3: Select your **Country** from the dropdown list.



A screenshot of a web form field labeled "Country: *". The field is a dropdown menu with the text "Select" and a downward arrow. A red box highlights the arrow, and a yellow callout bubble with the number "3" points to it. The dropdown menu is open, showing a list of countries: "Select" (with a checkmark), "United States", "Aruba", "Afghanistan", "Angola", "Anguilla", and "Aland Islands".

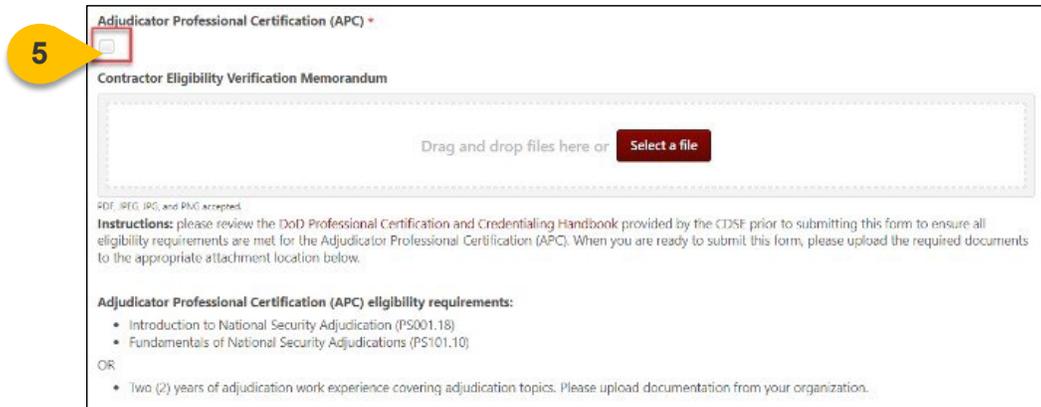
Step 4: Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be sent to your CSR prior to approval.



A screenshot of a web form field labeled "Approved Reasonable Accommodations:". The field is a dropdown menu with the text "Select options" and a downward arrow. A red box highlights the arrow, and a yellow callout bubble with the number "4" points to it. The dropdown menu is open, showing a list of options with checkboxes: "Select All", "N/A", "Extra Time - 1/2 Exam Time | ET12ET", "Extra Time - 30 Minutes | ET30MN", "Extra Time - Double Time | ETDBTM", "Glucose Testing Supplies | GSMTR", "Separate Room | SEPRMM", "Separate Room & Reader | SRREAD", "Separate Room & Recorder | SRRECR", and "Separate Room & Sign Language Interpreter | SRSGNR".

Submit an APC Enrollment Request Form (Cont. 2)

Step 5: At the bottom of this page, select the checkbox next to the **Adjudicator Professional Certification (APC)** and read the enrollment instructions. If you are a Contractor, upload your Contractor Eligibility Verification Memorandum.



5

Adjudicator Professional Certification (APC) *

Contractor Eligibility Verification Memorandum

Drag and drop files here or [Select a file](#)

PDF, JPEG, JPG, and PNG accepted.

Instructions: please review the DoD Professional Certification and Credentialing Handbook provided by the CDSF prior to submitting this form to ensure all eligibility requirements are met for the Adjudicator Professional Certification (APC). When you are ready to submit this form, please upload the required documents to the appropriate attachment location below.

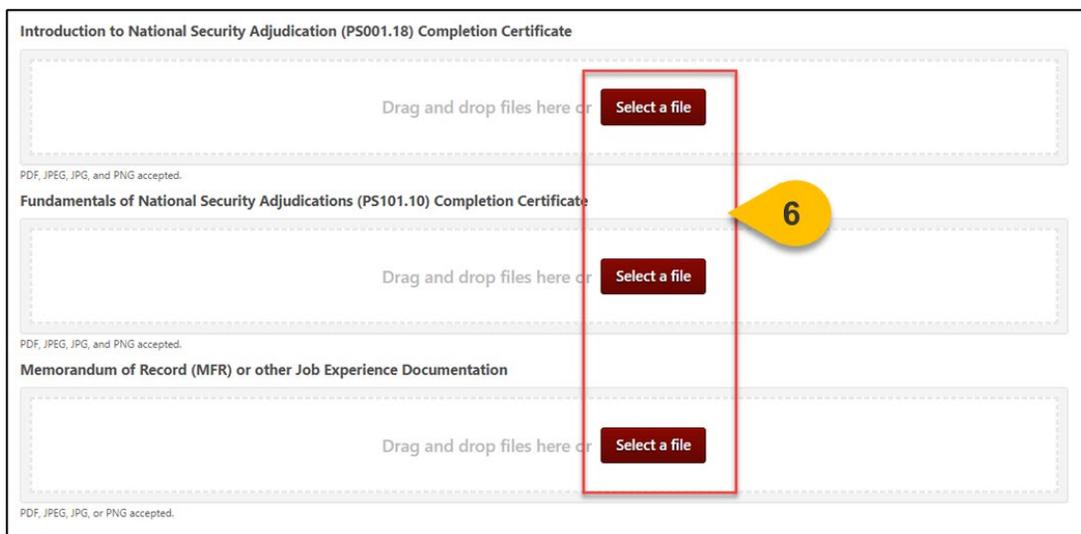
Adjudicator Professional Certification (APC) eligibility requirements:

- Introduction to National Security Adjudication (PS001.18)
- Fundamentals of National Security Adjudications (PS101.10)

OR

- Two (2) years of adjudication work experience covering adjudication topics. Please upload documentation from your organization.

Step 6: Drag and drop your documents onto the page or choose **Select a File** to search for documents from your device.



6

Introduction to National Security Adjudication (PS001.18) Completion Certificate

Drag and drop files here or [Select a file](#)

PDF, JPEG, JPG, and PNG accepted.

Fundamentals of National Security Adjudications (PS101.10) Completion Certificate

Drag and drop files here or [Select a file](#)

PDF, JPEG, JPG, and PNG accepted.

Memorandum of Record (MFR) or other Job Experience Documentation

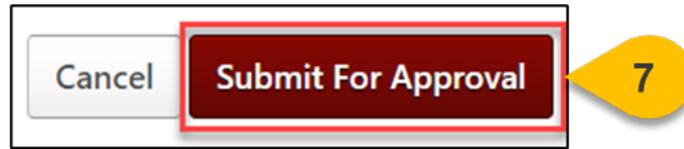
Drag and drop files here or [Select a file](#)

PDF, JPEG, JPG, or PNG accepted.

Please Note: You may choose to either submit both completion certificates for Introduction to National Security Adjudication (PS001.18) and Fundamentals of National Security Adjudications (PS101.10), or you can upload a Memorandum of Record (MFR) or other Job Experience Documentation as proof of your two (2) years of adjudication work experience.

Submit an APC Enrollment Request Form (Cont. 3)

Step 7: When all required documents are uploaded, select **Submit For Approval** at the bottom of the form.



Your form will be reviewed by your Component Service Representative (CSR) for approval.

Submit a DPAPC Enrollment Request Form

When you want to enroll in the Due Process Adjudicator Professional Certification...

Please note that you will not be able to access a DPAPC Request Form if you do not already hold an Adjudicator Professional Certification (APC).

Step 1: Go to the following link: www.cdse.edu/Certification/Request-to-take-an-Assessment/ and select the Specialty Certification - Open to Certified Adjudicators Only (DPAPC) enrollment link for your agency. When the form launches, confirm at the top of the page that you are completing the correct form for your agency. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections.

All fields marked with an asterisk are required.

Instructions: please confirm the User Record information below or make any required changes.

Upon submission, your eligibility for the selected SPeD Certification will be confirmed by the appropriate Component Service Representative (CSR). The CSR will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected SPeD Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested SPeD Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected SPeD Certification but may edit this form per the CSR comments and resubmit.

1

First Name *

Last Name *

Email *

Organization *

Organization Designation *

Select

- ✓ Select
- Active Duty
- Reserve Military
- Civilian
- Contractor

For scheduling purposes, the state field on your user record must only contain **two characters**. Please use DC below if you reside in Washington D.C.

Step 2: Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam. If you are located internationally, please put NA for the State and Zip fields.

City *

State: *

Zip Code: *

Please Note: For scheduling purposes, the state field on this form must only contain **two characters**. Please use DC if you reside in Washington, D.C.

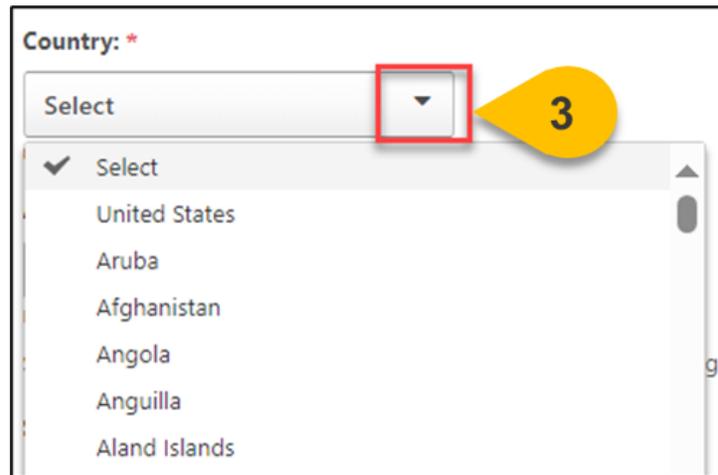
please list NA for international testing locations.

please list NA for international testing locations.

2

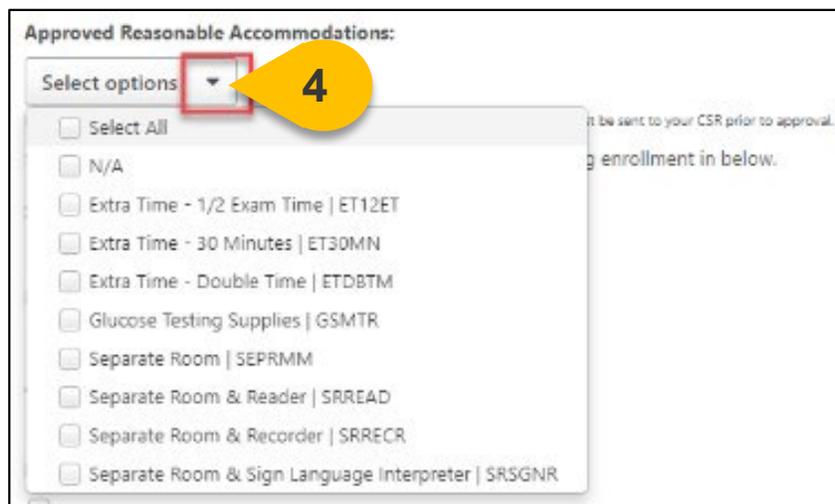
Submit a DPAPC Enrollment Request Form (Cont. 1)

Step 3: Select your **Country** from the dropdown list.



The screenshot shows a form field labeled "Country: *". The dropdown menu is open, displaying a list of countries. A red box highlights the dropdown arrow, and a yellow callout bubble with the number "3" points to it. The list of countries includes: Select (with a checkmark), United States, Aruba, Afghanistan, Angola, Anguilla, and Aland Islands.

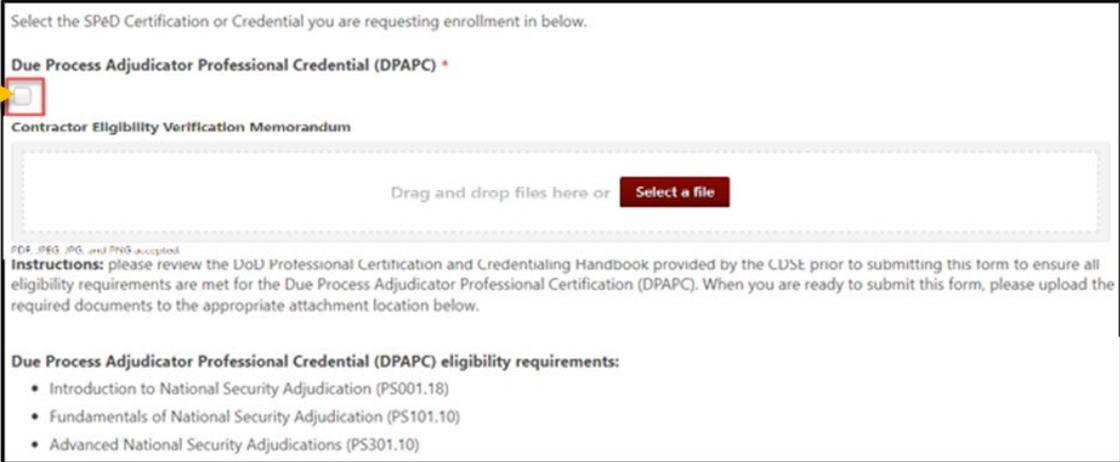
Step 4: Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be sent to your CSR prior to approval.



The screenshot shows a form field labeled "Approved Reasonable Accommodations:". The dropdown menu is open, displaying a list of options. A red box highlights the dropdown arrow, and a yellow callout bubble with the number "4" points to it. The list of options includes: Select options (with a checkmark), Select All, N/A, Extra Time - 1/2 Exam Time | ET12ET, Extra Time - 30 Minutes | ET30MN, Extra Time - Double Time | ETDBTM, Glucose Testing Supplies | GSMTR, Separate Room | SEPRMM, Separate Room & Reader | SRREAD, Separate Room & Recorder | SRRECR, and Separate Room & Sign Language Interpreter | SRSIGNR.

Submit a DPAPC Enrollment Request Form (Cont. 2)

Step 5: At the bottom of this page, select the checkbox next to the **Due Process Adjudicator Professional Certification (DPAPC)** and read the enrollment instructions. If you are a Contractor, upload your Contractor Eligibility Verification Memorandum.



Select the SPeD Certification or Credential you are requesting enrollment in below.

Due Process Adjudicator Professional Credential (DPAPC) *

Contractor Eligibility Verification Memorandum

Drag and drop files here or [Select a file](#)

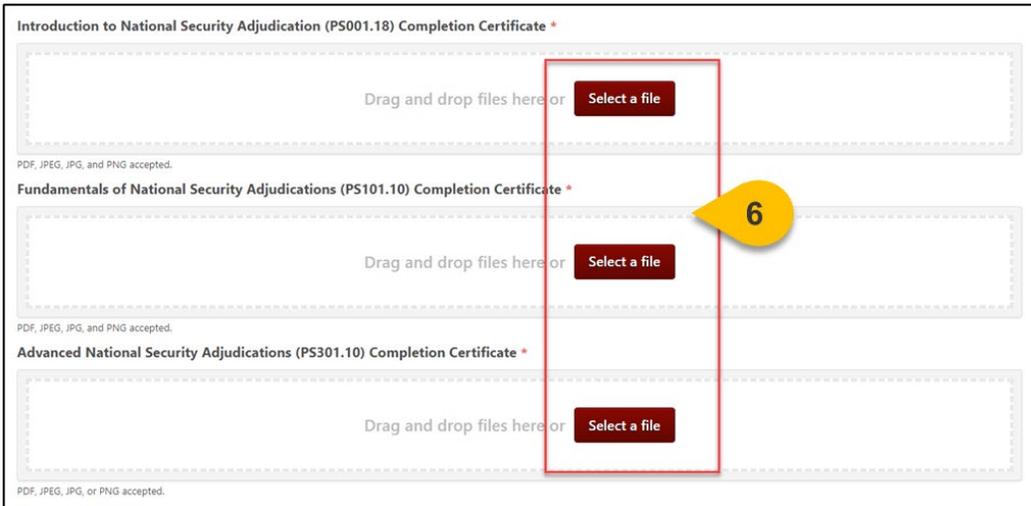
PDF, JPEG, JPG, and PNG accepted.

Instructions: please review the DoU Professional Certification and Credentialing Handbook provided by the CUSE prior to submitting this form to ensure all eligibility requirements are met for the Due Process Adjudicator Professional Certification (DPAPC). When you are ready to submit this form, please upload the required documents to the appropriate attachment location below.

Due Process Adjudicator Professional Credential (DPAPC) eligibility requirements:

- Introduction to National Security Adjudication (PS001.18)
- Fundamentals of National Security Adjudication (PS101.10)
- Advanced National Security Adjudications (PS301.10)

Step 6: Drag and drop all required documents onto the page or choose **Select a File** to search for documents from your device.



Introduction to National Security Adjudication (PS001.18) Completion Certificate *

Drag and drop files here or [Select a file](#)

PDF, JPEG, JPG, and PNG accepted.

Fundamentals of National Security Adjudications (PS101.10) Completion Certificate *

Drag and drop files here or [Select a file](#)

PDF, JPEG, JPG, and PNG accepted.

Advanced National Security Adjudications (PS301.10) Completion Certificate *

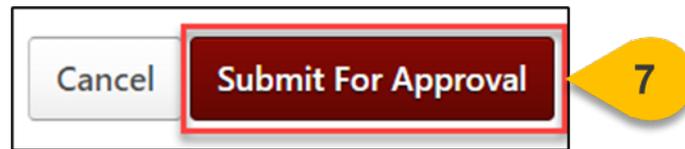
Drag and drop files here or [Select a file](#)

PDF, JPEG, JPG, or PNG accepted.

Please Note: You are required to upload all Completion Certificates for the courses listed prior to submitting the enrollment form.

Submit a DPAPC Enrollment Request Form (Cont. 3)

Step 7: When all required documents are uploaded, select **Submit for Approval** at the bottom of the form.

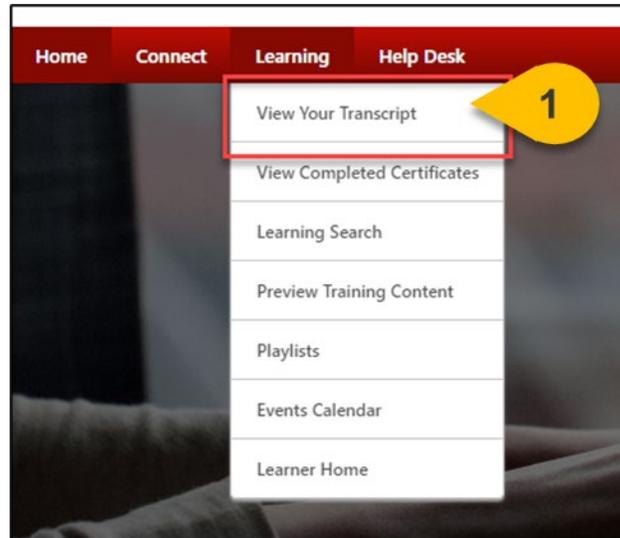


Your form will be reviewed by your Component Service Representative (CSR) for approval.

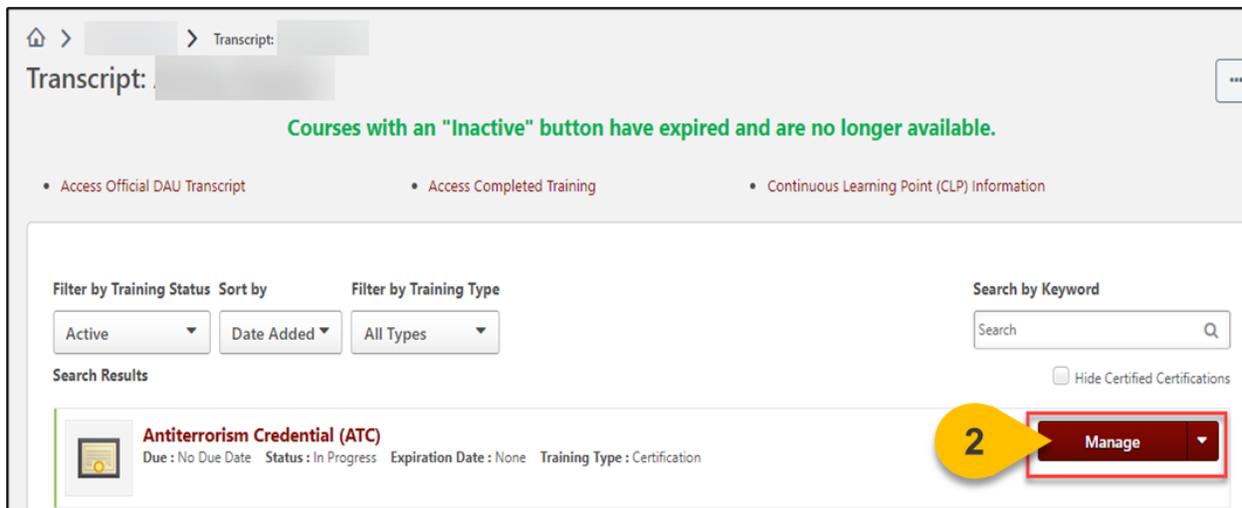
View & Manage Your SPēD Certification

When you want to view and complete SPēD Certification Requirements...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



View & Manage Your SPeD Certification (Cont. 1)

At the top of the page, your Certification details will appear. You may view the description, your status, and any due dates or expirations. The number of credits required to be Certified will appear here, as well as how many credits you currently have.

Step 3: In each section, select **Request**, **Launch**, or **Open** to view a requirement of the Certification. If a requirement is completed, you may also have the option to **Mark Complete**.

Certification Details Progress Report

Title: Antiterrorism Credential (ATC)

Description: The ATC provides a recognized and reliable indication of a security practitioner's understanding and ability to specify purpose, function, and role of the Antiterrorism (AT) Plan to the effective functioning of an AT Program, and appropriately apply that knowledge to contribute to the effective functioning of an AT program.

Family: SPeD Certifications and Credentials
Category: Core Certifications

Current Status: In Progress
Current Period: Initial Period
Current Version: 2.0
Required Credits: 2.00
Earned Credits: 0.00

Due Date: None
Expiration Date: None

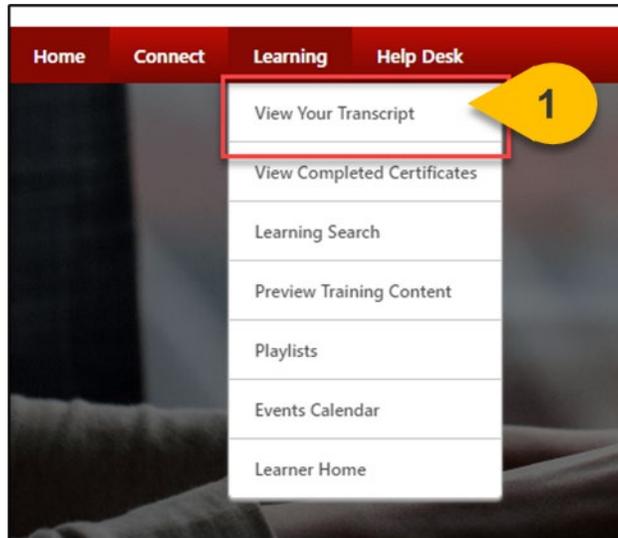
CERTIFICATION

| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
|---|--------------|---------|-------------|-----------------|----------|---------|
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Completed | Request | | |
| SPeD Certification Candidate Task Aid | Material | 0.00 | Completed | Request | | |
| PearsonVue Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Antiterrorism Credential (ATC) Exam | Online Class | 1.00 | Registered | Launch | No | |
| Pearson VUE Exam Re-Authorization Forms | Curriculum | 0.00 | In Progress | Open Curriculum | No | |

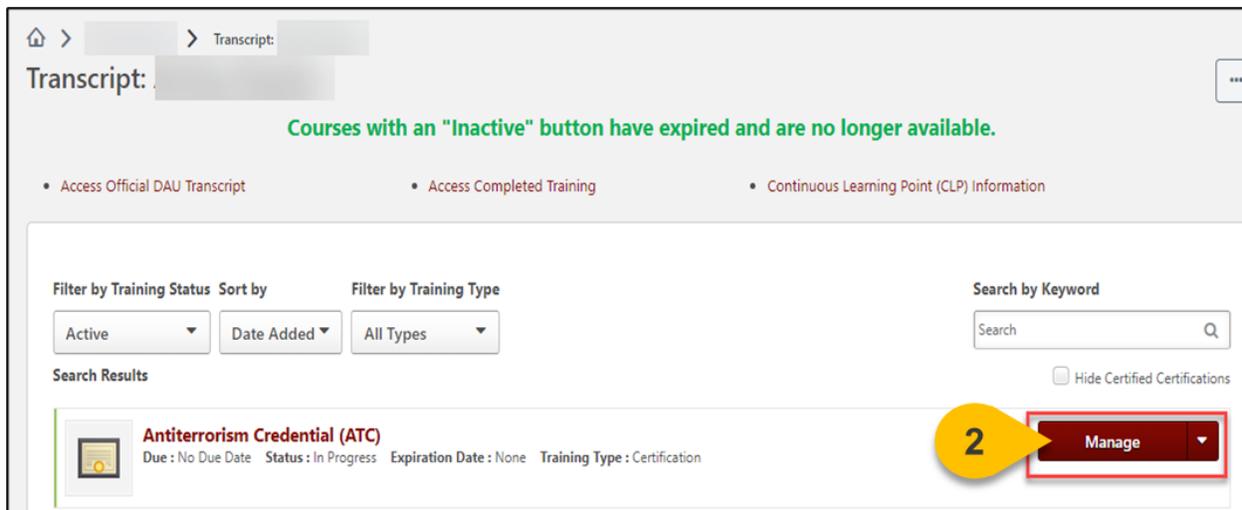
Launch Your SPēD Pearson VUE Exam

When you want to register for your Pearson VUE Exam...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. The Pearson VUE Exam may appear outside of the Certification on your active transcript as well. Select **Manage** next to your Certification to view all details and requirements.



Launch Your SPēD Pearson VUE Exam (Cont. 1)

Step 3: In the Pearson VUE Exam section, you will find an Online Class with your Pearson VUE Exam title; select **launch** next to this requirement.

| CERTIFICATION | | | | | | |
|---|--------------|---------|-------------|-----------------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Completed | ReRequest | No | |
| SPēD Certification Candidate Task Aid | Material | 0.00 | Completed | ReRequest | No | |
| PearsonVue Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Antiterrorism Credential (ATC) Exam | Online Class | 1.00 | Registered | Launch | | |
| Pearson VUE Exam Re-Authorization Forms | Curriculum | 0.00 | In Progress | Open Curriculum | | |

Please Note: If the Pearson VUE Exam does not appear on your transcript, please wait 24 hours from your enrollment in the Certification to allow the Exam Authorization to process.

Step 4: When the course launches, select **Next** on the first page.

EXIT COURSE



Defense Counterintelligence and Security Agency

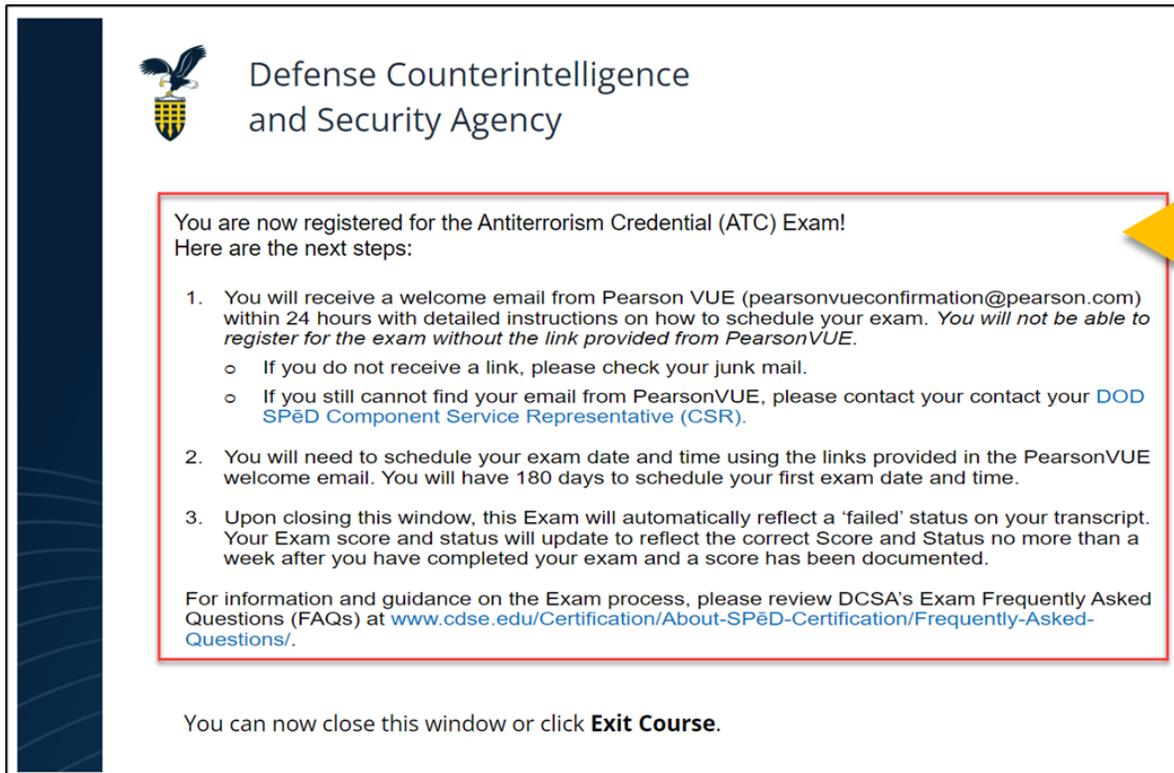
Registering for the Antiterrorism Credential (ATC) Exam

Click the **Next >** button to continue.

4 **NEXT >**

Launch Your SPēD Pearson VUE Exam (Cont. 2)

Step 5: Please **read all information listed** on the registration information page; within 24 hours, you will receive an email from Pearson VUE with scheduling information.



 Defense Counterintelligence and Security Agency

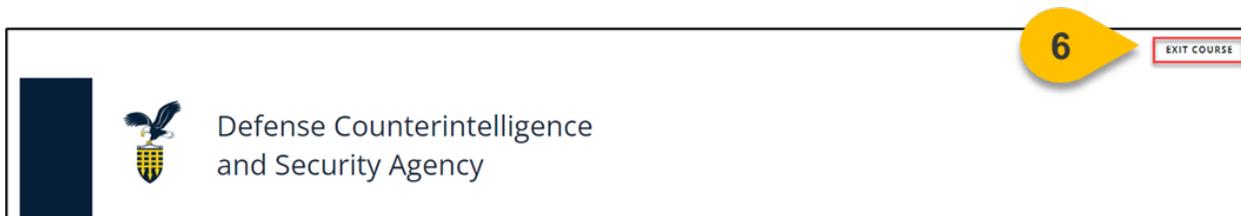
You are now registered for the Antiterrorism Credential (ATC) Exam!
Here are the next steps:

1. You will receive a welcome email from Pearson VUE (pearsonvueconfirmation@pearson.com) within 24 hours with detailed instructions on how to schedule your exam. *You will not be able to register for the exam without the link provided from PearsonVUE.*
 - o If you do not receive a link, please check your junk mail.
 - o If you still cannot find your email from PearsonVUE, please contact your contact your **DOD SPēD Component Service Representative (CSR)**.
2. You will need to schedule your exam date and time using the links provided in the PearsonVUE welcome email. You will have 180 days to schedule your first exam date and time.
3. Upon closing this window, this Exam will automatically reflect a 'failed' status on your transcript. Your Exam score and status will update to reflect the correct Score and Status no more than a week after you have completed your exam and a score has been documented.

For information and guidance on the Exam process, please review DCSA's Exam Frequently Asked Questions (FAQs) at www.cdse.edu/Certification/About-SPēD-Certification/Frequently-Asked-Questions/.

You can now close this window or click **Exit Course**.

Step 6: When you have read all the information, select **Exit Course**; you will be redirected back to your transcript.



 Defense Counterintelligence and Security Agency

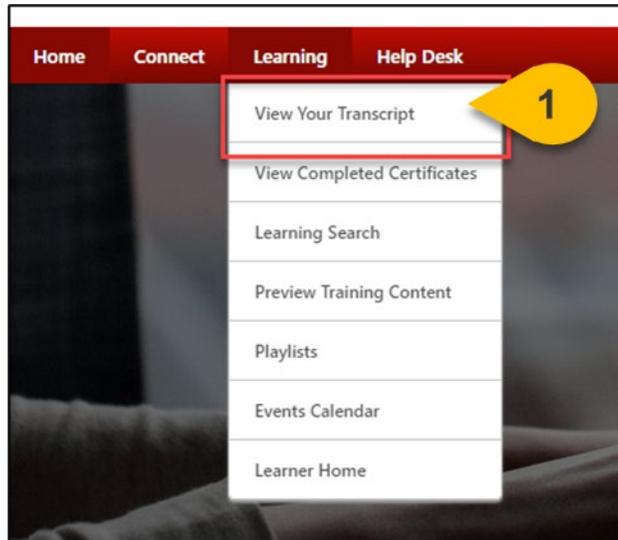
EXIT COURSE

The Pearson VUE requirement will show as **Failed** on your Transcript and within your Certification until you have completed your proctored exam.

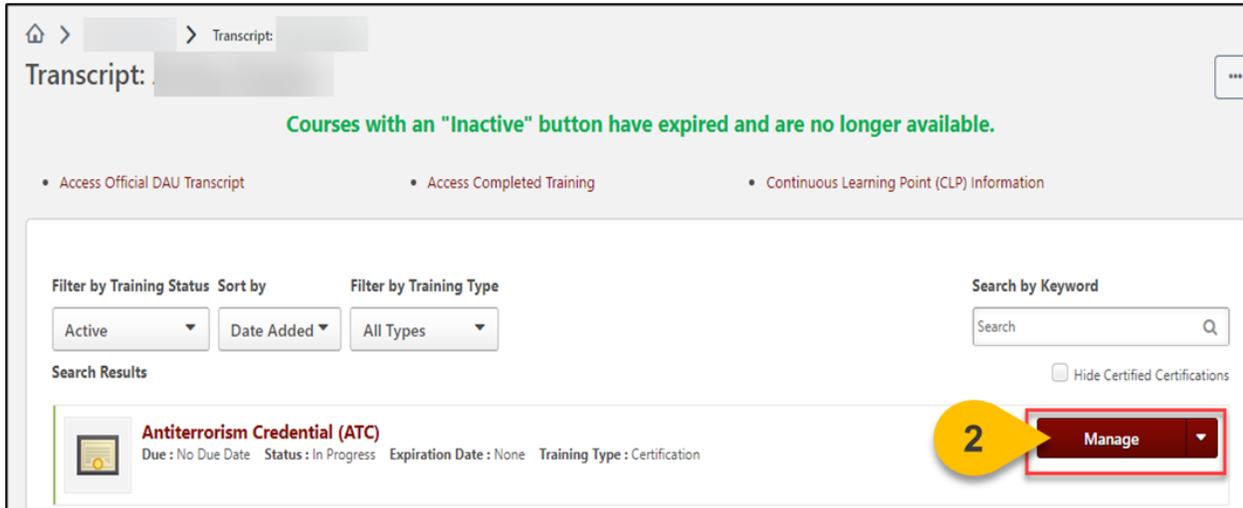
Submit a SPeD Pearson VUE Exam Re-Authorization Request

When you want to be approved for another Pearson VUE Exam attempt...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. The Pearson VUE Exam may appear outside of the Certification on your active transcript as well. Select **Manage** next to your Certification to view all details and requirements.



Submit a SPeD Pearson VUE Exam Re-Authorization Request (Cont. 1)

Step 3: Select **Open Curriculum** next to the Pearson VUE Exam Re-Authorization Forms curriculum.

| CERTIFICATION | | | | |
|---|--------------|---------|-------------|-----------------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Completed | ReRequest |
| SPeD Certification Candidate Task Aid | Material | 0.00 | Completed | ReRequest |
| PearsonVUE Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | |
| Antiterrorism Credential (ATC) Exam | Online Class | 1.00 | Failed | Launch |
| Pearson VUE Exam Re-Authorization Forms | Curriculum | 0.00 | In Progress | Open Curriculum |

Step 4: A new page will load. Next to the Pearson VUE Exam Re-Authorization Forms section, select **View Details**.

The screenshot shows the 'Pearson VUE Exam Re-Authorization Forms' page. On the left, there is a 'CURRICULUM PROGRESS' section with a circular progress indicator at 0%. Below it, the text 'Pearson VUE Exam Re-Authorization Forms' is displayed. The main content area has a heading 'Pearson VUE Exam Re-Authorization Forms' and an 'Options' dropdown. Below the heading, there is a message: 'Select the Pearson VUE Exam Re-Authorization Form for your agency. Once you complete the form, it will be routed to the appropriate Component Service Representative (CSR) for approval.' A progress bar shows 0% completion, with 'Completed : 0', 'Min Required : 1', and 'Total Items : 4'. A 'View Details' button is highlighted with a red box and a yellow callout bubble containing the number 4.

Step 5: A list of Pearson VUE Exam Re-Authorization forms will load. Select **launch** next to the form that applies to you. Please note that there are 59 possible forms; if you do not see your agency listed, please select the OTHER form.

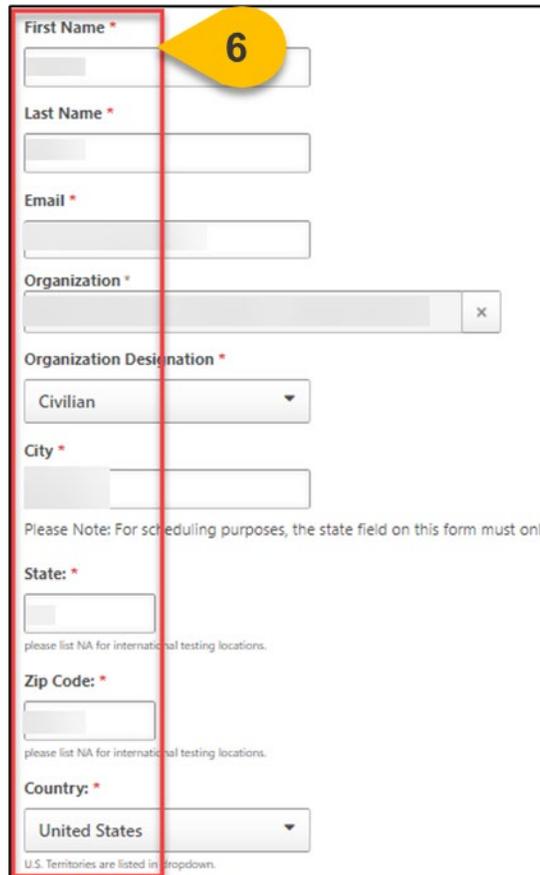
The screenshot shows the 'Pearson VUE Exam Re-Authorization Forms' page with a list of forms. The progress indicator remains at 0%. The list includes:

- Air Force: Pearson VUE Exam Re-Authorization Form**
Status : In Progress Due : No Due Date
Launch
- ARMY: Pearson VUE Exam Re-Authorization Form**
Launch

The 'Launch' button for the Air Force form is highlighted with a red box and a yellow callout bubble containing the number 5.

Submit a SPeD Pearson VUE Exam Re-Authorization Request (Cont. 2)

Step 6: Complete the Pearson VUE Exam Re-Authorization form by confirming that all **personal information** listed is correct.



The screenshot shows a form with the following fields:

- First Name *
- Last Name *
- Email *
- Organization *
- Organization Designation * (Dropdown menu with "Civilian" selected)
- City *
- State: * (Dropdown menu)
- Zip Code: * (Dropdown menu)
- Country: * (Dropdown menu with "United States" selected)

Below the State and Zip Code fields, there is a note: "please list NA for international testing locations." Below the Country field, there is a note: "U.S. Territories are listed in dropdown." A red vertical box highlights the personal information fields, and a yellow callout with the number "6" points to the First Name field.

Step 7: Once you have confirmed all personal information is correct, select which **Pearson VUE Exam** you are pursuing. You may only select one option per form.



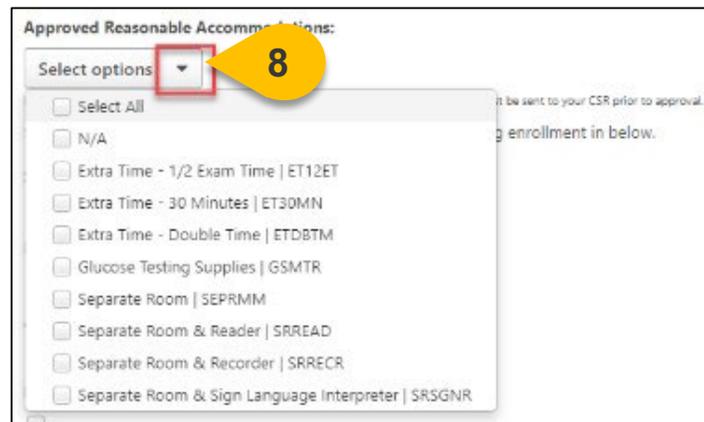
The screenshot shows a section titled "Please select the SPeD Certification or Credential you are pursuing: *". The options are:

- Security Fundamentals Professional Certification (SFPC)
- Security Asset Protection Professional Certification (SAPPC)
- Security Program Integration Professional Certification (SPIPC)
- Industrial Security Oversight Certification (ISOC)
- Physical Security Certification (PSC)
- Special Program Security Credential (SPSC)
- Antiterrorism Credential (ATC)
- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)

A yellow callout with the number "7" points to the selected "Antiterrorism Credential (ATC)" option.

Submit a SPeD Pearson VUE Exam Re-Authorization Request (Cont. 3)

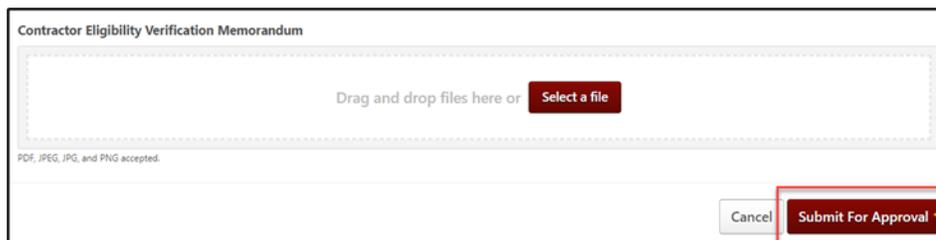
Step 8: Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be sent to your CSR prior to approval.



The screenshot shows a dropdown menu titled "Approved Reasonable Accommodations:". The menu is open, showing a list of options with checkboxes. A red box highlights the "Select options" dropdown arrow, and a yellow callout bubble with the number "8" points to it. The options listed are:

- Select All
- N/A
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR

Step 9: Once all form fields are complete, select **Submit For Approval**. If you are a Contractor, upload the Contractor Eligibility Verification Memorandum.



The screenshot shows a form titled "Contractor Eligibility Verification Memorandum". It features a large dashed border area for file upload with the text "Drag and drop files here or" and a "Select a file" button. Below this area, it states "PDF, JPEG, JPG, and PNG accepted." At the bottom right of the form, there are two buttons: "Cancel" and "Submit For Approval". A red box highlights the "Submit For Approval" button, and a yellow callout bubble with the number "9" points to it.

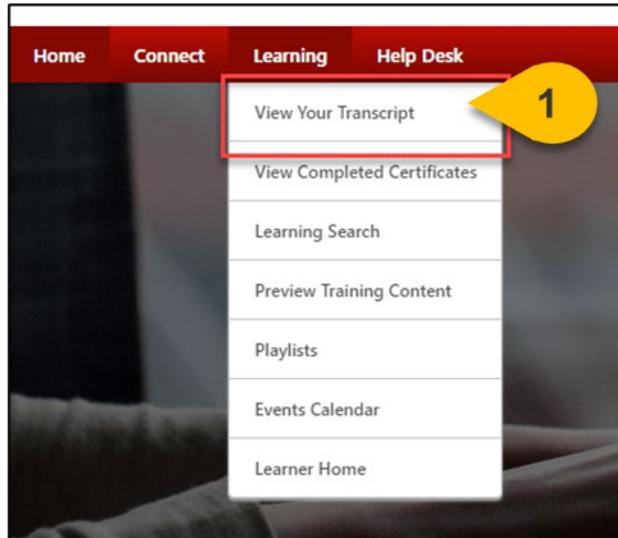
Please Note: You may mark this item complete within the Curriculum or you may re-launch the form to complete it as many times as needed. Marking this form complete will have no impact on your Certification.

Submit a Professional Development Unit (PDU) Form

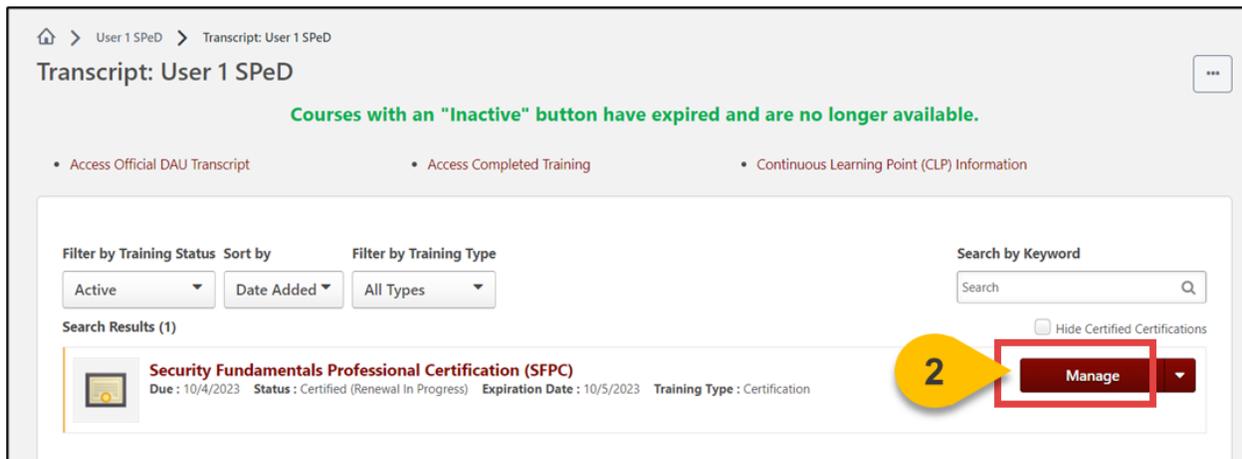
When you want to provide proof of your Renewal Period requirements...

Please Note: You must complete this process even if you earned your Renewal by earning another SPeD Certification or Credential.

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



Submit a Professional Development Unit (PDU) Form (Cont. 1)

Step 3: Within the Certification, you will find a new section titled SP&D Certification Renewal Requirements. Select **Request** next to the SP&D and APC Certification Renewal Package Curriculum.

If you have already completed this action in a previous Renewal Period, you may see the option to 'ReRequest' this Curriculum instead.

| CERTIFICATION | | | | | | |
|---|------------|---------|---------------|-----------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 1.00 | Completed | ReRequest | No | |
| SP&D Certification Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00) | | | | | | |
| SP&D and APC Certification Renewal Requirements | Curriculum | 1.00 | Not Activated | Request | | |
| Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| History | | | | | | |

Step 4: A new window will appear. Select **Request** again at the bottom of the window and wait for the page to reload.

| Title | Type | Price | Payment Term |
|--|-----------------------------------|--------|--------------|
| Curriculum | | | |
| Certification Maintenance Renewal Process (All are required) Section | | | |
| PDU Category Fact Sheet | DCSA SP&D Certification Materials | \$.00 | N/A |
| PDU Uploads (All are required) Section | | | |
| Professional Development Unit (PDU) Upload Form | DCSA SP&D Certification Materials | \$.00 | N/A |
| Certification Renewal Form (All are required) Section | | | |
| Certification Renewal Form (CRF) | DCSA SP&D Certification Materials | \$.00 | N/A |

4 Request Close

Submit a Professional Development Unit (PDU) Form (Cont. 2)

Step 5: Once the Curriculum is requested, select **Open Curriculum**.

| CERTIFICATION | | | | | | |
|---|------------|---------|---------------|-----------------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 1.00 | Completed | ReRequest | No | |
| SPeD Certification Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00) | | | | | | |
| SPeD and APC Certification Renewal Requirements | Curriculum | 1.00 | In Progress | Open Curriculum | | |
| Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |

Step 6: The SPeD and APC Certification Renewal Requirements curriculum will load. Open the first section titled **Certification Maintenance Renewal Process** by selecting **View Details**.

SPeD and APC Certification Renewal Package (CRP)

0% CURRICULUM PROGRESS

SPeD and APC Certification Renewal Package (CRP)

- CERTIFICATION MAINTENANCE RENEWAL PROCESS
- PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS
- CERTIFICATION RENEWAL FORM (CRF)

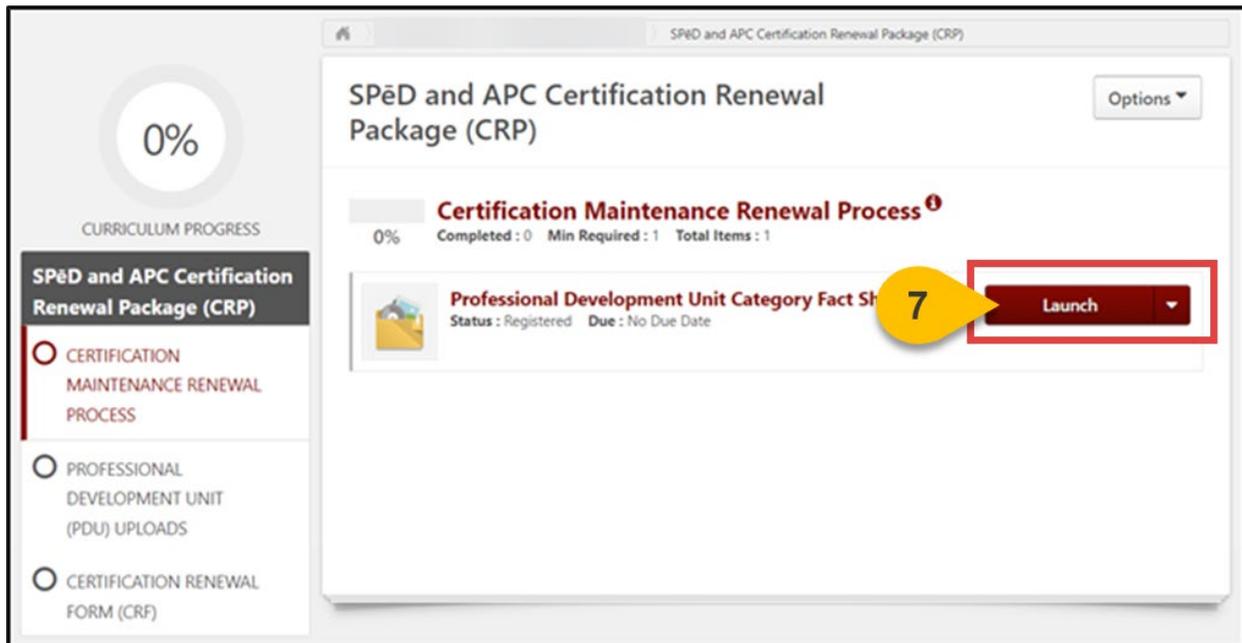
SPeD and APC Certification or Credential holders must complete the requirements listed in this curriculum every two years to renew their certification, as well as any other Certification or Credential held.

If you only hold the Adjudicator Professional Certification (APC), you are only required to provide evidence of 75 Professional Development Units (PDUs).

| | | | |
|----|--|--|--------------|
| 0% | Certification Maintenance Renewal Process | Completed : 0 Min Required : 1 Total Items : 1 | View Details |
| 0% | Professional Development Unit (PDU) Uploads | Completed : 0 Min Required : 1 Total Items : 1 | View Details |
| 0% | Certification Renewal Form (CRF) | Completed : 0 Min Required : 1 Total Items : 1 | View Details |

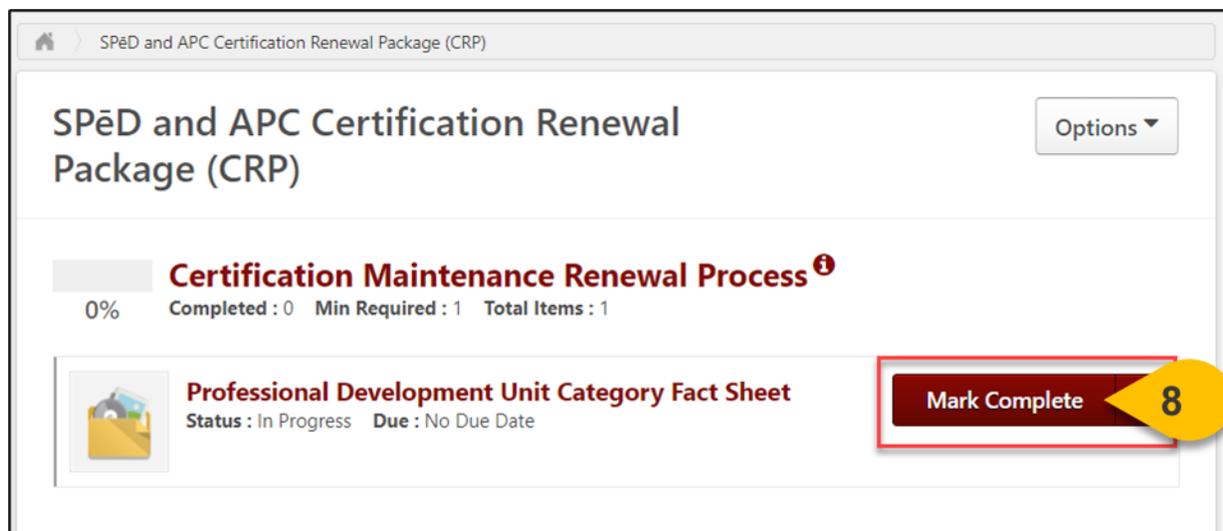
Submit a Professional Development Unit (PDU) Form (Cont. 3)

Step 7: Then, select **Launch** next to the Professional Development Unit Category Fact Sheet.



The screenshot shows the 'SPeD and APC Certification Renewal Package (CRP)' interface. On the left, a sidebar displays 'CURRICULUM PROGRESS' at 0% and a list of items: 'SPeD and APC Certification Renewal Package (CRP)', 'CERTIFICATION MAINTENANCE RENEWAL PROCESS', 'PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS', and 'CERTIFICATION RENEWAL FORM (CRF)'. The main content area shows a progress bar for 'Certification Maintenance Renewal Process' at 0% (Completed: 0, Min Required: 1, Total Items: 1). Below this, a card for 'Professional Development Unit Category Fact Sheet' (Status: Registered, Due: No Due Date) has a 'Launch' button highlighted with a red box and a yellow callout bubble containing the number 7.

Step 8: The content will load in the viewing screen. Once you have read about all Professional Development Unit activities, select **Mark Complete** to move to the next section.



The screenshot shows the 'SPeD and APC Certification Renewal Package (CRP)' interface after the 'Launch' button was clicked. The 'Professional Development Unit Category Fact Sheet' card now shows 'Status: In Progress' and 'Due: No Due Date'. A 'Mark Complete' button is highlighted with a red box and a yellow callout bubble containing the number 8.

Submit a Professional Development Unit (PDU) Form (Cont. 4)

Step 9: Open the PDU Uploads section by selecting the **title**.

SPeD and APC Certification Renewal Package (CRP)

CURRICULUM PROGRESS 34%

SPeD and APC Certification Renewal Package (CRP)

- CERTIFICATION MAINTENANCE RENEWAL PROCESS
- PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS**
- CERTIFICATION RENEWAL FORM (CRF)

Options ▾

Certification Maintenance Renewal Process
100% Completed : 1 Min Required : 1 Total Items : 1

Professional Development Unit Category Fact Sheet
Status : Completed Due : No Due Date **Launch**

Step 10: Select **Launch** to access the form.

SPeD and APC Certification Renewal Package (CRP)

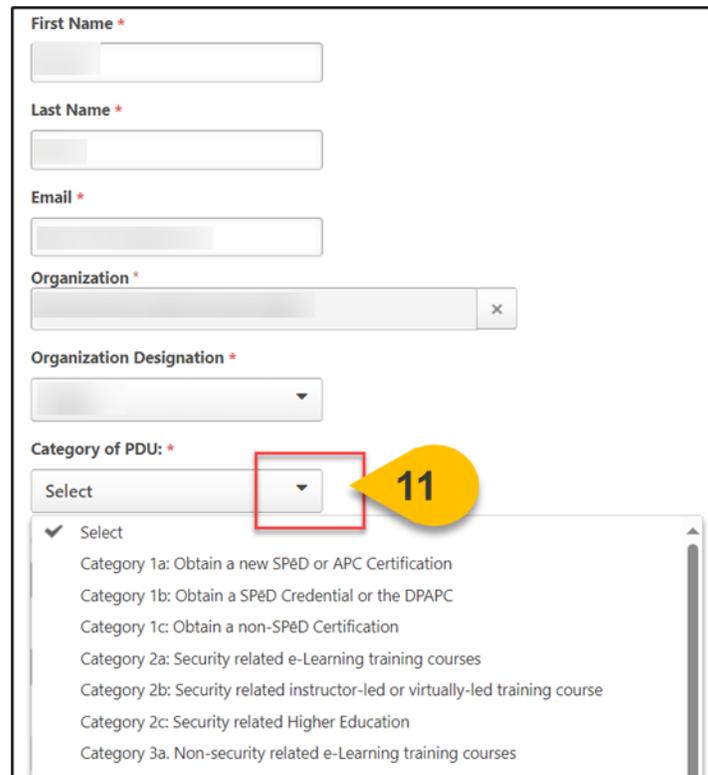
Options ▾

Professional Development Unit (PDU) Uploads
0% Completed : 0 Min Required : 1 Total Items : 1

Professional Development Unit (PDU) Upload Form
Status : Registered Due : No Due Date **Launch**

Submit a Professional Development Unit (PDU) Form (Cont. 5)

Step 11: When the form loads in a new window, ensure all personal information is correct. Then, select the correct Category of PDU from the **dropdown list**.



First Name *

Last Name *

Email *

Organization *

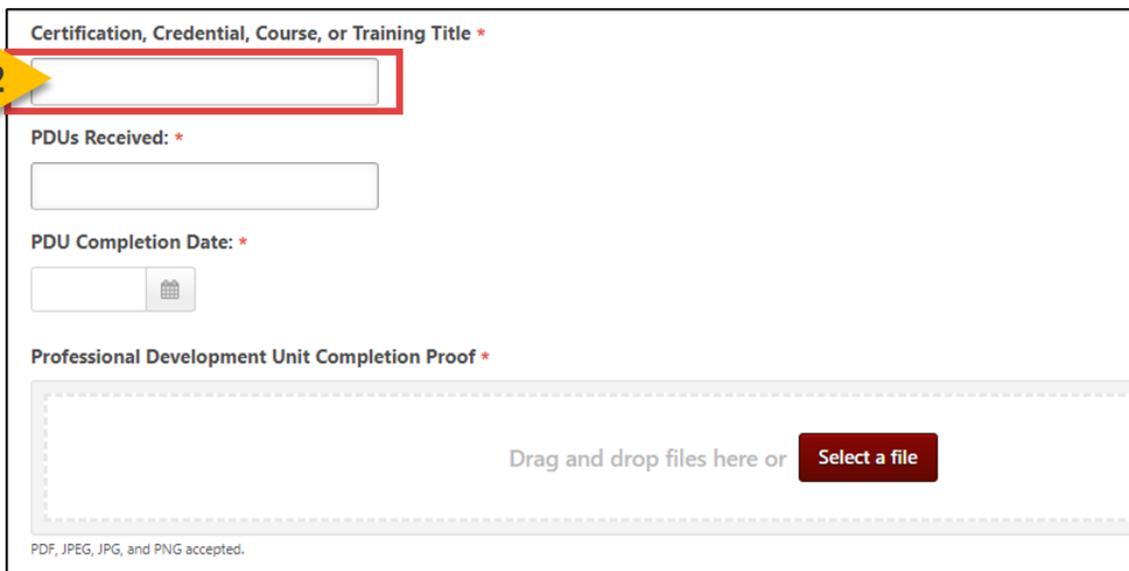
Organization Designation *

Category of PDU: *

Select

- ✓ Select
- Category 1a: Obtain a new SP&D or APC Certification
- Category 1b: Obtain a SP&D Credential or the DPAPC
- Category 1c: Obtain a non-SP&D Certification
- Category 2a: Security related e-Learning training courses
- Category 2b: Security related instructor-led or virtually-led training course
- Category 2c: Security related Higher Education
- Category 3a: Non-security related e-Learning training courses

Step 12: Type the **title of the Certification, Credential, Course, or Training** that awarded the PDUs in the first text box.



Certification, Credential, Course, or Training Title *

PDUs Received: *

PDU Completion Date: *

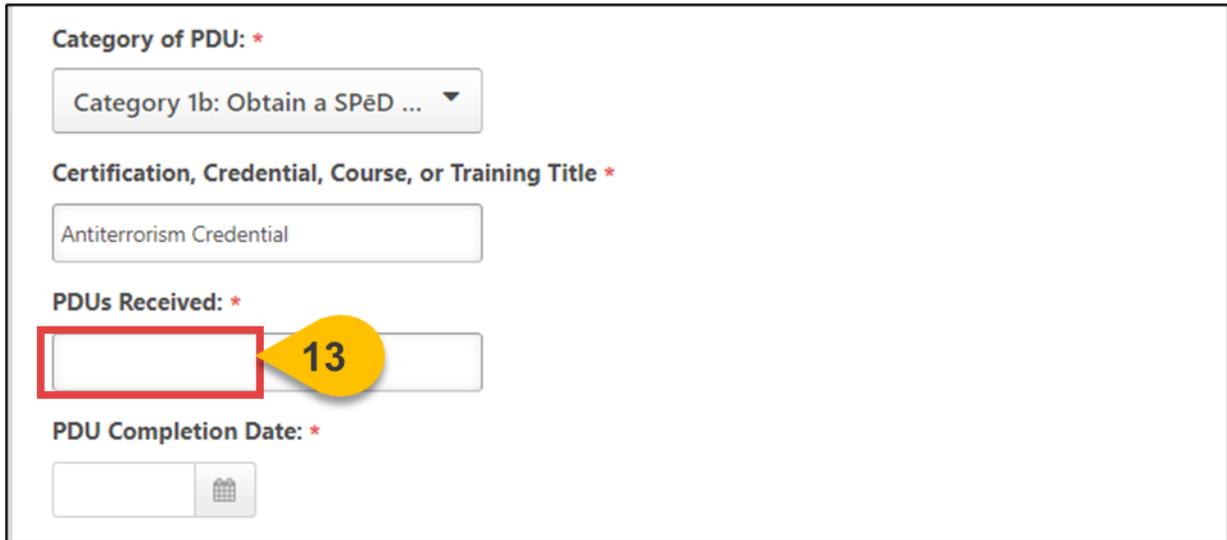
Professional Development Unit Completion Proof *

Drag and drop files here or [Select a file](#)

PDF, JPEG, JPG, and PNG accepted.

Submit a Professional Development Unit (PDU) Form (Cont. 6)

Step 13: Enter the **number of PDUs** you received in the second text box.



Category of PDU: *

Category 1b: Obtain a SPeD ... ▾

Certification, Credential, Course, or Training Title *

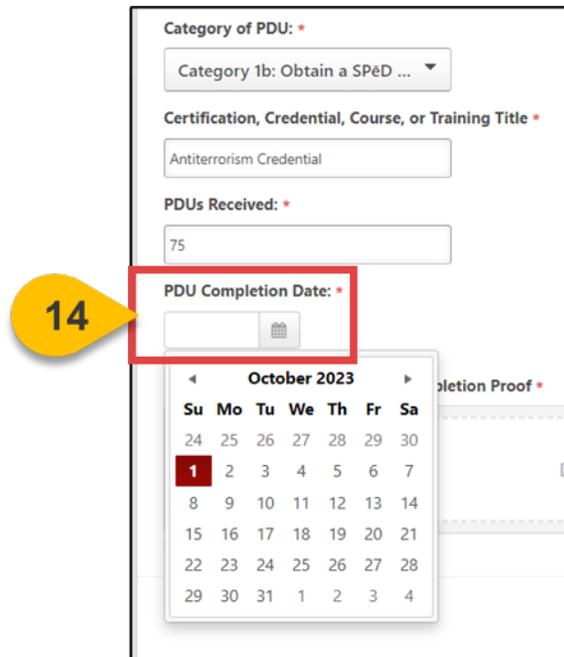
Antiterrorism Credential

PDU Received: *

PDU Completion Date: *



Step 14: Select the **PDU completion date** from the calendar or type the date into the date field.



Category of PDU: *

Category 1b: Obtain a SPeD ... ▾

Certification, Credential, Course, or Training Title *

Antiterrorism Credential

PDU Received: *

75

PDU Completion Date: *

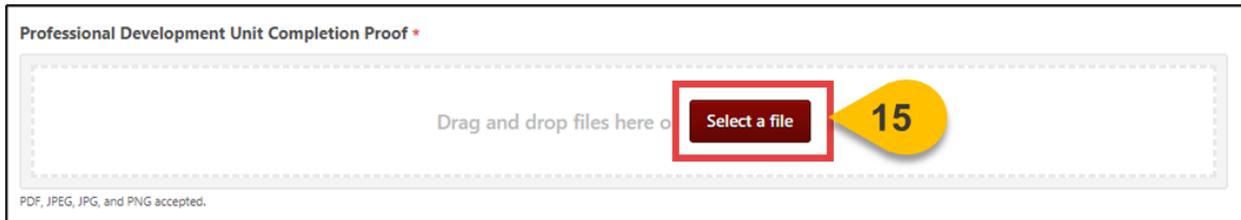


October 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

Submit a Professional Development Unit (PDU) Form (Cont. 7)

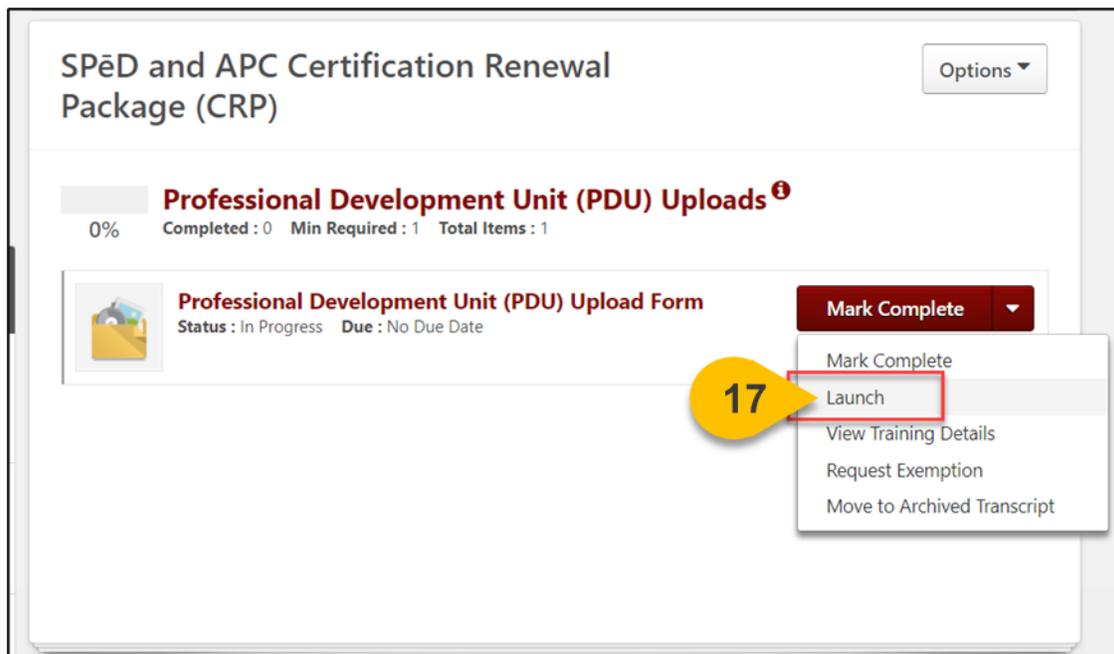
Step 15: Use the **drag and drop box** to upload a completion certificate or other documentation to this form as proof of your Professional Development Units (PDU).



Step 16: Once all form fields are complete, select **Submit**.

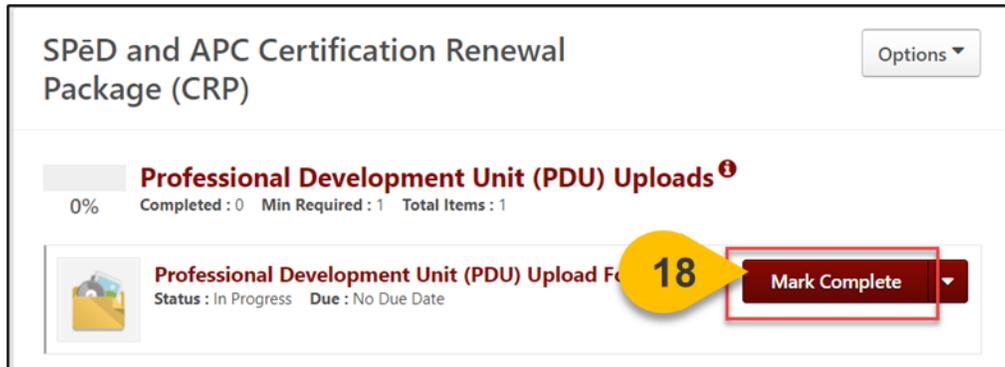


Step 17: Repeat this process to provide proof of any additional Professional Development Units by navigating back to the Curriculum and selecting **Launch** from the dropdown menu as many times as needed.



Submit a Professional Development Unit (PDU) Form (Cont. 8)

Step 18: Once you have uploaded proof of either 100 or 75 required PDUs, complete this requirement by selecting **Mark Complete** from the dropdown menu.



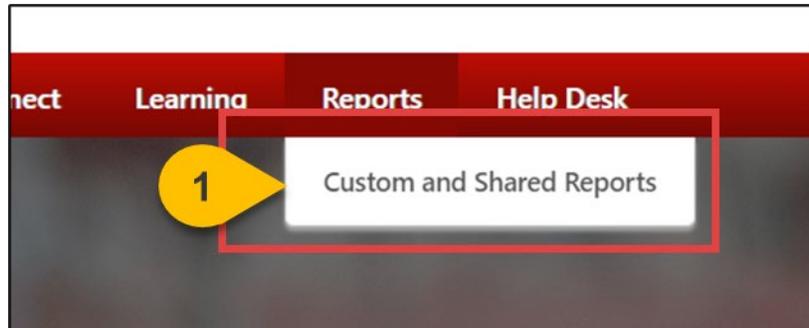
The screenshot displays the 'SPeD and APC Certification Renewal Package (CRP)' interface. At the top right, there is an 'Options' dropdown menu. Below this, a section titled 'Professional Development Unit (PDU) Uploads' shows a progress bar at 0%, with 'Completed : 0', 'Min Required : 1', and 'Total Items : 1'. A list of uploads follows, with one item 'Professional Development Unit (PDU) Upload Form' shown as 'In Progress' with 'No Due Date'. A yellow callout bubble with the number '18' points to a 'Mark Complete' dropdown button, which is highlighted with a red box.

Please Note: Submitted forms cannot be edited further. If you have submitted incorrect information to this Professional Development Unit (PDU) form, please submit an additional form with the correct information.

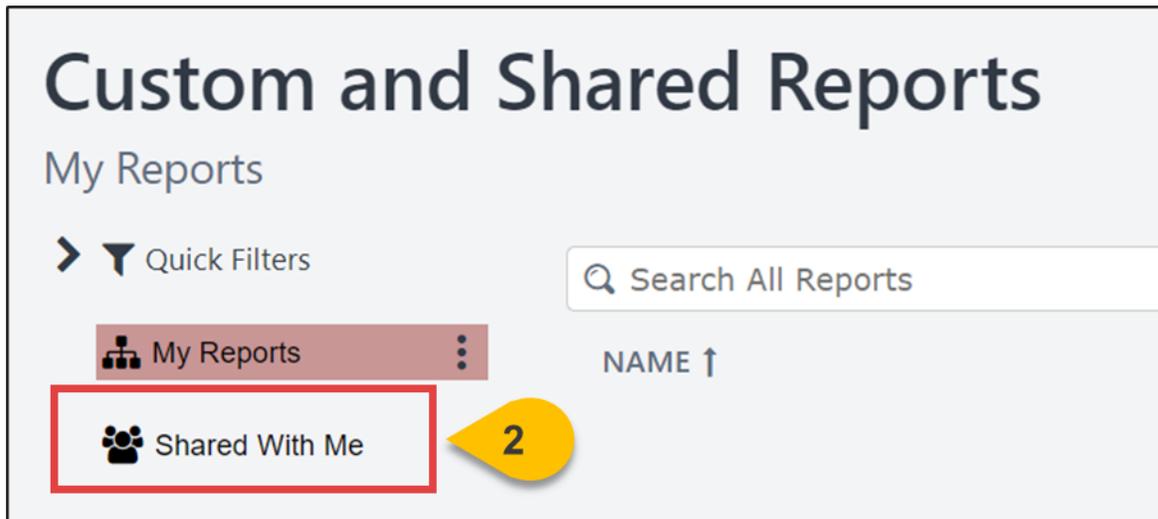
View Your Submitted SPēD PDUS

When you want to see how many PDUs you've submitted...

Step 1: Hover over the **Reports** tab and select **Custom and Shared Reports**.



Step 2: On the Reports page, select **Shared with Me**.



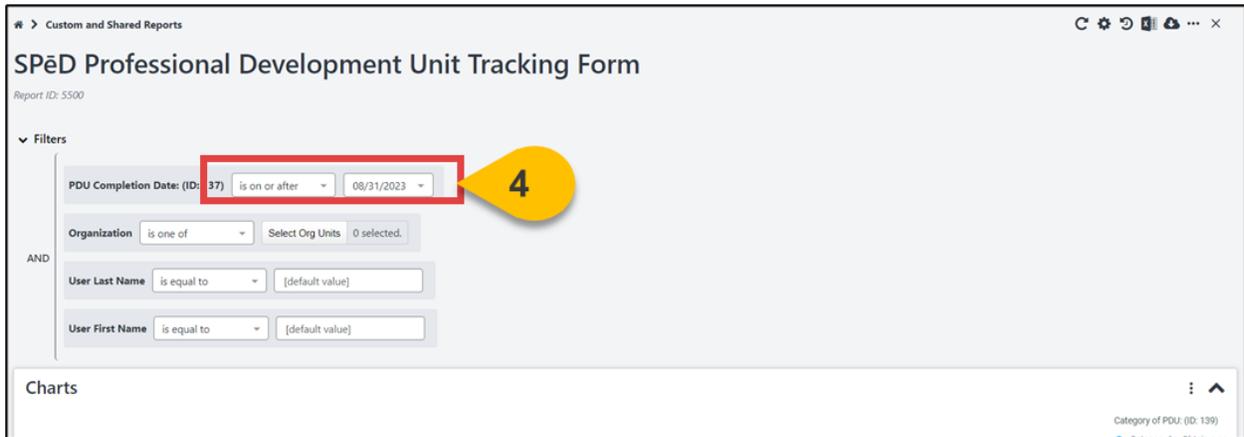
Step 3: Locate the report titled **SPēD Professional Development Unit (PDU) Tracking Form** and select the **title**.

| NAME ↑ | OWNER | LAST VIEWED ▾ | REPORT LOCATION | ACTIONS |
|---|-------|---------------|-----------------|---|
| SPēD Professional Development Unit (PDU) Tracking Form | lin | 10/01/2023 | My Reports |     |

Please Note: You will not have access to this report if your Certification or Credential is expired. Follow the steps for Re-Enrolling in an Expired Certification or Credential to earn your Certified status back.

View Your Submitted SPeD PDUs (Cont. 1)

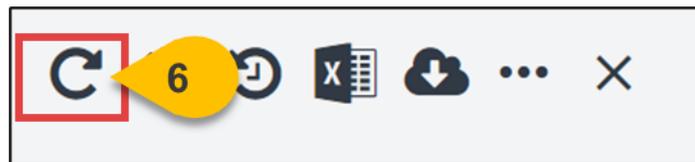
Step 4: A chart and report will load with all the PDU form information you have submitted. Use the **PDU Completion Date filter** to alter the results displayed by the desired timeframe.



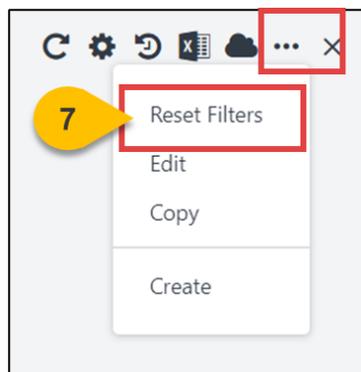
Step 5: If you have subordinates and can see their PDU uploads, enter your **First and Last Name** in the filters provided to remove their results.



Step 6: Then, select **Refresh** in the top right corner.



Step 7: The report results will update. If your data does not appear, select the **ellipsis icon** and select **Reset Filters** to refresh the page again.



View Your Submitted SPeD PDUs (Cont. 2)

Step 8: Select **the excel icon** to download this report your device.

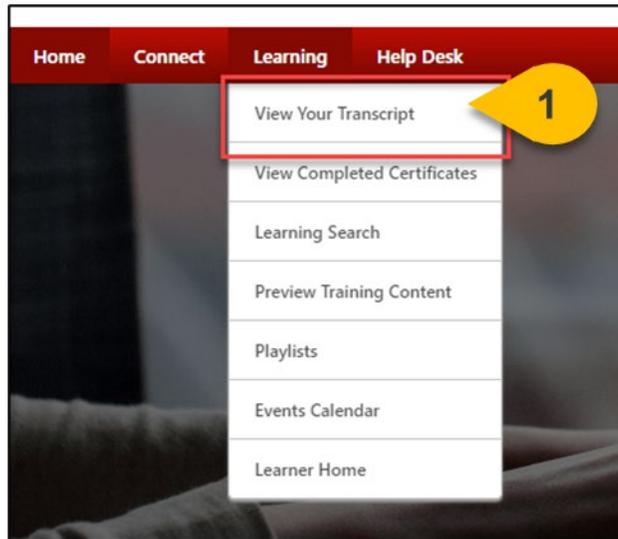


Submit a SPeD Certification Renewal Form

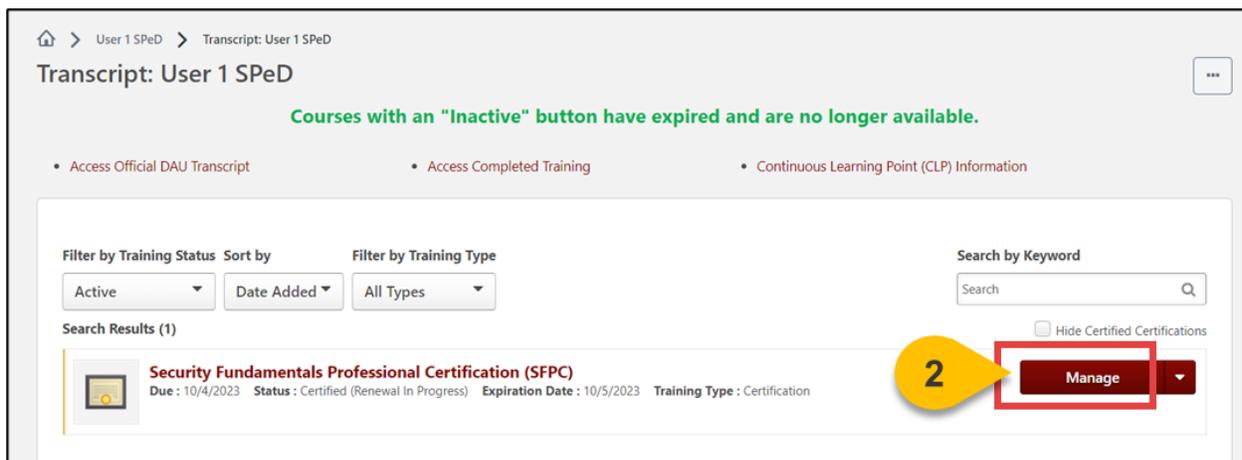
When you want to complete the Certification Renewal Package (CRP) for your Certifications or Credentials...

Please Note: You must complete this process even if you earned your Renewal by earning another SPeD Certification or Credential.

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



Submit a SPeD Certification Renewal Form (Cont. 1)

Step 3: Within the Certification, find the SPED and APC Certification Renewal Requirements Curriculum and select **Open Curriculum**.

| CERTIFICATION | | | | | | |
|--|------------|---------|---------------|-----------------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 1.00 | Completed | ReRequest | No | |
| SPeD Certification Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00) | | | | | | |
| SPeD and APC Certification Renewal Requirements | Curriculum | 1.00 | In Progress | Open Curriculum | | |
| Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |

Step 4: When the Curriculum loads, ensure both the Certification Maintenance Renewal Process section and the PDU Uploads sections are Marked Complete. Then, open the **Certification Renewal Form** section by selecting the **title**.

67%
CURRICULUM PROGRESS

SPeD and APC Certification Renewal Package (CRP)

- CERTIFICATION MAINTENANCE RENEWAL PROCESS
- PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS
- CERTIFICATION RENEWAL FORM (CRF)

Professional Development Unit (PDU) Uploads¹
100% Completed : 1 Min Required : 1 Total Items : 1

Professional Development Unit (PDU) Upload Form
Status : Completed Due : No Due Date [Launch]

Step 5: Select **Launch** next to the Certification Renewal Form (CRF) to complete the final steps in the renewal process.

Certification Renewal Form (CRF)¹
0% Completed : 0 Min Required : 1 Total Items : 1

Certification Renewal Form (CRF)
Status : Registered Due : No Due Date [Launch]

Submit a SPeD Certification Renewal Form (Cont. 2)

Step 6: When the form loads, ensure all personal information is correct. Then, read the instructions and select the **Professional Development Unit Tracking Report** link to view your PDUs.

Organization Designation *

Select

Certification Maintenance Standards:

Certification expiration dates are based on the most recently earned certification and date of the latest Certification Renewal Package (CRP) submission and approval. Upon conferral of a new SPeD or APC certification (not credential) and submission of the CRP, the new expiration date will automatically update for all currently held certifications and credentials to the date of that most recently conferred certification.

Upon submission and approval of CRPs, the new expiration date will align across all held certifications and credentials and will expire two years from that date.

- The certificant must submit a **single copy** of this CRP to confirm all PDUs are captured on previously submitted forms in their User Profile PDU Upload Folder.

At least 100 PDUs are required for renewal of the following certifications:

- SFPC
- APC
- PSC

At least 75 PDUs are required for renewal of the following credential:

- ATC

To renew SAPP, ISOC, or SPSP, certifiants must maintain renewal requirements of SFPC – once this is complete, the SPSC renews at the same time.
To renew DPAPC, certifiants must maintain renewal requirements of APC – once this is complete, the DPAPC renews at the same time.

At least 50 of the PDUs for each Certification or Credential must be security-related. The remaining PDUs do not have to be aligned with security; however, they must satisfy one or more of the professional development categories identified on the PDU Upload form.

Prior to submitting this form, download your **Professional Development Unit (PDU) Tracking Report** and upload the copy here.

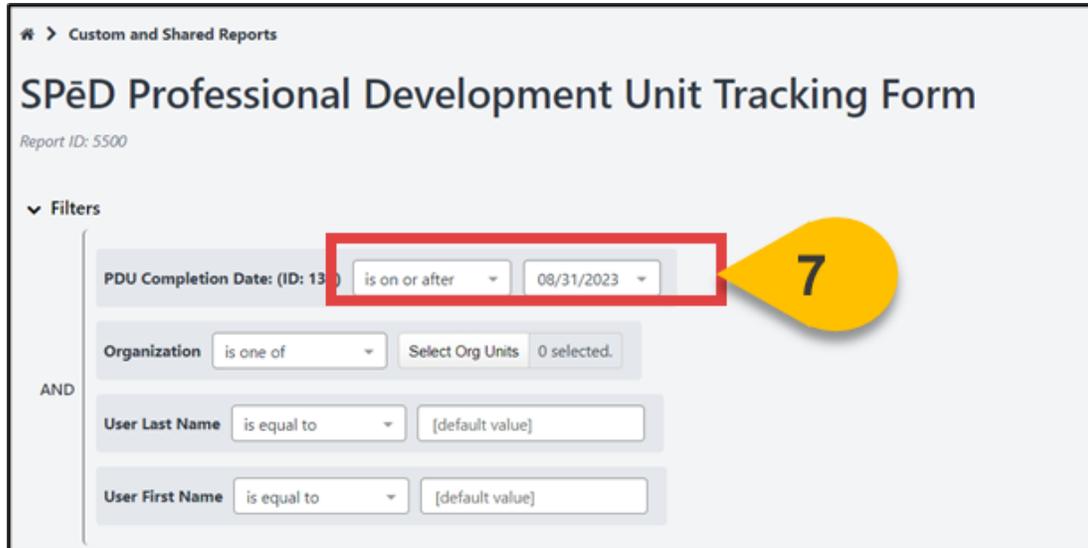
Professional Development Unit Tracking Report *

Drag and drop files here or [Select a file](#)

Please Note: This Report will not be available to you if your Certification has expired. Please follow the steps for re-enrolling in your Certification instead.

Submit a SPeD Certification Renewal Form (Cont. 3)

Step 7: When the report loads in a new tab, use the **PDU Completion Date filter** to alter the results displayed by the desired timeframe. PDUs submitted over two years ago should not be included in your report results.



Custom and Shared Reports

SPeD Professional Development Unit Tracking Form

Report ID: 5500

Filters

PDU Completion Date: (ID: 13) is on or after 08/31/2023

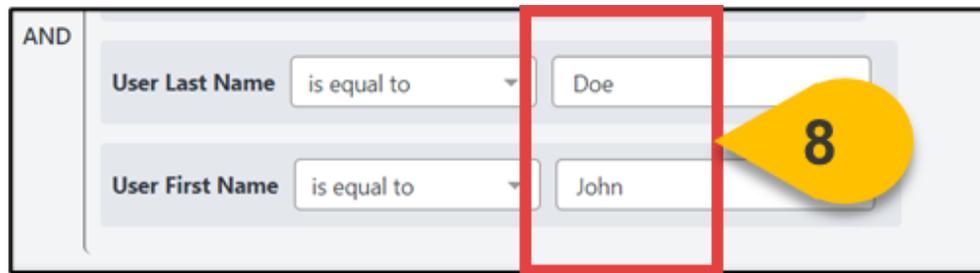
Organization is one of Select Org Units 0 selected.

AND

User Last Name is equal to [default value]

User First Name is equal to [default value]

Step 8: If you have subordinates and can see their PDU uploads, enter **your First and Last Name** in the filters provided to remove their results.

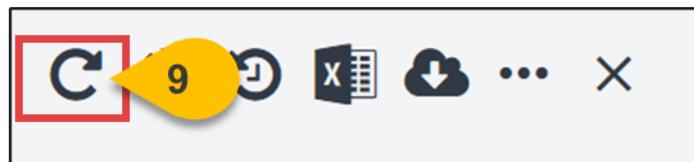


AND

User Last Name is equal to Doe

User First Name is equal to John

Step 9 Then, select the **Refresh icon** in the top right corner.

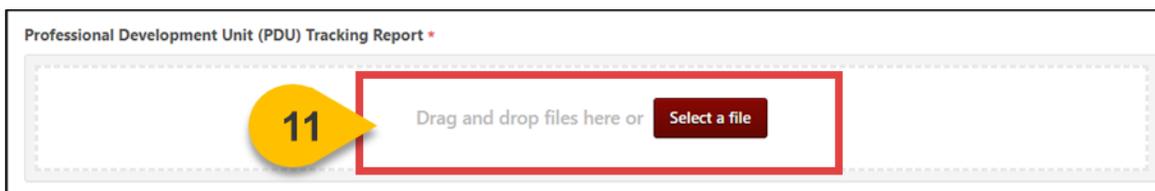


Submit a SPeD Certification Renewal Form (Cont. 4)

Step 10: The report results will update. Select **the excel icon** to download this report your device.



Step 11: Navigate back to the Certification Renewal Form (CRF) tab and **upload this excel file** to the form by using the drag and drop feature, or by searching your device. If incorrect information is included on your file, please delete the incorrect PDU information prior to uploading.



Step 12: Select **all Certifications** that you currently hold from the list of options. Submission of this form will count for all Certifications or Credentials held.

12

Select the SPeD/APC Certification or Credential(s) that you currently hold: *

- Security Fundamentals Professional Certification (SFPC)
- Security Asset Protection Professional Certification (SAPPC)
- Security Program Integration Professional Certification (SPIPC)
- Industrial Security Oversight Certification (ISOC)
- Physical Security Certification (PSC)
- Special Program Security Credential (SPSC)
- Antiterrorism Credential (ATC)
- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)

Step 13: Select **Yes** to verify that at least 50 of the PDUs you've received during this renewal period are from security-related Certifications, Trainings, Courses, or Projects.

13

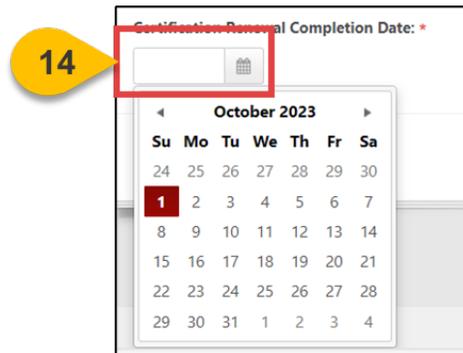
I verify that at least 50 of the PDUs uploaded during this renewal period are from security-related Certifications, Trainings, Courses, or Projects. *

Yes

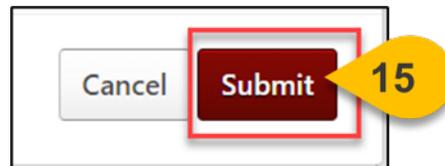
If you are not able to verify the above statement, please exit this form and continue to upload the appropriate document(s) to the PDU upload form.

Submit a SPeD Certification Renewal Form (Cont. 5)

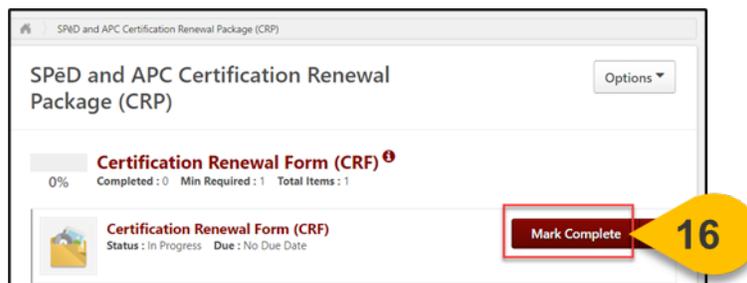
Step 14: Choose today's date from the **Certification Renewal Completion Date** selector.



Step 15: Select **Submit** at the bottom of the form.



Step 16: Then, navigate back to the SPeD and APC Certification Renewal Package (CRP) Curriculum tab and select **Mark Complete** next to the Certification Renewal Period form.



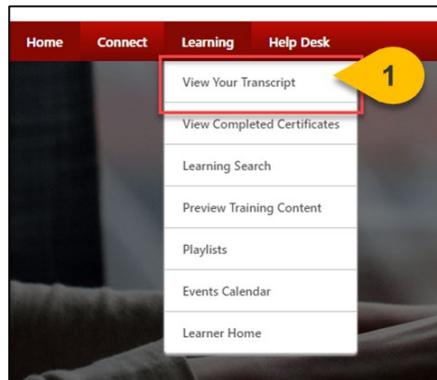
Please Note: When you complete the Certification Renewal Form Curriculum, you will trigger a 100% Completion Request for your Renewal Period. Your PDUs will be available for audit by the Program Management Office, and you will be notified when your Certification has been approved and renewed for another 2-year period.

Submit an Additional SPēD Completion Request

When you want to resubmit your CRP after your request was denied by the PMO...

All Certification Renewal Packages (CRPs) may be audited by the Program Management Office and denied. If your CRP is denied, you will see this status reflected on your transcript.

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: Your Certification Status will reflect that the PMO denied your Completion Request. Select the **Title of your Certification** to view additional details.



Step 3: When the Certification Details load, select the arrow to view any Completion Denial comments added by the PMO.



| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
|---|------------|---------|-----------|-----------------|----------|---------|
| Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Completed | Launch | Yes | |
| SPeD Certification Candidate Task Aid | Material | 0.00 | Completed | Launch | Yes | |
| SPeD Certification Renewal Requirements (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 1.00) | | | | | | |
| SPeD and APC Certification Renewal Requirements | Curriculum | 1.00 | Completed | Open Curriculum | Yes | |
| Re-Enrollment Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| History | | | | | | |
| Approval History | | | | | | |

A yellow callout bubble with the number '3' points to a dropdown arrow in the bottom right corner of the table.

Follow the steps in the [View Your Submitted Forms Task Aid](#) to review your submitted forms. If there are no forms in your Certification Renewal Forms or PDU Folder, you have marked your requirements complete incorrectly.

Submit an Additional SPeD Completion Request (Cont. 1)

Step 4: To add any information to your Professional Development Unit (PDU) Uploads or to your Certification Renewal Forms (CRF), select **Open Curriculum** next to the completed requirements.

| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
|--|------------|---------|-----------|-----------------|----------|---------|
| Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Completed | Launch | Yes | |
| SPeD Certification Candidate Task Aid | Material | 0.00 | Completed | Launch | Yes | |
| SPeD Certification Renewal Requirements (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 1.00) | | | | | | |
| SPeD and APC Certification Renewal Requirements | Curriculum | 1.00 | Completed | Open Curriculum | Yes | |
| Re-Enrollment Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |

Although the items within the Curriculum reflect a 100% completed status, your Certification was denied. This means you must resubmit either your PDUs or your Certification Renewal Form (CRF). Follow the steps in the [View Your Submitted Forms Task Aid](#) to review your submitted forms. If there are no forms in your Certification Renewal Forms or PDU Folder, you have marked your requirements complete incorrectly.

Step 5: Select **View Details** for the section that you want to resubmit.

SPeD and APC Certification Renewal Requirements

SPeD and APC Certification or Credential holders must complete the requirements listed in this curriculum every two years to renew their certification, as well as any other Certification or Credential held.

Expired training is not included in section or curriculum progress percentage calculations

- Certification Maintenance Renewal Process** 100% Completed : 1 Min Required : 1 Total Items : 1 **View Details**
- PDU Uploads** 100% Completed : 1 Min Required : 1 Total Items : 1 **View Details**
- Certification Renewal Form** 100% Completed : 1 Min Required : 1 Total Items : 1 **View Details**

Submit an Additional SPēD Completion Request (Cont. 2)

Step 6: When the selected section loads, select **Launch** next to the form that you would like to resubmit.



Certification Renewal Form ⓘ
100% Completed : 1 Min Required : 1 Total Items : 1

Certification Renewal Form (CRF) ⓘ
Status : Completed Due : No Due Date

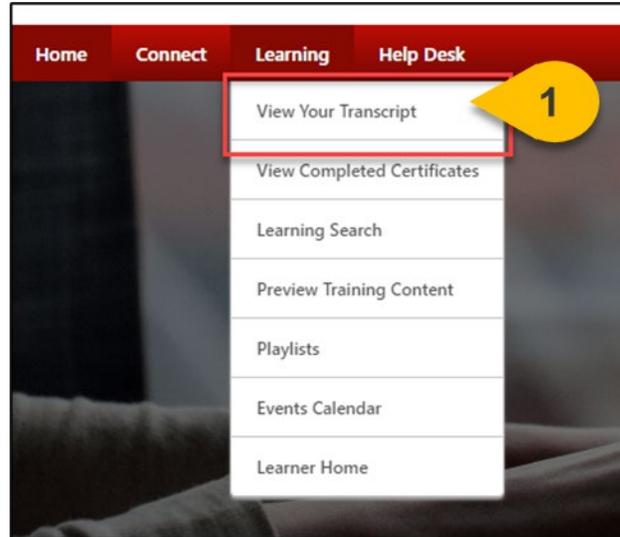
6 Launch ▾

Resubmit any form that must be corrected. Your Completion Request will be reviewed by the Program Management Office again for accuracy and approved or denied.

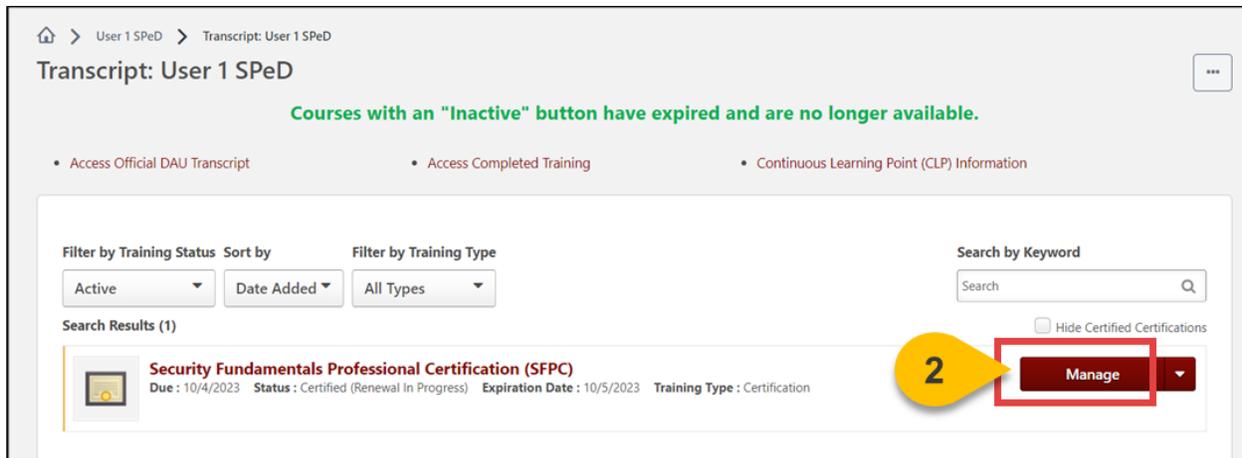
Submit a SPēD/APC Re-Enrollment Request Form

When you want to re-enroll in an expired Certification or Credential...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.

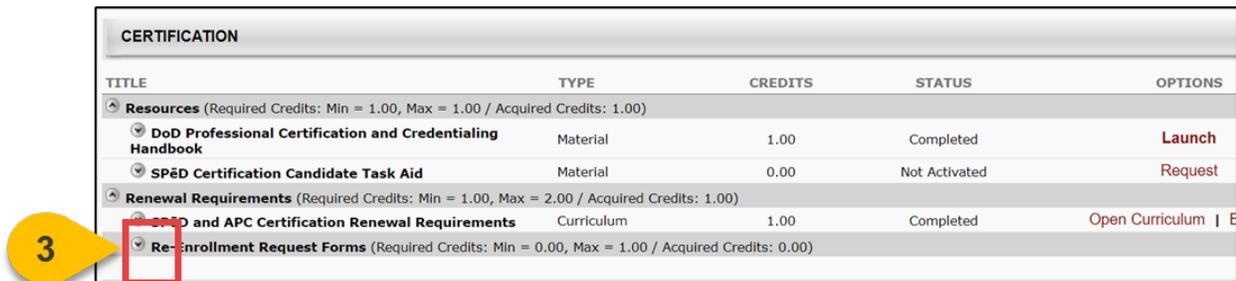


Step 2: On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



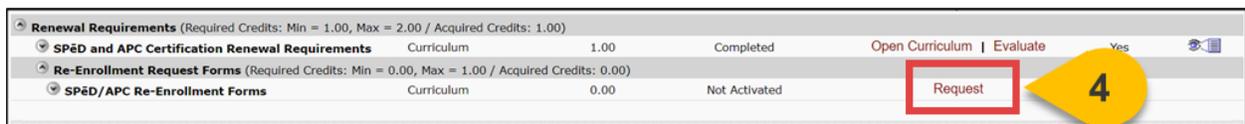
Submit a SPēD/APC Re-Enrollment Request Form (Cont. 1)

Step 3: Within the Renewal Requirements section, open the subsection titled Re-Enrollment Request Forms by selecting the **down arrow**.



| TITLE | TYPE | CREDITS | STATUS | OPTIONS |
|---|------------|---------|---------------|----------------------------|
| Resources (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 1.00) | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 1.00 | Completed | Launch |
| SPēD Certification Candidate Task Aid | Material | 0.00 | Not Activated | Request |
| Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 1.00) | | | | |
| SPēD and APC Certification Renewal Requirements | Curriculum | 1.00 | Completed | Open Curriculum Evaluate |
| Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | |

Step 4: Select **Request** under the Options column for the SPēD/APC Re-Enrollment Forms Curriculum.



| | | | | |
|---|------------|------|---------------|--------------------------------|
| Renewal Requirements (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 1.00) | | | | |
| SPēD and APC Certification Renewal Requirements | Curriculum | 1.00 | Completed | Open Curriculum Evaluate Yes |
| Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | Request |
| SPēD/APC Re-Enrollment Forms | Curriculum | 0.00 | Not Activated | |

Step 5: A new window will appear. Select **Request** again at the bottom of the window and wait for the page to reload.



| | Materials | | |
|--|-----------------------------------|--------|-----|
| DCSA: SPēD/APC Re-Enrollment Form | DCSA SPēD Certification Materials | \$.00 | N/A |
| Navy: SPēD/APC Re-Enrollment Form | DCSA SPēD Certification Materials | \$.00 | N/A |

Request Close

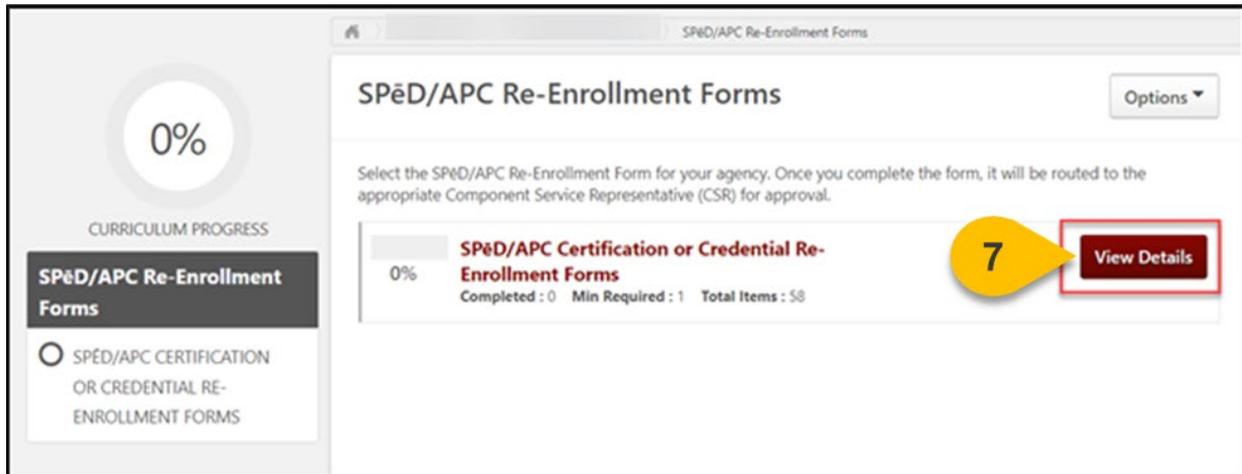
Step 6: Once the Curriculum is requested, select **Open Curriculum**.



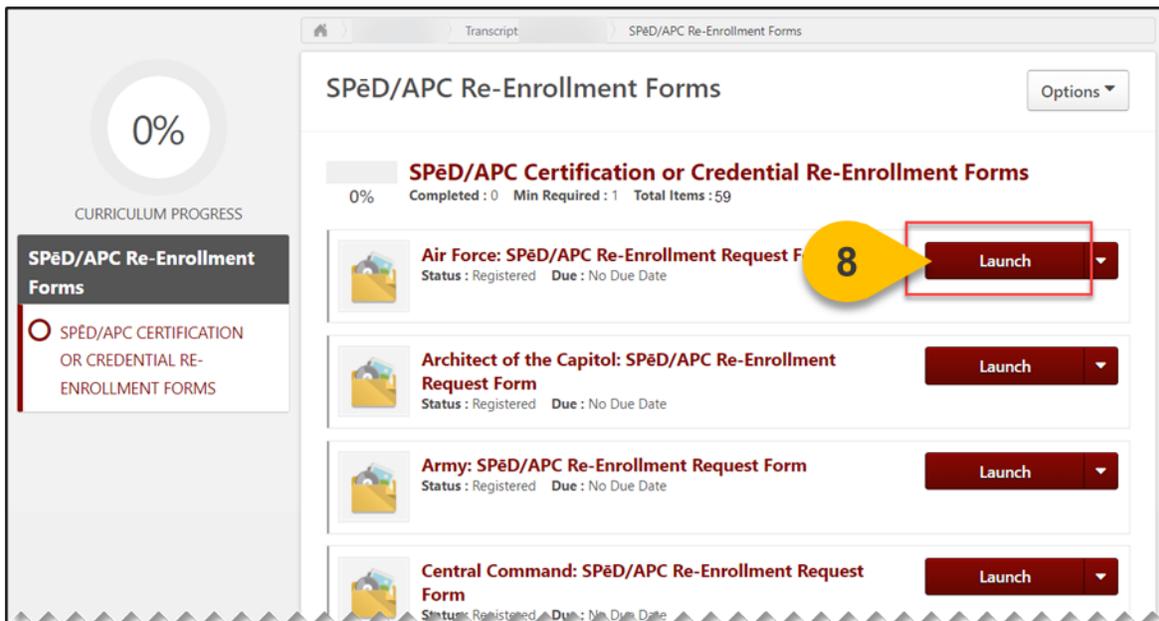
| | | | | |
|---|------------|------|-------------|-----------------|
| Re-Enrollment Request Forms (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | |
| SPēD/APC Re-Enrollment Forms | Curriculum | 0.00 | In Progress | Open Curriculum |

Submit a SPeD/APC Re-Enrollment Request Form (Cont. 2)

Step 7: Once the Curriculum loads, select **View Details** next to the SPeD/APC Certification or Credential Re-Enrollment Forms section to show all possible agency forms.

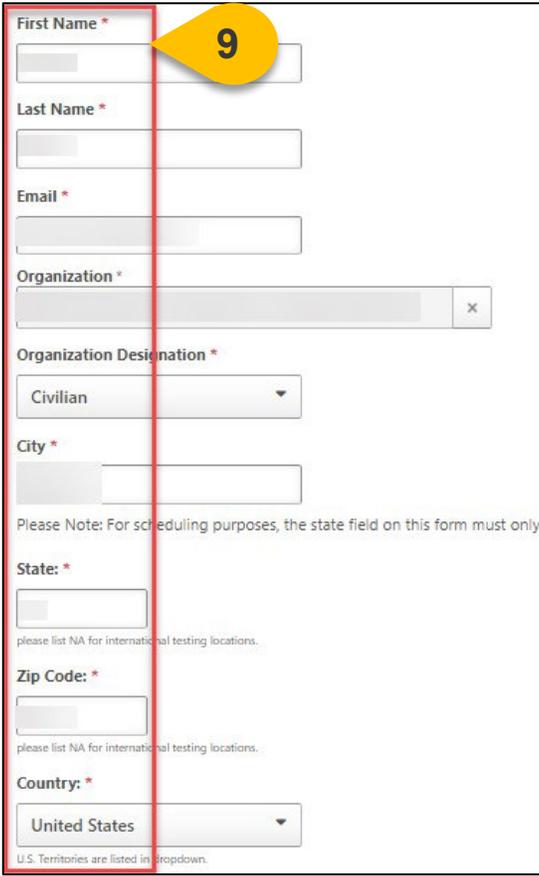


Step 8: From the list of agency-specific forms, select **Launch** next to the form that applies to you. Please note that there are 58 possible forms; if you do not see your agency listed, please select the OTHER form.



Submit a SPeD/APC Re-Enrollment Request Form (Cont. 3)

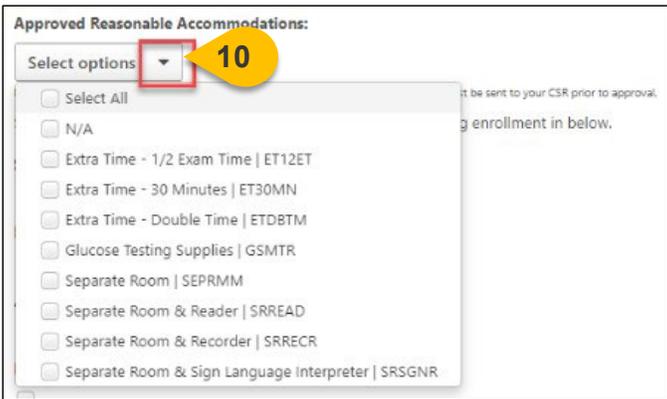
Step 9: When the form loads, ensure your personal details and location information are correct.



A screenshot of a web form for submitting a SPeD/APC Re-Enrollment Request. The form is enclosed in a red rectangular border. A yellow callout bubble with the number '9' points to the 'First Name' field. The form contains the following fields and options:

- First Name ***: Text input field.
- Last Name ***: Text input field.
- Email ***: Text input field.
- Organization ***: Text input field with a clear button (x).
- Organization Designation ***: Dropdown menu with 'Civilian' selected.
- City ***: Text input field.
- Please Note:** For scheduling purposes, the state field on this form must only
- State: ***: Text input field with a note below: 'please list NA for international testing locations.'
- Zip Code: ***: Text input field with a note below: 'please list NA for international testing locations.'
- Country: ***: Dropdown menu with 'United States' selected. A note below reads: 'U.S. Territories are listed in dropdown.'

Step 10: Use the dropdown menu to select any **Approved Reasonable Accommodations** for your new Pearson VUE exam.



A screenshot of the 'Approved Reasonable Accommodations' section of the form. A yellow callout bubble with the number '10' points to the 'Select options' dropdown menu. The dropdown menu is open, showing a list of options with checkboxes:

- Select All
- N/A
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR

Partial text to the right of the dropdown menu reads: '...it be sent to your CSR prior to approval. ...g enrollment in below.'

Submit a SPēD/APC Re-Enrollment Request Form (Cont. 4)

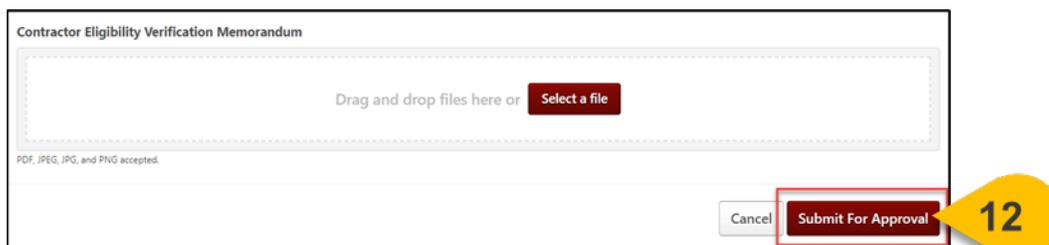
Step 11: Select the **SPēD Certification or Credential** that you would like to re-enroll in. If you have allowed more than one Certification or Credential to lapse, please complete this form multiple times.



A screenshot of a form titled "Please select the SPēD Certification or Credential you are pursuing: *". The form contains a list of radio button options. A red box highlights the first option, "Security Fundamentals Professional Certification (SFPC)", which is also indicated by a yellow callout bubble with the number "11".

- Security Fundamentals Professional Certification (SFPC)
- Security Asset Protection Professional Certification (SAPPC)
- Security Program Integration Professional Certification (SPIPC)
- Industrial Security Oversight Certification (ISOC)
- Physical Security Certification (PSC)
- Special Program Security Credential (SPSC)
- Antiterrorism Credential (ATC)
- Adjudicator Professional Certification (APC)
- Due Process Adjudicator Professional Credential (DPAPC)

Step 12: Once all form fields are complete, select **Submit For Approval**. If you are a Contractor, upload the Contractor Eligibility Verification Memorandum.



A screenshot of a form titled "Contractor Eligibility Verification Memorandum". It features a large dashed box for file upload with the text "Drag and drop files here or" and a "Select a file" button. Below the box, it states "PDF, JPEG, JPG, and PNG accepted." At the bottom right, there are two buttons: "Cancel" and "Submit For Approval". A red box highlights the "Submit For Approval" button, which is also indicated by a yellow callout bubble with the number "12".

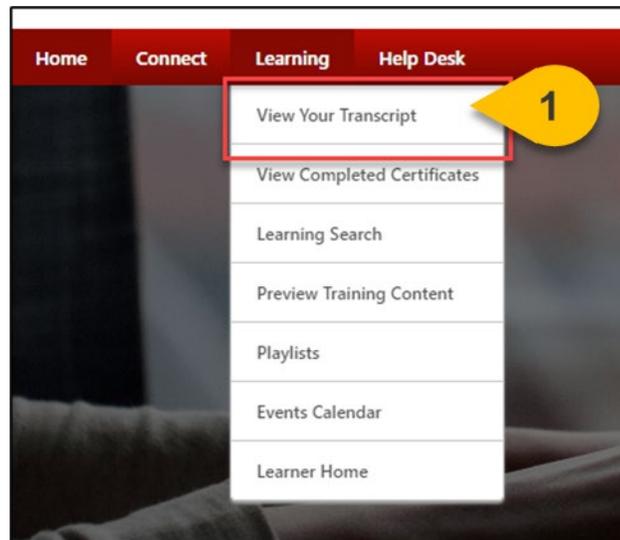
Please Note: You may mark this item complete within the Curriculum or you may re-launch the form to complete it as many times as needed. Marking this form complete will have no impact on your Certification.

This form will be routed to the appropriate Component Service Representative for review and approval. You will be notified via email if a Renewal Period Pearson VUE Exam Registration has been added to your transcript.

Launch a SPēD Renewal Period Pearson VUE Exam

When you've been assigned a new exam attempt because your Certification expired...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.

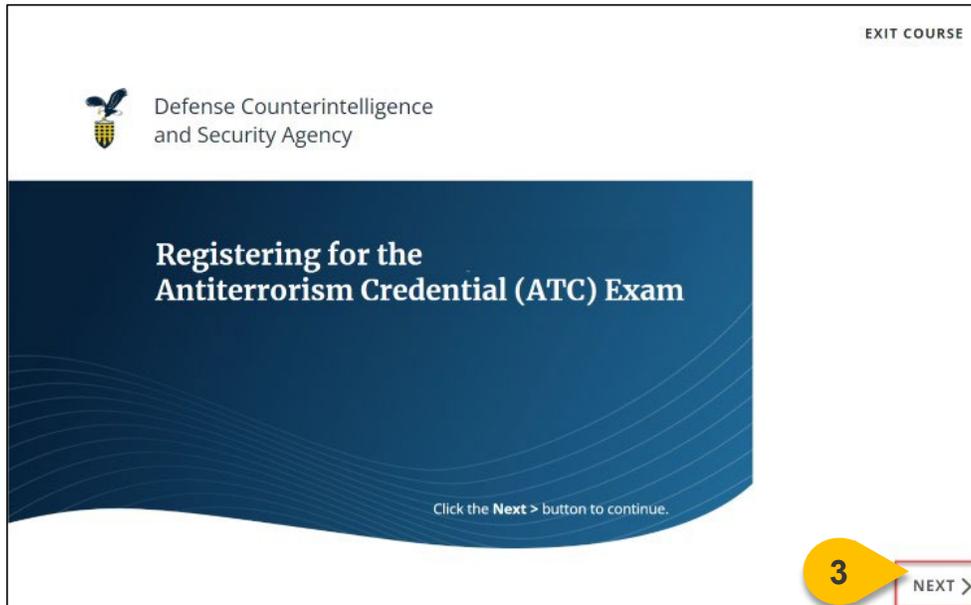


Step 2: On your Active Tab, a Renewal Period Exam will appear in a Registered status. Select **Launch**.

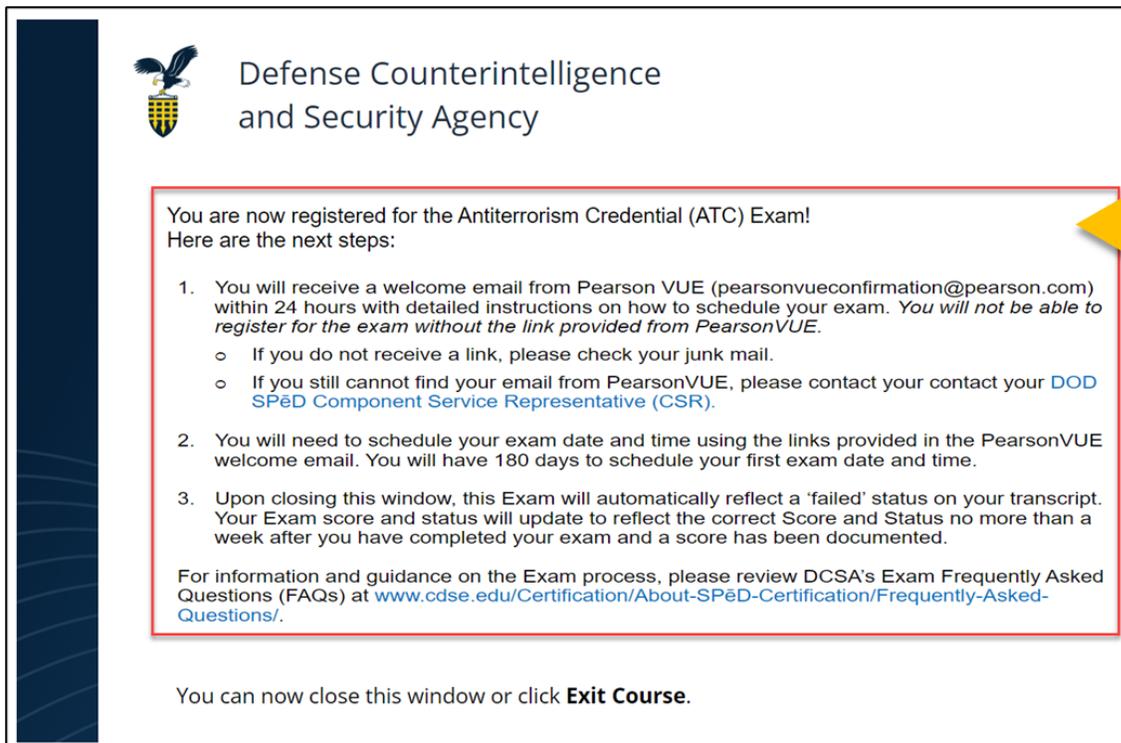


Launch a SPēD Renewal Period Pearson VUE Exam (Cont. 1)

Step 3: When the course launches, select **Next** on the first page.



Step 4: Please **read all information listed** on the registration information page; within 24 hours, you will receive an email from Pearson VUE with scheduling information.



Launch a SPēD Renewal Period Pearson VUE Exam (Cont. 2)

Step 5: When you have read all the information, select **Exit Course**; you will be redirected back to your transcript.

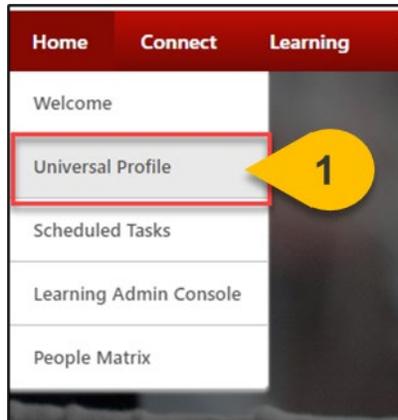


The Pearson VUE requirement will show as **Failed** on your Transcript and within your Certification until you have completed your proctored exam. Once you have passed your Renewal Period Exam, your Certification will be submitted for Completion Approval to the Program Management Office.

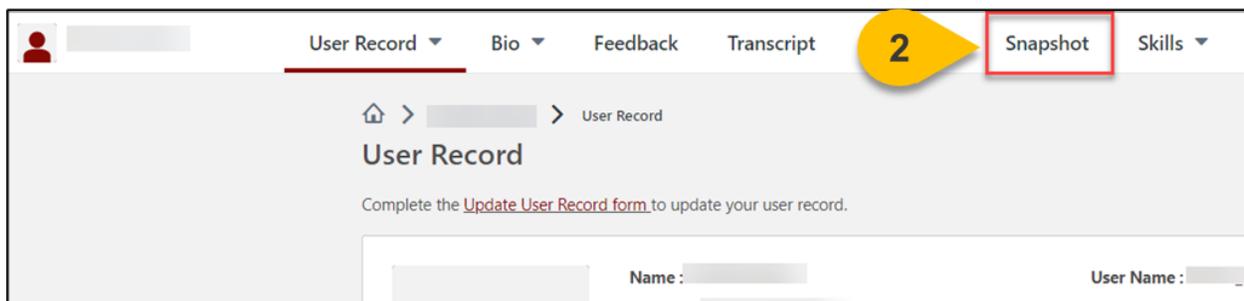
View Your SPēD Submitted Forms

When you want to view all your submitted enrollment, CRF, and PDU forms...

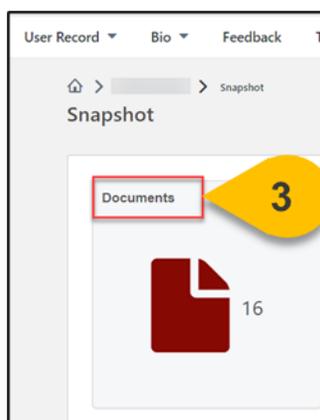
Step 1: Hover over the **Home** tab and select **Universal Profile**.



Step 2: Select **Snapshot** from the menu bar at the top of the Universal Profile.

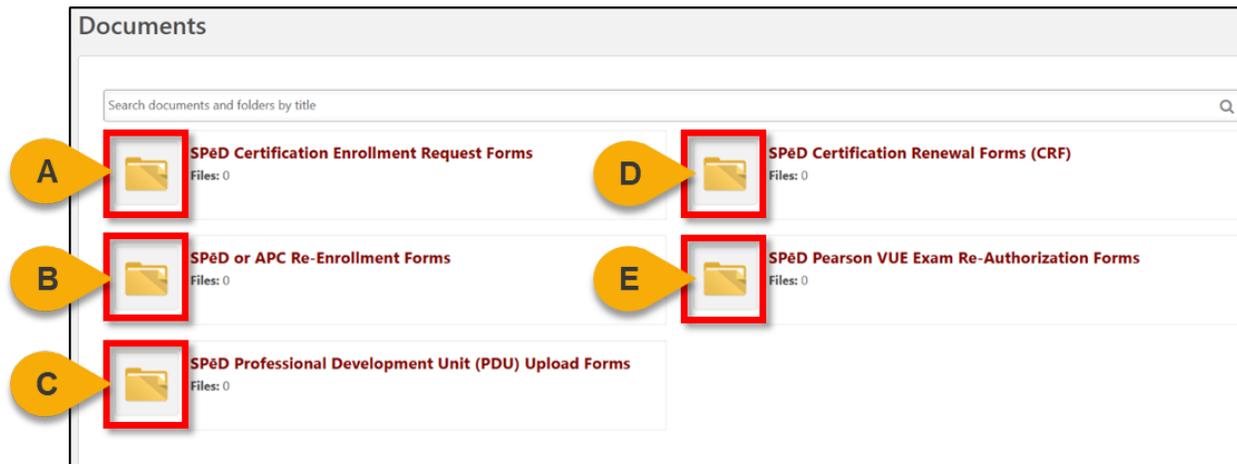


Step 3: On the Snapshot page, select the **Documents** widget.



View Your SPēD Submitted Forms (Cont. 1)

Step 4: Select the **correct folder** for the form you wish to view.

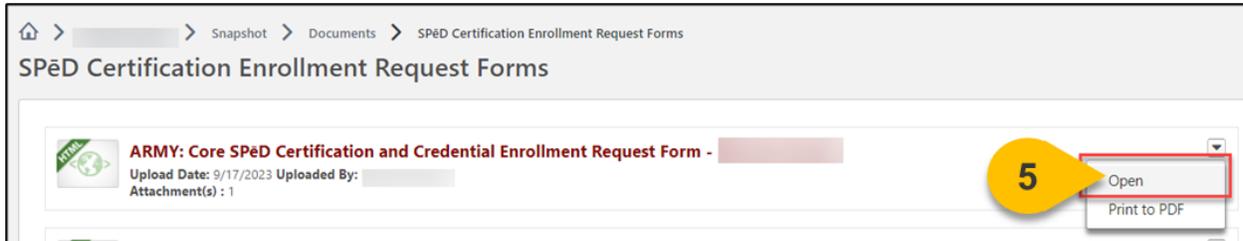


Snapshot Documents Folder Contents:

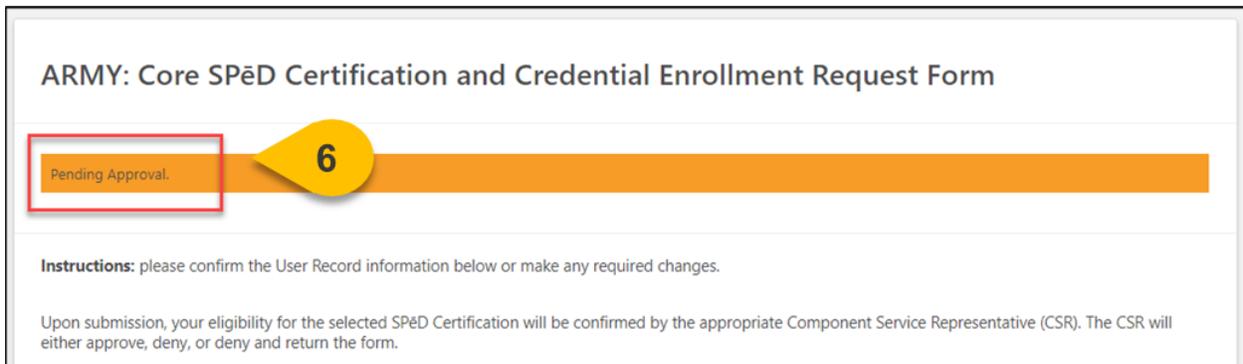
- A. **SPēD Certification Enrollment Request Forms:** this folder contains any SPēD Core, Specialty, APC, or DPAPC Enrollment Request forms submitted by you.
- B. **SPēD or APC Re-Enrollment Forms:** this folder contains any SPēD Re-enrollment request forms that have been submitted after a Certification expired.
- C. **SPēD Professional Development Unit (PDU) Upload Forms:** this folder contains all SPēD Professional Development Unit (PDU) upload forms that have been submitted by you for all Certifications.
- D. **SPēD Certification Renewal Forms (CRF):** this folder contains all SPēD Certification Renewal Form submissions from the Certification Renewal Period.
- E. **SPēD Pearson VUE Exam Re-Authorization Forms:** this folder contains any SPēD Pearson VUE Exam Re-Authorization forms that have been submitted during the Initial Certification Period.

View Your SPēD Submitted Forms (Cont. 2)

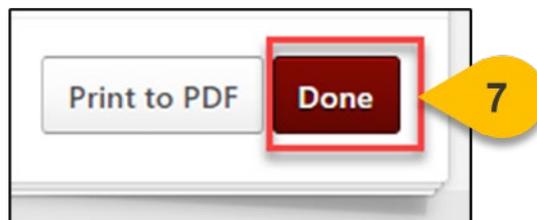
Step 5: Once a folder is selected, you will see a list of submitted forms. Select **Open** from the dropdown list to view the form contents. You may also choose to download a PDF version of the form.



Step 6: At the top of each form, you will be able to see the form's **approval status** and any comments submitted by an approver.



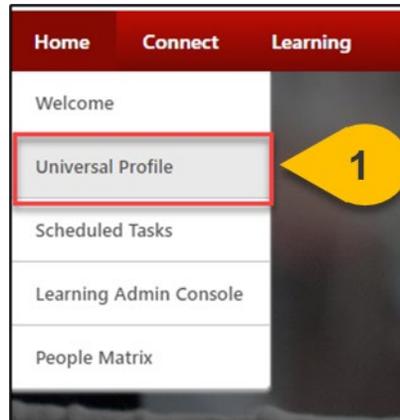
Step 7: Once you have read all information, select **Done** at the bottom of the page to return to the folder.



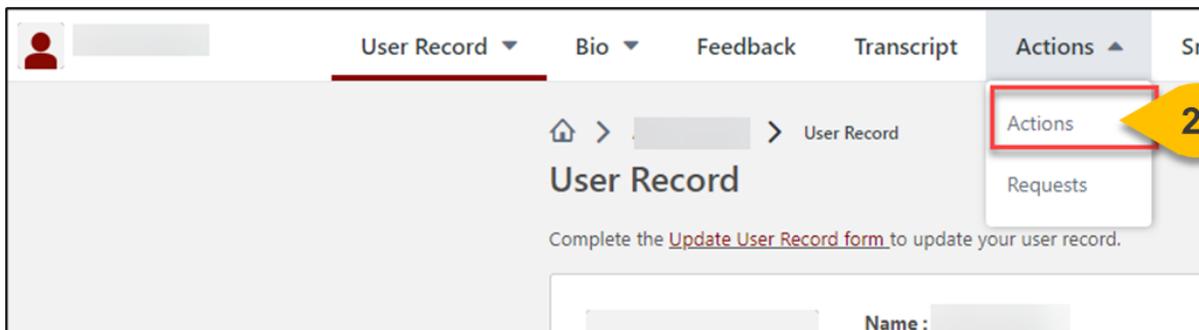
Re-Submit a SPeD Returned Form

When you want to view and resubmit a returned form for approval...

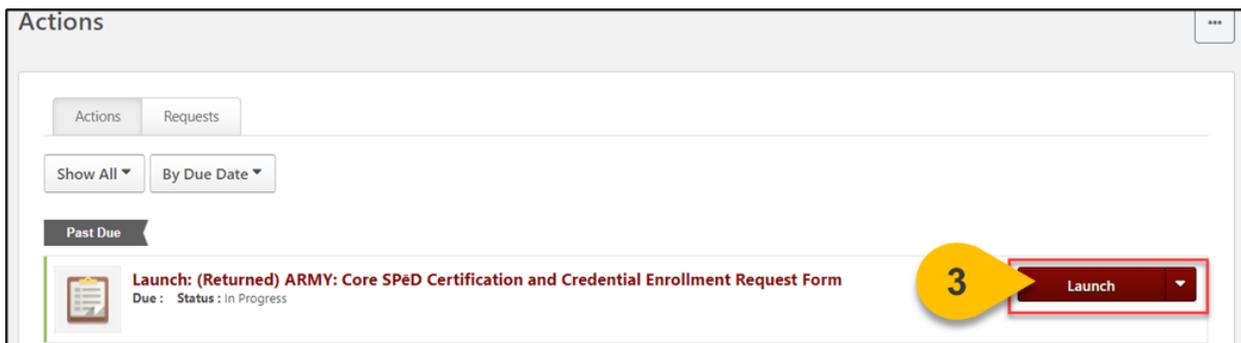
Step 1: Hover over the **Home tab** and select **Universal Profile**.



Step 2: Select **Actions** from the menu bar at the top of the Universal Profile.

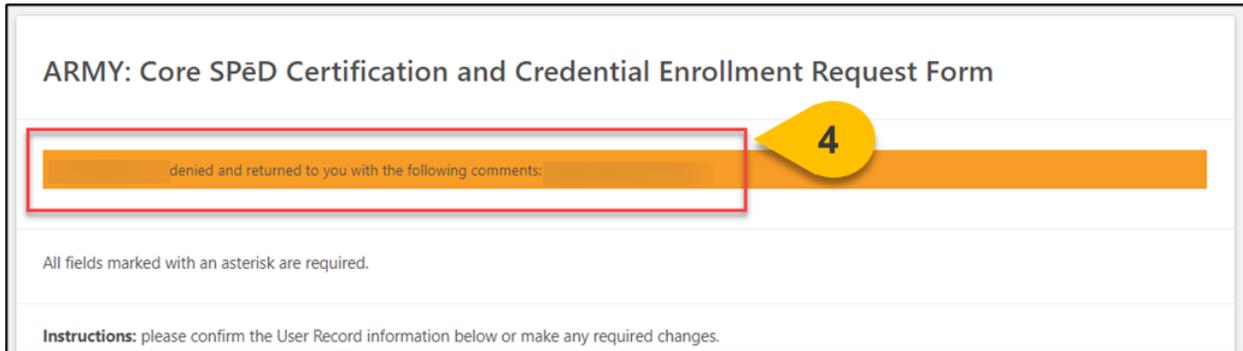


Step 3: On the Actions page, you will find any returned forms pending your edits and resubmission. Select **Launch** next to the form.



Re-Submit a SPēD Returned Form (Cont. 1)

Step 4: Read the comments provided by the approver in **the orange bar** at the top of the form.



ARMY: Core SPēD Certification and Credential Enrollment Request Form

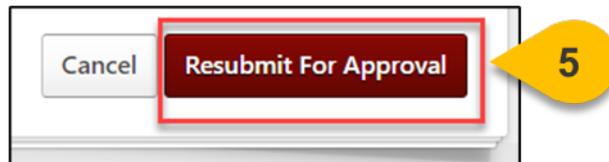
denied and returned to you with the following comments:

All fields marked with an asterisk are required.

Instructions: please confirm the User Record information below or make any required changes.

The screenshot shows a form titled "ARMY: Core SPēD Certification and Credential Enrollment Request Form". At the top, there is a yellow callout bubble with the number "4" pointing to an orange horizontal bar. Inside this bar, the text reads "denied and returned to you with the following comments:". Below the bar, there is a note: "All fields marked with an asterisk are required." At the bottom of the form area, there is an instruction: "Instructions: please confirm the User Record information below or make any required changes."

Step 5: Make any required edits to the form; select **Resubmit for Approval** when all updates are complete.



Cancel Resubmit For Approval

The screenshot shows two buttons: a light gray "Cancel" button and a dark red "Resubmit For Approval" button. A red rectangular box highlights the "Resubmit For Approval" button, and a yellow callout bubble with the number "5" points to it.

CCITP Certifications

Submit a CCITP Enrollment Request Form

When you want to enroll in a CCITP Certification...

Step 1: Request enrollment in a CCITP Certification via the CDSE Website. When the form launches, confirm at the top of the page that you are completing the correct form for your agency. After you have read all instructions at the top of the form, please confirm all **personal information** is correct. If any information is out-of-date, use this form to make corrections.

All fields marked with an asterisk are required.

Instructions: please submit this form to request a Pearson VUE exam re-authorization for your 2nd - 8th exam attempts. Upon submission, your eligibility for the selected CCITP Certification exam attempt will be confirmed by the SPED Program Management Office (PMO). The PMO will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected CCITP Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested CCITP Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected CCITP Certification but may edit this form per the PMO comments and resubmit.

First Name *

Last Name *

Email *

Organization *

Organization Designation *
Select

Select
Active Duty
Reserve Military
Civilian
Contractor
Foreign National Non-Contractor

field on this form must only contain **two characters**. Please use DC if you reside in Washington, D.C.

please list NA for international testing locations.

Step 2: Then, enter your location information. The **City, State, and Zip Code** entered here will be sent to Pearson VUE to assist with scheduling your proctored exam. If you are located internationally, please put NA for the State and Zip fields.

City *

Please Note: For scheduling purposes, the state field on this form must only

State: *

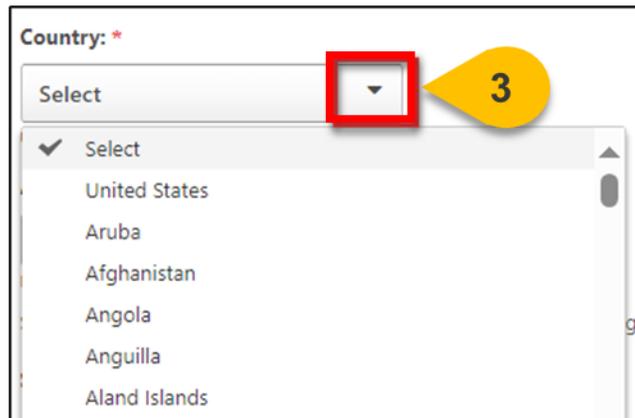
please list NA for international testing locations.

Zip Code: *

please list NA for international testing locations.

Submit a CCITP Enrollment Request Form (Cont. 1)

Step 3: Select your **Country** from the dropdown list.

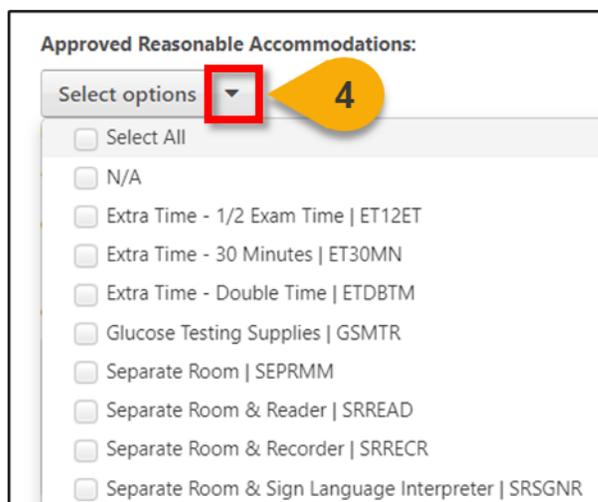


Country: *

Select

- ✓ Select
- United States
- Aruba
- Afghanistan
- Angola
- Anguilla
- Aland Islands

Step 4: Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be approved by the Program Management Office.



Approved Reasonable Accommodations:

Select options

- Select All
- N/A
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR

Step 5: At the bottom of this page, select the **CCITP Certification** you are requesting enrollment in.



5

Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) *

Submit a CCITP Enrollment Request Form (Cont. 2)

Step 6: Choose **Select a file** or use the drag and drop box to upload your **CCITP Eligibility Memorandum**.

Step 7: Once all form fields are complete, select **Submit For Approval**.

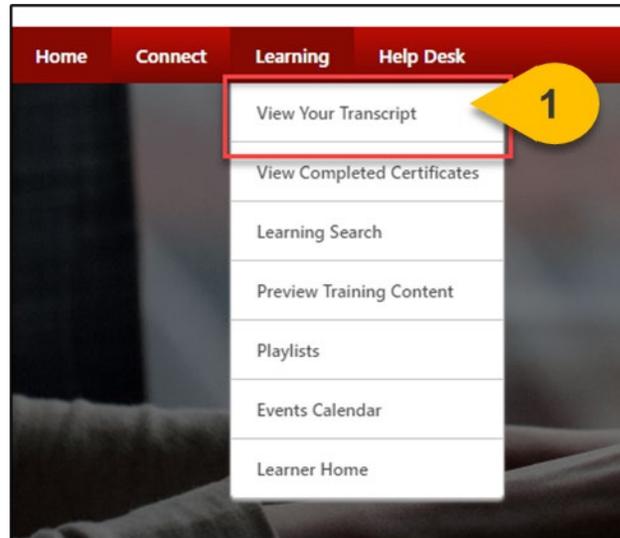
The screenshot shows a web form titled "CCITP Eligibility Memorandum". A red box highlights the file upload area, which contains a dashed border for dragging files and a "Select a file" button. A yellow callout bubble with the number "6" points to this area. Below the upload area, a smaller red box highlights the "Submit For Approval" button, with a yellow callout bubble containing the number "7" pointing to it. A note at the bottom of the upload area reads: "Upload your CCITP Eligibility Memorandum - PDF, JPG, or JPEG preferred."

Your request will be reviewed by the Program Management Office for Approval.

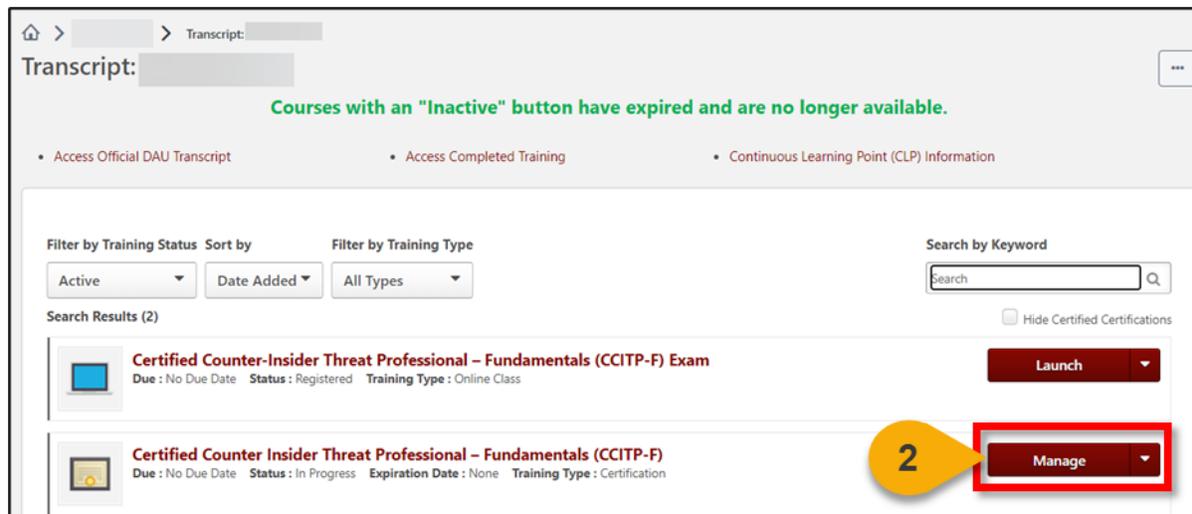
View & Manage Your CCITP Certification

When you want to view and complete CCITP Certification Requirements...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your **Active Tab**, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



View & Manage Your CCITP Certification (Cont. 1)

At the top of the page, your Certification details will appear. You may view the description, your status, and any due dates or expirations. The number of credits required to be Certified will appear here, as well as how many credits you currently have.

Step 3: In each section, select **Request**, **Launch**, or **Open** to view a requirement of the Certification. If a requirement is completed, you may also have the option to **Mark Complete**.

Certification Details Progress Report

Title: Certified Counter Insider Threat Professional – Fundamentals (CCITP-F)

Description: The CCITP-F measures and assesses whether an individual has the requisite knowledge and skills annotated in the CCITP-Essential Body of Knowledge to perform the tasks outlined in the CCITP-Essential Body of Work. The CCITP-F was designed with a target population of those personnel working directly in a C-InT program; however, because each program is unique with different needs and constraints, the CCITP-F is open to anyone who works within or is affiliated with a C-InT Program, as determined by each organization's Program Manager.

Family: CCITP Certifications
Category: Level 1

Current Status: In Progress
Current Period: Initial Period
Current Version: 3.0
Required Credits: 1.00
Earned Credits: 0.00

Due Date: None
Expiration Date: None

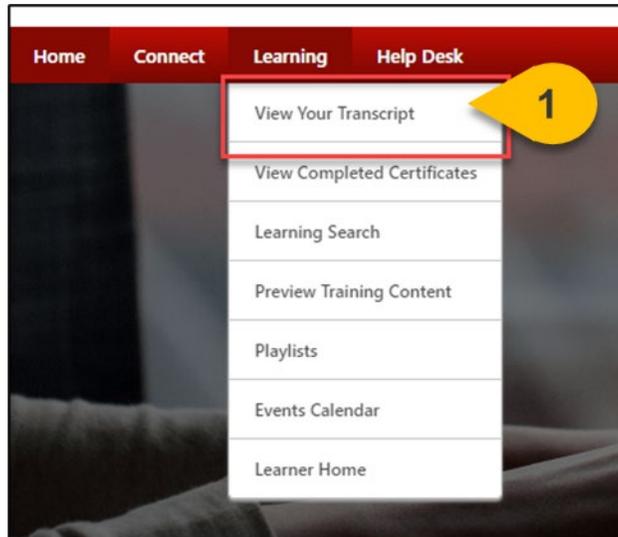
CERTIFICATION

| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
|---|--------------|---------|---------------|---------|----------|---------|
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Not Activated | Request | No | |
| SPED & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Pearson VUE Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter-Insider Threat Professional – Fundamentals (CCITP-F) Exam | Online Class | 1.00 | Registered | Launch | No | |
| Optional Section: Request Additional Exam Attempts (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) Pearson VUE Exam Re-Authorization Request Form | Material | 0.00 | Not Activated | Request | No | |

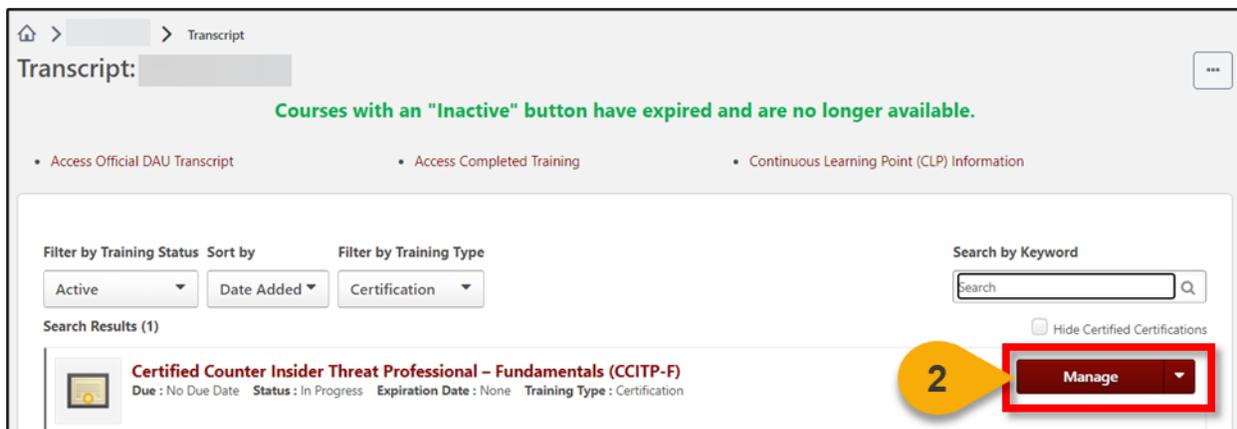
Launch Your CCITP Pearson VUE Exam

When you want to register for your CCITP Pearson VUE Exam...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. The Pearson VUE Exam may appear outside of the Certification on your active transcript as well. Select **Manage** next to your Certification to view all details and requirements.



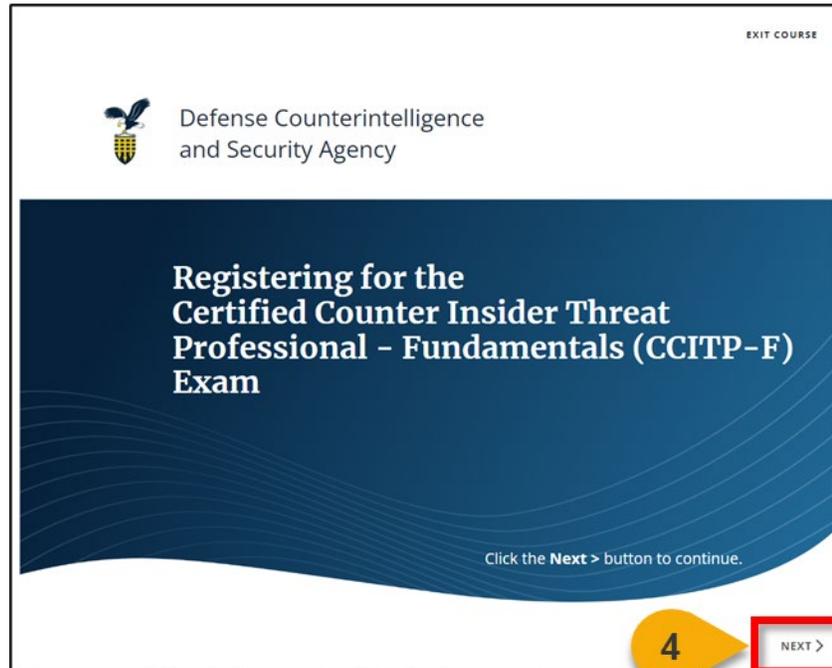
Launch Your CCITP Pearson VUE Exam (Cont. 1)

Step 3: In the Pearson VUE Exam section, you will find an Online Class with your Pearson VUE Exam title; select **Launch** next to this requirement.

| CERTIFICATION | | | | | | |
|--|--------------|---------|---------------|---------|----------|---|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Not Activated | Request | No | |
| SPeD & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Pearson VUE Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter-Insider Threat Professional - Fundamentals (CCITP-F) Exam | Online Class | 1.00 | Registered | Launch | |  |
| Optional Section: Request Additional Exam Attempts (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter-Insider Threat Professional - Fundamentals (CCITP-F) Pearson VUE Exam Re-Authorization Request Form | Material | 0.00 | Not Activated | Request | No | |

Please Note: If the Pearson VUE Exam does not appear on your transcript, please wait 24 hours from your enrollment in the Certification to allow the Exam Authorization to process.

Step 4: When the course launches, select **Next** on the first page.



EXIT COURSE

 Defense Counterintelligence and Security Agency

**Registering for the
Certified Counter Insider Threat
Professional - Fundamentals (CCITP-F)
Exam**

Click the **Next >** button to continue.

4 **NEXT >**

Launch Your Pearson VUE CCITP Exam (Cont. 2)

Step 5: Please **read all information listed** on the registration information page; within 24 hours, you will receive an email from Pearson VUE with scheduling information.

EXIT COURSE

 Defense Counterintelligence and Security Agency

You are now registered for the Certified Counter Insider Threat Professional - Fundamentals (CCITP-F) Exam! Here are the next steps:

1. You will receive a welcome email from Pearson VUE (pearsonvueconfirmation@pearson.com) within 24 hours with detailed instructions on how to schedule your exam. *You will not be able to register for the exam without the link provided from PearsonVUE.*
 - o If you do not receive a link, please check your junk mail.
 - o If you still cannot find your email from PearsonVUE, please contact the SP&D Program Management Office at dca.ncr.cdse.mbx.ccitp@mail.mil.
2. You will need to schedule your exam date and time using the links provided in the PearsonVUE welcome email. You will have 180 days to schedule your first exam date and time.
3. Upon closing this window, this Exam will automatically reflect a 'failed' status on your transcript. Your Exam score and status will update to reflect the correct Score and Status no more than a week after you have completed your exam and a score has been documented.

For information and guidance on the Exam process, please review DCSA's Exam Frequently Asked Questions (FAQs) at www.cdse.edu/Certification/About-SP&D-Certification/Frequently-Asked-Questions/.

You can now close this window or click **Exit Course**. You will not be able to return to this page.

< PREV

Step 6: When you have read all the information, select **Exit Course**; you will be redirected back to your transcript.

 Defense Counterintelligence and Security Agency

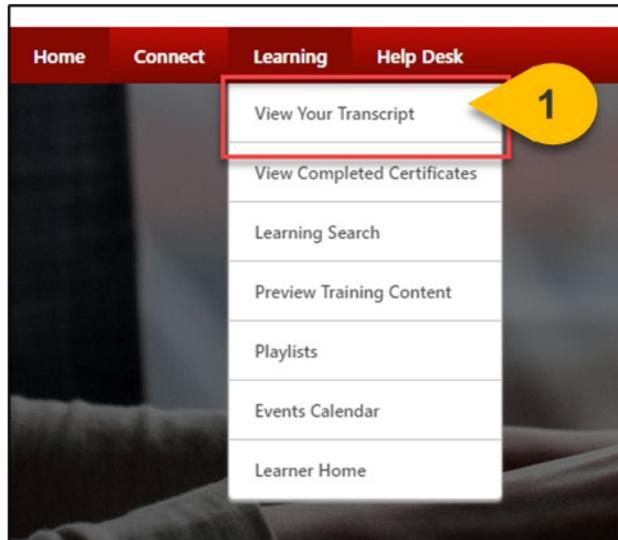
EXIT COURSE

The Pearson VUE requirement will show as **Failed** on your Transcript and within your Certification until you have completed your proctored exam.

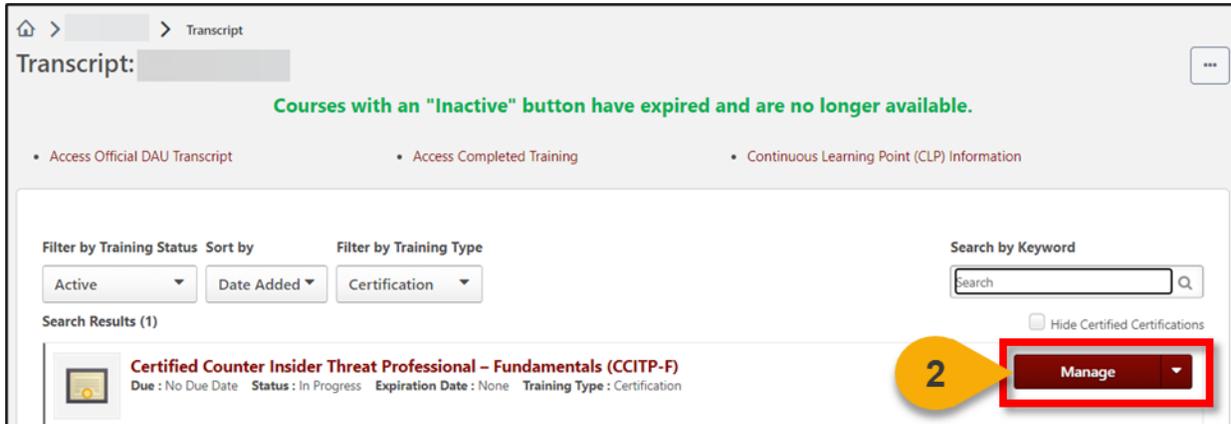
Submit a CCITP Pearson VUE Exam Re-Authorization Request

When you want to be approved for another CCITP Pearson VUE Exam attempt...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. The Pearson VUE Exam may appear outside of the Certification on your active transcript as well. Select **Manage** next to your Certification to view all details and requirements.



Submit a CCITP Pearson VUE Exam Re-Authorization Request (Cont. 1)

Step 3: Find the section titled **Optional Section: Request Additional Exam Attempts**. Select **Request** next to the Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) Pearson VUE Exam Re-Authorization Request Form.

| CERTIFICATION | | | | | | |
|--|--------------|---------|---------------|---------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Not Activated | Request | No | |
| SPeD & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Pearson VUE Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter-Insider Threat Professional – Fundamentals (CCITP-F) Exam | Online Class | 1.00 | Registered | Launch | No | |
| Optional Section: Request Additional Exam Attempts (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) Pearson VUE Exam Re-Authorization Request Form | Material | 0.00 | Not Activated | Request | No | |

Step 4: A new window will appear. Select **Request** again at the bottom of the window and wait for the page to reload.

 **Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) Pearson VUE Exam Re-Authorization Request Form**

CCITP Materials | Defense Counterintelligence and Security Agency (DCSA) | **0 Hours 0 Minutes**

Details

Description:

Price: \$0.00

Available Languages: English (US)

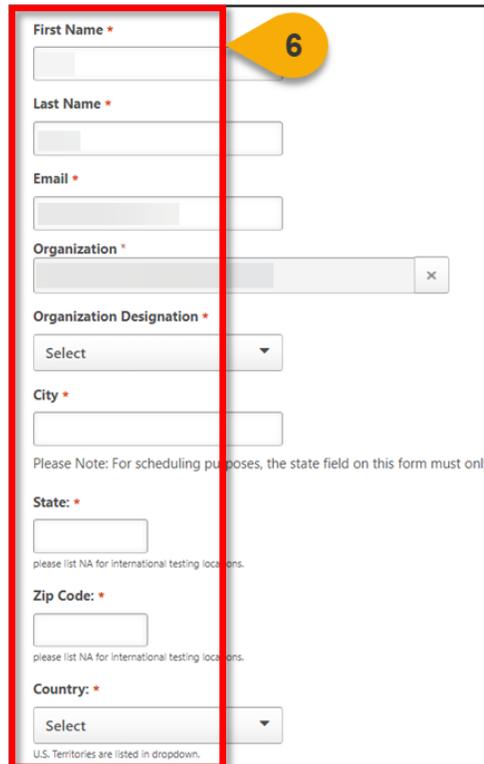
Request Close

Step 5: Select **Launch** next to the Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) Pearson VUE Exam Re-Authorization Request Form.

| CERTIFICATION | | | | | | |
|--|--------------|---------|---------------|---------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| DoD Professional Certification and Credentialing Handbook | Material | 0.00 | Not Activated | Request | No | |
| SPeD & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Pearson VUE Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter-Insider Threat Professional – Fundamentals (CCITP-F) Exam | Online Class | 1.00 | Registered | Launch | No | |
| Optional Section: Request Additional Exam Attempts (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) Pearson VUE Exam Re-Authorization Request Form | Material | 0.00 | Not Activated | Launch | No | |

Submit a CCITP Pearson VUE Exam Re-Authorization Request (Cont. 2)

Step 6: The form will load in a new window. Complete the Pearson VUE Exam Re-Authorization form by confirming that all **personal information** listed is correct.



The screenshot shows a form with the following fields: First Name, Last Name, Email, Organization, Organization Designation, City, State, Zip Code, and Country. A red box highlights the first six fields. A yellow callout bubble with the number 6 points to the First Name field.

First Name *

Last Name *

Email *

Organization *

Organization Designation *

City *

Please Note: For scheduling purposes, the state field on this form must only

State: *

please list NA for international testing locations.

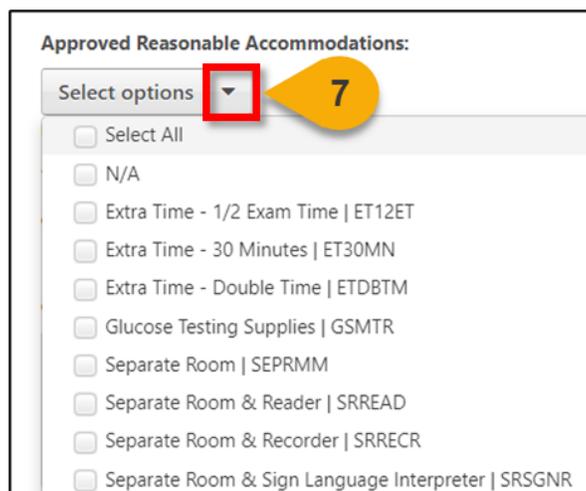
Zip Code: *

please list NA for international testing locations.

Country: *

U.S. Territories are listed in dropdown.

Step 7: Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be approved by the Program Management Office.



The screenshot shows a dropdown menu titled "Approved Reasonable Accommodations:". The dropdown arrow is highlighted with a red box. A yellow callout bubble with the number 7 points to the dropdown arrow.

Approved Reasonable Accommodations:

Select options ▼

- Select All
- N/A
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR

Submit a CCITP Pearson VUE Exam Re-Authorization Request (Cont. 3)

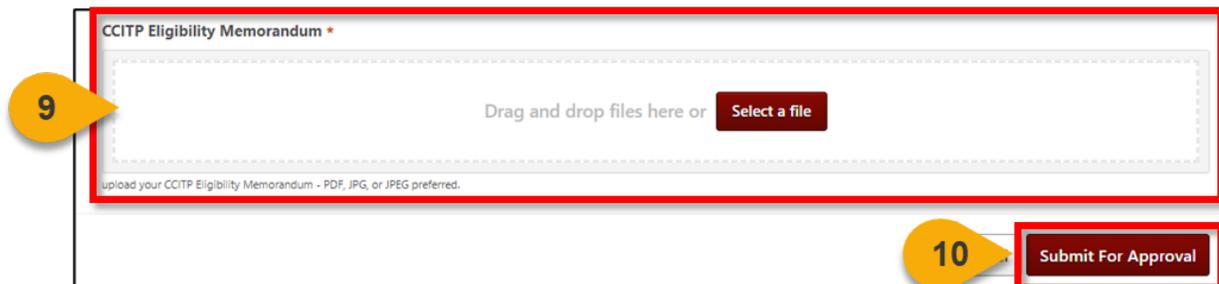
Step 8: Once you have confirmed all personal information is correct, select the **Pearson VUE Exam** you are pursuing by checking the box.



Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) *

Step 9: Choose **Select a file** or use the drag and drop box to upload your **CCITP Eligibility Memorandum**.

Step 10: Once all form fields are complete, select **Submit For Approval**.



CCITP Eligibility Memorandum *

Drag and drop files here or [Select a file](#)

upload your CCITP Eligibility Memorandum - PDF, JPG, or JPEG preferred.

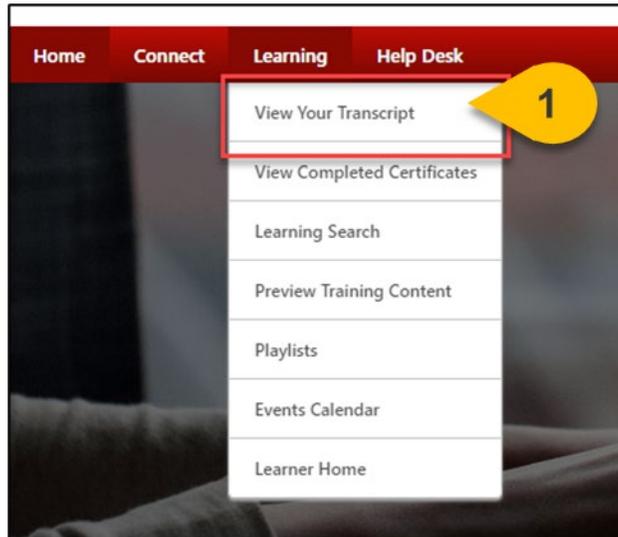
[Submit For Approval](#)

Submit a CCITP Professional Development Unit (PDU) Form

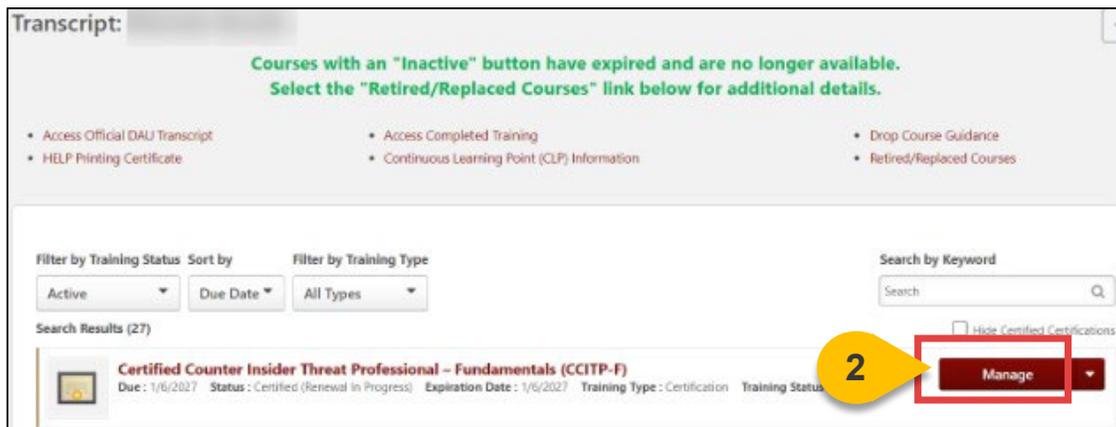
When you want to provide proof of your Renewal Period requirements...

Please Note: You must complete this process even if you earned your Renewal by earning another CCITP Certification or Credential.

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



Submit a CCITP Professional Development Unit (PDU) Form (Cont. 1)

Step 3: Within the Certification, you will find a new section titled Certification Renewal Package. Select **Request** next to the CCITP Certification Renewal Package (CRP) Curriculum.

If you have already completed this action in a previous Renewal Period, you may see the option to 'ReRequest' this Curriculum instead.

| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
|--|------------|---------|---------------|---------|----------|---------|
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| SPED & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | | |
| Certification Renewal Package (CRP) (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00) | | | | | | |
| CCITP Certification Renewal Package (CRP) | Curriculum | 1.00 | Not Activated | Request | | |
| Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |

Step 4: A new window will appear. Select **Launch** at the bottom of the window and wait for the page to reload.

| Title | Type | Price | Payment Term |
|--|------------------------|---------|--------------|
| Certification Maintenance Renewal Process (All are required) | | | |
| Professional Development Unit Category Fact Sheet | SPED Program Materials | \$ 0.00 | N/A |
| Professional Development Unit (PDU) Uploads (All are required) | | | |
| CCITP Professional Development Unit (PDU) Upload Form | CCITP Materials | \$ 0.00 | N/A |
| Certification Renewal Form (CRF) (All are required) | | | |
| CCITP Certification Renewal Form (CRF) | CCITP Materials | \$ 0.00 | N/A |

Submit a CCITP Professional Development Unit (PDU) Form (Cont. 2)

Step 5: The CCITP Certification Renewal Package (CRP) curriculum will load. Open the first section titled **Certification Maintenance Renewal Process** by selecting **View Details**.

CCITP Certification Renewal Package (CRP)

Options ▾

CCITP Certification or Credential holders must complete the requirements listed in this curriculum every two years to renew their certification, as well as any other Certification or Credential held.

| Section | Progress | Completed | Min Required | Total Items | Action |
|---|----------|-----------|--------------|-------------|--------------|
| Certification Maintenance Renewal Process | 0% | 0 | 1 | 1 | View Details |
| Professional Development Unit (PDU) Uploads | 0% | 0 | 1 | 1 | View Details |
| Certification Renewal Form (CRF) | 0% | 0 | 1 | 1 | View Details |

Step 6: Then, select **Launch** next to the Professional Development Unit Category Fact Sheet.

CCITP Certification Renewal Package (CRP)

Options ▾

SP&D and APC Certification Renewal Package (CRP)

| Section | Progress | Completed | Min Required | Total Items | Action |
|---|----------|-----------|--------------|-------------|--------|
| Certification Maintenance Renewal Process | 0% | 0 | 1 | 1 | |
| Professional Development Unit Category Fact Sheet | | | | | Launch |
| Certification Renewal Form (CRF) | | | | | |

Submit a CCITP Professional Development Unit (PDU) Form (Cont. 3)

Step 7: The content will load in the viewing screen. Once you have read about all Professional Development Unit activities, select **Mark Complete** to move to the next section.

CCITP Certification Renewal Package (CRP)

Options ▾

Certification Maintenance Renewal Process ⓘ
0% Completed : 0 Min Required : 1 Total Items : 1

Professional Development Unit Category Fact Sheet
Status : In Progress Due : No Due Date

Mark Complete 7

Step 8: Open the PDU Uploads section by selecting the **title**.

CCITP Certification Renewal Package (CRP)

Options ▾

34%
CURRICULUM PROGRESS

CCITP Certification Renewal Package (CRP)

- CERTIFICATION MAINTENANCE RENEWAL PROCESS
- PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS 8
- CERTIFICATION RENEWAL FORM (CRF)

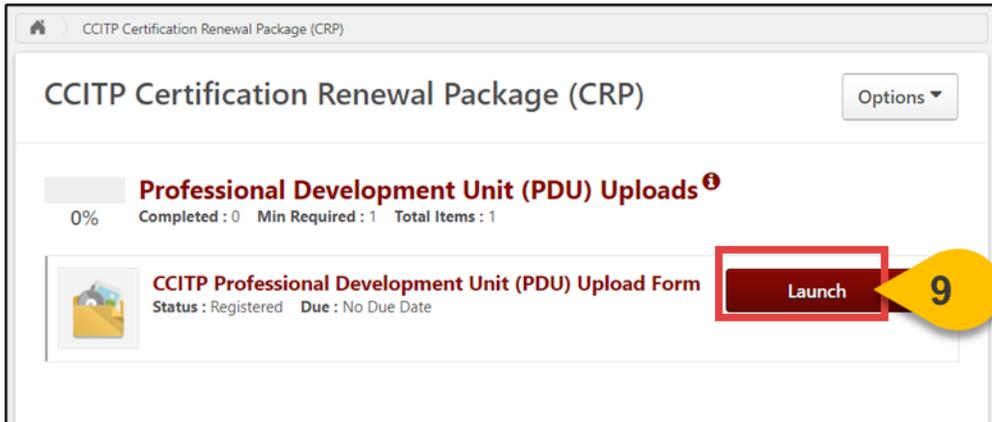
Certification Maintenance Renewal Process ⓘ
100% Completed : 1 Min Required : 1 Total Items : 1

Professional Development Unit Category Fact Sheet
Status : Completed Due : No Due Date

Launch ▾

Submit a CCITP Professional Development Unit (PDU) Form (Cont. 4)

Step 9: Select **Launch** to access the form.



CCITP Certification Renewal Package (CRP)

Options ▾

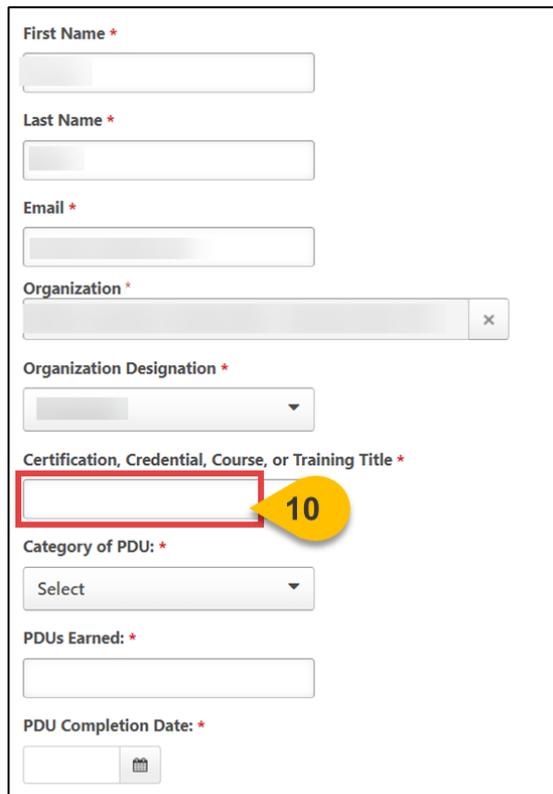
Professional Development Unit (PDU) Uploads ⓘ

0% Completed : 0 Min Required : 1 Total Items : 1

 **CCITP Professional Development Unit (PDU) Upload Form** **Launch**

Status : Registered Due : No Due Date

Step 10: When the form loads in a new window, ensure all personal information is correct. Then, type the **title of the Certification, Credential, Course, or Training** that awarded the PDUs in the first text box.



First Name *

Last Name *

Email *

Organization *

Organization Designation *

Certification, Credential, Course, or Training Title *

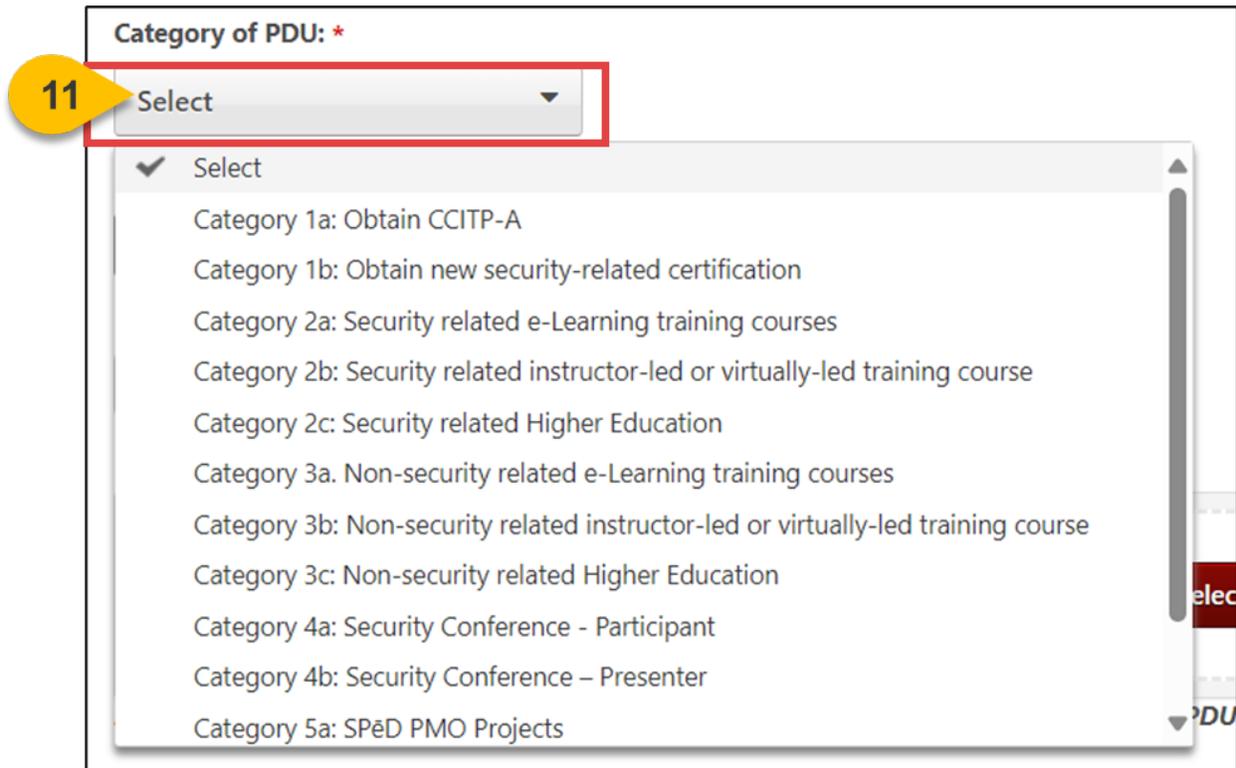
Category of PDU: *

PDU's Earned: *

PDU Completion Date: *

Submit a CCITP Professional Development Unit (PDU) Form (Cont. 5)

Step 11: Then, select the correct Category of PDU from the **dropdown list**.

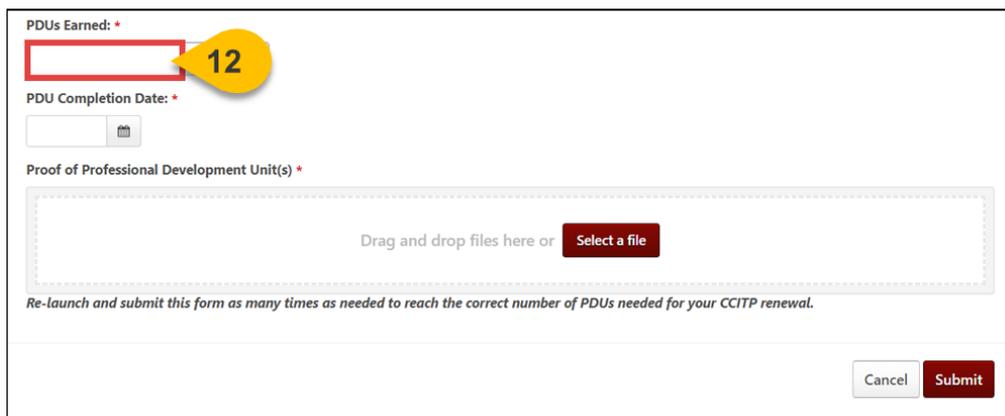


Category of PDU: *

Select

- ✓ Select
- Category 1a: Obtain CCITP-A
- Category 1b: Obtain new security-related certification
- Category 2a: Security related e-Learning training courses
- Category 2b: Security related instructor-led or virtually-led training course
- Category 2c: Security related Higher Education
- Category 3a: Non-security related e-Learning training courses
- Category 3b: Non-security related instructor-led or virtually-led training course
- Category 3c: Non-security related Higher Education
- Category 4a: Security Conference - Participant
- Category 4b: Security Conference – Presenter
- Category 5a: SP&D PMO Projects

Step 12: Enter the **number of PDUs** you received in the numerical text box.



PDU Earned: *

PDU Completion Date: *

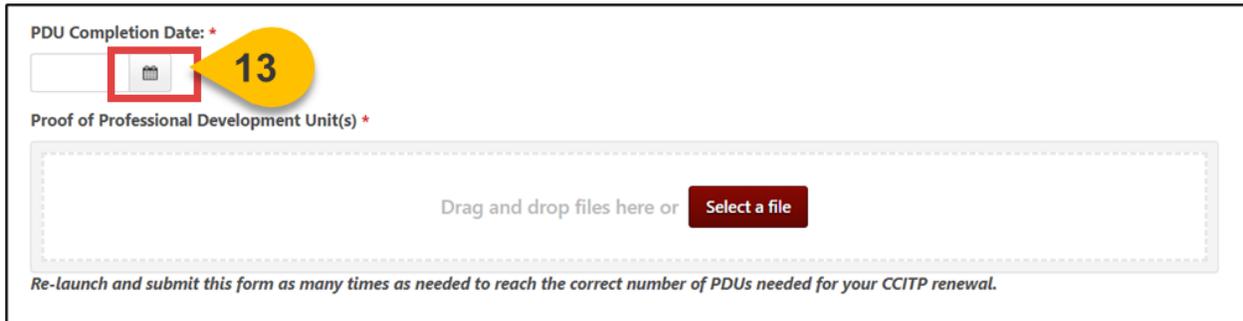
Proof of Professional Development Unit(s) *

Drag and drop files here or [Select a file](#)

Re-launch and submit this form as many times as needed to reach the correct number of PDUs needed for your CCITP renewal.

Submit a CCITP Professional Development Unit (PDU) Form (Cont. 6)

Step 13: Select the **PDU completion date** from the calendar or type the date into the date field.



PDU Completion Date: *

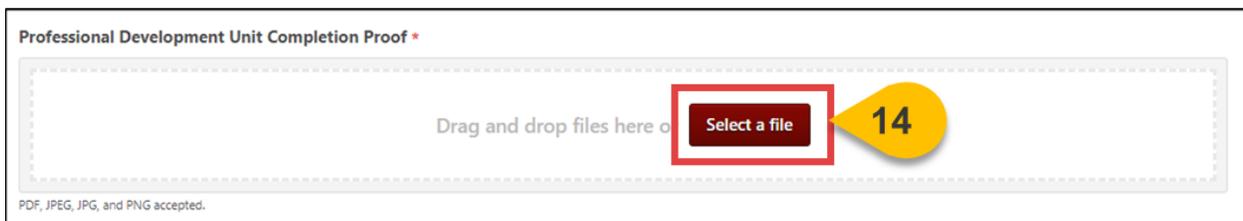
13

Proof of Professional Development Unit(s) *

Drag and drop files here or [Select a file](#)

Re-launch and submit this form as many times as needed to reach the correct number of PDUs needed for your CCITP renewal.

Step 14: Use the **drag and drop box** to upload a completion certificate or other documentation to this form as proof of your Professional Development Units (PDU).



Professional Development Unit Completion Proof *

Drag and drop files here or [Select a file](#)

14

PDF, JPEG, JPG, and PNG accepted.

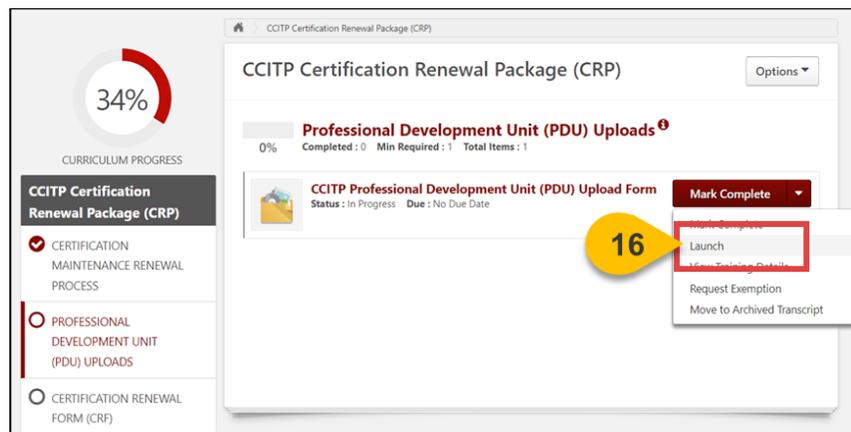
Step 15: Once all form fields are complete, select **Submit**.



Cancel [Submit](#)

15

Step 16: Repeat this process to provide proof of any additional Professional Development Units by navigating back to the Curriculum and selecting **Launch** from the dropdown menu as many times as needed.



CCITP Certification Renewal Package (CRP)

34% CURRICULUM PROGRESS

CCITP Certification Renewal Package (CRP)

- CERTIFICATION MAINTENANCE RENEWAL PROCESS
- PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS
- CERTIFICATION RENEWAL FORM (CRF)

CCITP Certification Renewal Package (CRP) Options

Professional Development Unit (PDU) Uploads 0% Completed: 0 Min Required: 1 Total Items: 1

CCITP Professional Development Unit (PDU) Upload Form Status: In Progress Due: No Due Date

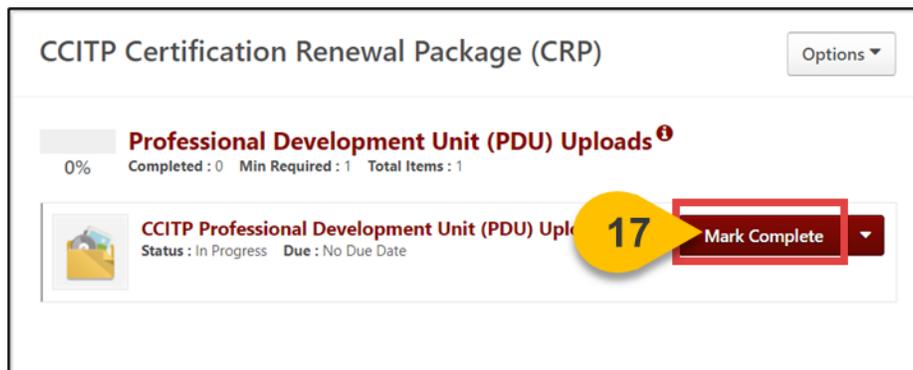
Mark Complete

- Launch
- Request Exemption
- Move to Archived Transcript

16

Submit a CCITP Professional Development Unit (PDU) Form (Cont. 7)

Step 17: Once you have uploaded proof of either 100 or 75 required PDUs, complete this requirement by selecting **Mark Complete** from the dropdown menu.



CCITP Certification Renewal Package (CRP) Options ▾

Professional Development Unit (PDU) Uploads ⓘ

0% Completed : 0 Min Required : 1 Total Items : 1

 **CCITP Professional Development Unit (PDU) Upload** **17** Mark Complete ▾

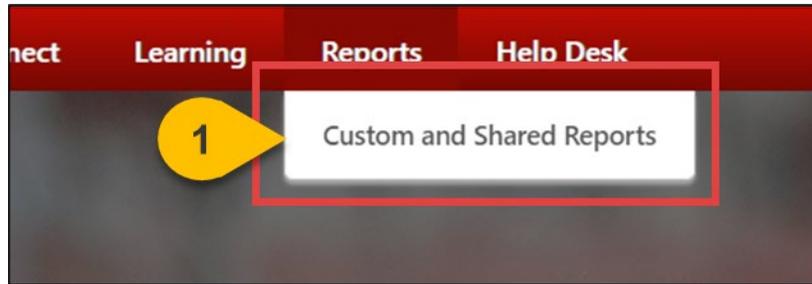
Status : In Progress Due : No Due Date

Please Note: Submitted forms cannot be edited further. If you have submitted incorrect information to this Professional Development Unit (PDU) form, please submit an additional form with the correct information.

View Your Submitted CCITP PDUs

When you want to see how many CCITP PDUs you've submitted...

Step 1: Hover over the **Reports** tab and select **Custom and Shared Reports**.



Step 2: On the Reports page, select **Shared with Me**.



Step 3: Locate the report titled **CCITP Professional Development Unit (PDU) Tracking Form** and select the **title**.



Please Note: You will not have access to this report if your Certification or Credential is expired. Follow the steps for Re-Enrolling in an Expired Certification or Credential to earn your Certified status back.

View Your Submitted CCITP PDUs (Cont. 1)

Step 4: A chart and report will load with all the PDU form information you have submitted. Use the **PDU Completion Date filter** to alter the results displayed by the desired timeframe.

CCITP Professional Development Unit Tracking Report

This report should be used to look at a specific candidate's CCITP Professional Development Hours. Use the date filters to determine which PDUs should be included in the report.

Report ID: 7187

Filters

AND

User First Name is equal to [default value]

AND

User Last Name is equal to [default value]

AND

Organization is one of [Select Org Units: 0 selected]

PDU Completion Date: (ID: 106) is on or after [default value]*

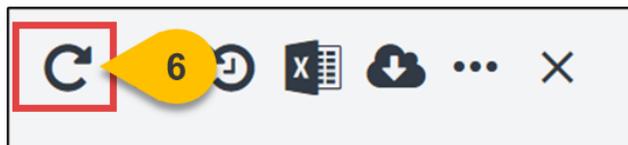
Step 5: If you have subordinates and can see their PDU uploads, enter your **First and Last Name** in the filters provided to remove their results.

AND

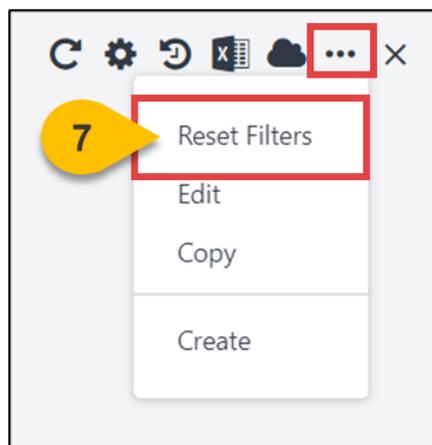
User Last Name is equal to Doe

User First Name is equal to John

Step 6: Then, select **Refresh** in the top right corner.



Step 7: The report results will update. If your data does not appear, select the **ellipsis icon** and select **Reset Filters** to refresh the page again.



View Your Submitted CCITP PDUs (Cont. 2)

Step 8: Select the **excel icon** to download this report your device.

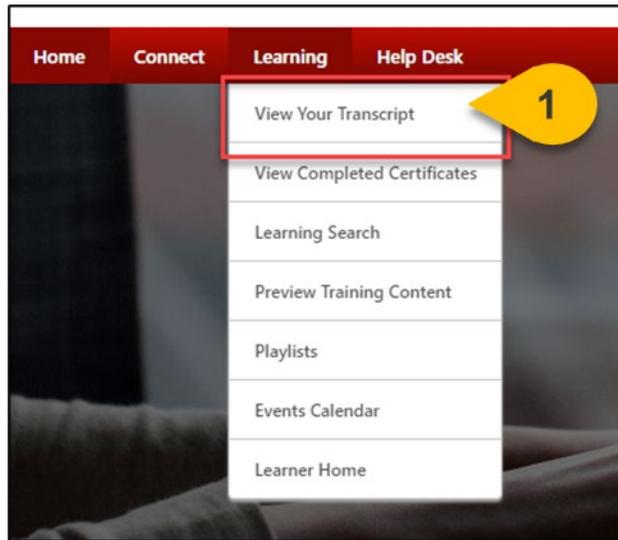


Submit a CCITP Certification Renewal Form

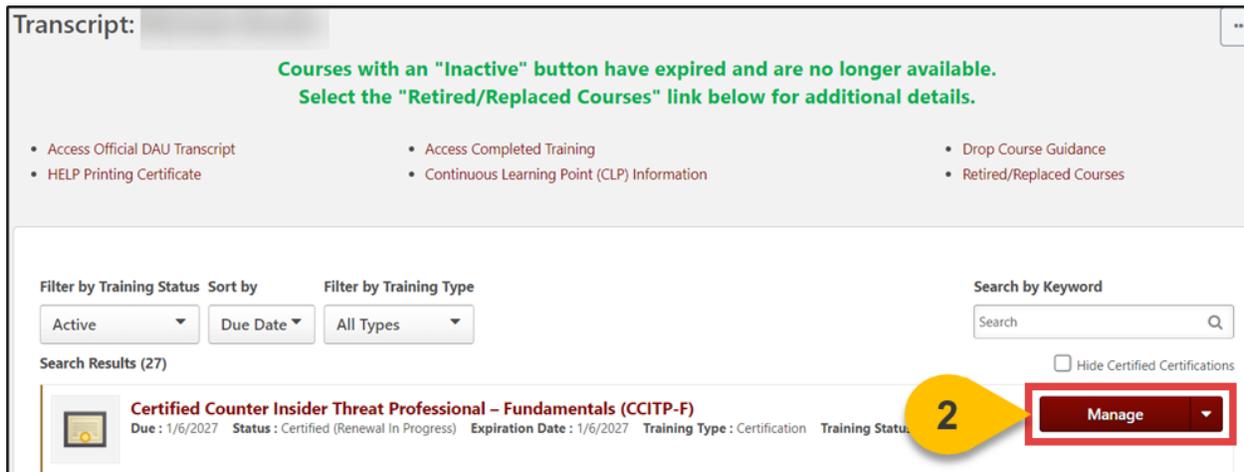
When you want to complete the Certification Renewal Package (CRP) for your Certifications or Credentials...

Please Note: You must complete this process even if you earned your Renewal by earning another CCITP Certification or Credential.

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.

A screenshot of a web application's 'Transcript' page. At the top, there is a green message: 'Courses with an "Inactive" button have expired and are no longer available. Select the "Retired/Replaced Courses" link below for additional details.' Below this, there are three columns of links: 'Access Official DAU Transcript', 'HELP Printing Certificate', 'Access Completed Training', 'Continuous Learning Point (CLP) Information', 'Drop Course Guidance', and 'Retired/Replaced Courses'. There are also filters for 'Filter by Training Status' (Active), 'Sort by' (Due Date), and 'Filter by Training Type' (All Types). A search bar is labeled 'Search by Keyword'. Below the filters, it says 'Search Results (27)'. A checkbox for 'Hide Certified Certifications' is present. The main content area shows a certification entry: 'Certified Counter Insider Threat Professional – Fundamentals (CCITP-F)'. The entry includes details: 'Due : 1/6/2027', 'Status : Certified (Renewal In Progress)', 'Expiration Date : 1/6/2027', and 'Training Type : Certification'. A red box highlights the 'Manage' button next to the certification entry, with a yellow callout bubble containing the number '2' pointing to it.

Submit a CCITP Certification Renewal Form (Cont. 1)

Step 3: Within the Certification, find the CCITP Certification Renewal Package Curriculum and select **Open Curriculum**.

| CERTIFICATION | | | | | | |
|--|------------|---------|---------------|-----------------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| SPeD & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Certification Renewal Package (CRP) (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00) | | | | | | |
| CCITP Certification Renewal Package (CRP) | Curriculum | 1.00 | In Progress | Open Curriculum | | |
| Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |

Step 4: When the Curriculum loads, ensure both the Certification Maintenance Renewal Process section and the PDU Uploads sections are Marked Complete. Then, open the **Certification Renewal Form** section by selecting the **title**.

67%
CURRICULUM PROGRESS

CCITP Certification Renewal Package (CRP)

- CERTIFICATION MAINTENANCE RENEWAL PROCESS
- PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS
- CERTIFICATION RENEWAL FORM (CRF)

CCITP Certification Renewal Package (CRP)

Professional Development Unit (PDU) Uploads¹
100% Completed : 1 Min Required : 1 Total Items : 1

CCITP Professional Development Unit (PDU) Upload Form
Status : Completed Due : No Due Date

Launch

Step 5: Select **Launch** next to the Certification Renewal Form (CRF) to complete the final steps in the renewal process.

CCITP Certification Renewal Package (CRP)

Certification Renewal Form (CRF)¹
0% Completed : 0 Min Required : 1 Total Items : 1

CCITP Certification Renewal Form (CRF)
Status : Registered Due : No Due Date

Launch

Submit a CCITP Certification Renewal Form (Cont. 2)

Step 6: When the form loads, ensure all personal information is correct. Then, read the instructions and select the **Professional Development Unit Tracking Report** link to view your PDUs.

First Name *

Last Name *

Email *

Organization *

Organization Designation *

Certification Maintenance Standards:

Certification expiration dates are based on the most recently earned certification and date of the latest Certification Renewal Package (CRP) submission and approval.

- Upon conferral of a CCITP-A Certification, you will be required to submit a CRP package to renew your CCITP-F
- Upon submission and approval of CRPs, the new expiration date will align across all held certifications and credentials and will expire two years from that date.

At least 100 PDUs are required for renewal of both CCITP Certifications.

- At least 50 of the PDUs for each Certification of Credential must be security-related. The remaining PDUs do not have to be aligned with security; however, they must satisfy one or more of the professional development categories identified on the PDU Upload form.

Prior to submitting this form, you must download your [CCITP Professional Development Unit \(PDU\) Tracking Report](#) and copy here.

Please Note: This Report will not be available to you if your Certification has expired. Please follow the steps for re-enrolling in your Certification instead.

Step 7: When the report loads in a new tab, use the **PDU Completion Date filter** to alter the results displayed by the desired timeframe. PDUs submitted over two years ago should not be included in your report results.

CCITP Professional Development Unit Tracking Report

This report should be used to look at a specific candidate's CCITP Professional Development Hours. Use the date filters to determine which PDUs should be included in the report.

Report ID: 7187

▼ Filters

AND

AND

User First Name is equal to [default value]

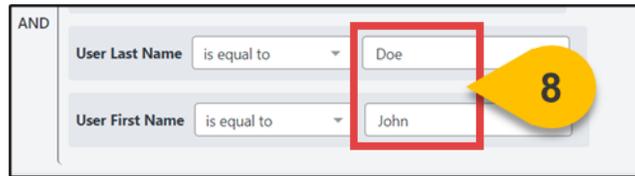
User Last Name is equal to [default value]

Organization is one of [Select Org Units 0 selected]

PDU Completion Date: (ID: 106) is on or after [default value]

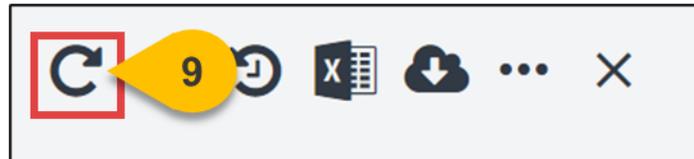
Submit a CCITP Certification Renewal Form (Cont. 3)

Step 8: If you have subordinates and can see their PDU uploads, enter **your First and Last Name** in the filters provided to remove their results.



A screenshot of a filter interface. It shows two filter rows under the heading "AND". The first row is "User Last Name is equal to" with a dropdown menu and an input field containing "Doe". The second row is "User First Name is equal to" with a dropdown menu and an input field containing "John". A red rectangular box highlights both input fields. A yellow callout bubble with the number "8" points to the right side of the filter area.

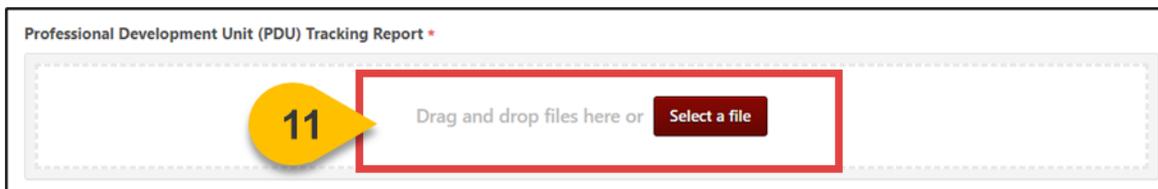
Step 9 Then, select the **Refresh icon** in the top right corner.



Step 10: The report results will update. Select **the excel icon** to download this report your device.



Step 11: Navigate back to the Certification Renewal Form (CRF) tab and **upload this excel file** to the form by using the drag and drop feature, or by searching your device. If incorrect information is included on your file, please delete the incorrect PDU information prior to uploading.



A screenshot of a file upload area. At the top, it says "Professional Development Unit (PDU) Tracking Report *". Below this is a dashed-line box containing the text "Drag and drop files here or" followed by a red button labeled "Select a file". A yellow callout bubble with the number "11" points to the "Select a file" button. A red rectangular box highlights the "Select a file" button.

Submit a CCITP Certification Renewal Form (Cont. 4)

Step 12: Select **all Certifications** that you currently hold from the list of options. Submission of this form will count for all Certifications or Credentials held.

12

Select the CCITP Certifications that you currently hold: *

- Certified Counter Insider Threat Professional – Fundamentals (CCITP-F)
- Certified Counter Insider Threat Professional – Analysis (CCITP-A)

This screenshot shows a form section titled "Select the CCITP Certifications that you currently hold: *". There are two radio button options: "Certified Counter Insider Threat Professional – Fundamentals (CCITP-F)" and "Certified Counter Insider Threat Professional – Analysis (CCITP-A)". A red box highlights both radio buttons, and a yellow callout bubble with the number "12" points to the first option.

Step 13: Select **Yes** to verify that at least 50 of the PDUs you've received during this renewal period are from security-related Certifications, Trainings, Courses, or Projects.

13

I verify that at least 50 of the PDUs uploaded during this renewal period are from security-related Certifications, Trainings, Courses, or Projects. *

Yes

If you are not able to verify the above statement, please exit this form and continue to upload the appropriate document(s) to the PDU upload form.

This screenshot shows a verification statement: "I verify that at least 50 of the PDUs uploaded during this renewal period are from security-related Certifications, Trainings, Courses, or Projects. *". Below the statement is a radio button labeled "Yes". A red box highlights the "Yes" radio button, and a yellow callout bubble with the number "13" points to it. Below the radio button is a smaller line of italicized text: "If you are not able to verify the above statement, please exit this form and continue to upload the appropriate document(s) to the PDU upload form."

Step 14: Choose today's date from the **Certification Renewal Completion Date selector**.

14

Certification Renewal Completion Date: *

October 2023

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

This screenshot shows a date selector titled "Certification Renewal Completion Date: *". A calendar for "October 2023" is displayed. The date "1" (Monday, October 1st) is highlighted in red. A red box highlights the date selector input field, and a yellow callout bubble with the number "14" points to it.

Step 15: Select **Submit** at the bottom of the form.

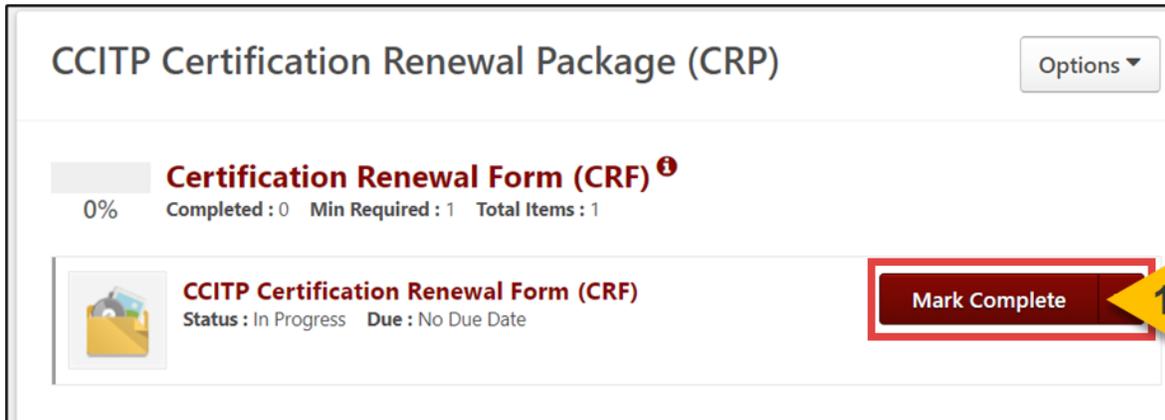
15

Cancel Submit

This screenshot shows two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red box, and a yellow callout bubble with the number "15" points to it.

Submit a CCITP Certification Renewal Form (Cont. 5)

Step 16: Then, navigate back to the CCITP Certification Renewal Package (CRP) Curriculum tab and select **Mark Complete** next to the Certification Renewal Period form.



The screenshot displays the 'CCITP Certification Renewal Package (CRP)' interface. At the top, there is a title 'CCITP Certification Renewal Package (CRP)' and an 'Options' dropdown menu. Below the title, a progress bar shows '0%' completion. The main section is titled 'Certification Renewal Form (CRF)' with an information icon. It lists 'Completed : 0', 'Min Required : 1', and 'Total Items : 1'. A list item for 'CCITP Certification Renewal Form (CRF)' is shown with a status of 'In Progress' and 'Due : No Due Date'. A red box highlights the 'Mark Complete' button, and a yellow callout bubble with the number '16' points to it.

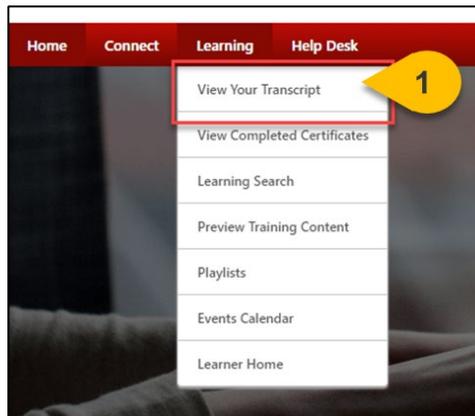
Please Note: When you Mark the Certification Renewal Form Curriculum complete, you will trigger a 100% Completion Request for your Renewal Period. Your PDUs will be available for audit by the Program Management Office, and you will be notified when your Certification has been approved and renewed for another 2-year period.

Submit an Additional CCITP Completion Request

When you want to resubmit your CCITP CRP after your request was denied by the PMO...

All Certification Renewal Packages (CRPs) may be audited by the Program Management Office and denied. If your CRP is denied, you will see the status reflected on your transcript.

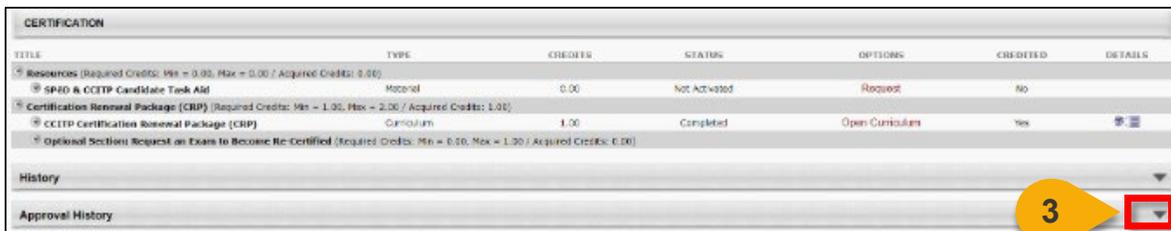
Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: Your Certification Status will reflect that the PMO denied your Completion Request. Select the **Title of your Certification** to view additional details.



Step 3: When the Certification Details load, select the **arrow** to view any Denial comments added by the PMO.



| CERTIFICATION | | | | | | |
|--|------------|---------|---------------|-----------------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| SPAD & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Certification Renewal Package (CRP) (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 1.00) | | | | | | |
| CCITP Certification Renewal Package (CRP) | Curriculum | 1.00 | Completed | Open Curriculum | Yes | |
| Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| History | | | | | | |
| Approval History | | | | | | |

A screenshot of a certification details table. The table has columns for Title, Type, Credits, Status, Options, Credited, and Details. The 'Approval History' section is expanded, and a red box highlights a dropdown arrow in the bottom right corner of the table. A yellow callout bubble with the number '3' points to this arrow.

Submit an Additional CCITP Completion Request (Cont. 1)

Although the items within the Material may reflect a Completed status, your Certification was denied. This means you must resubmit the Certification Renewal Package (CRP). Follow the steps in the [View Your Submitted CCITP Forms Task Aid](#) to review your submitted forms. If there are no forms, with the CCITP Certification Renewal Package folder, you have marked your requirements complete incorrectly.

Step 4: To submit a new CRP, select **Relaunch** or **Open Curriculum** next to the completed CCITP Certification Renewal Package.

| CERTIFICATION | | | | | | |
|--|------------|---------|---------------|-----------------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| SPeD & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Certification Renewal Package (CRP) (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 1.00) | | | | | | |
| CCITP Certification Renewal Package (CRP) | Curriculum | 1.00 | Completed | Open Curriculum | Yes | |
| Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| History | | | | | | |
| Approval History | | | | | | |

Step 5: The Curriculum will load in a new window. **Re-Launch** the Certification Renewal Form (CRF) and follow steps 6-16 in the [Submit a CCITP Certification Renewal Form](#) Task Aid to submit an additional completion request.

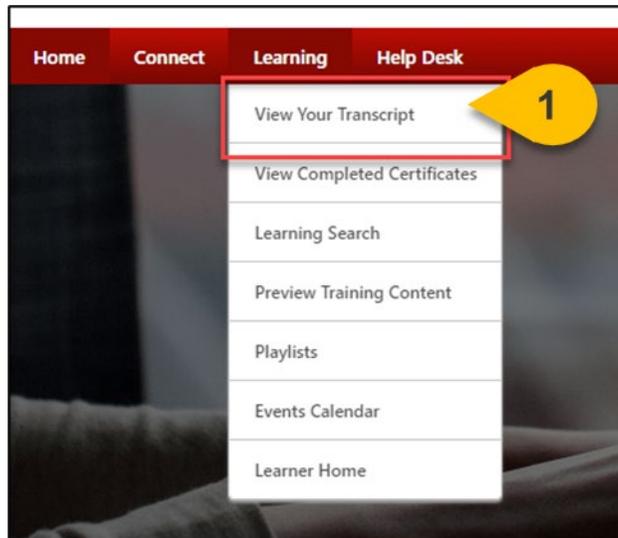
The screenshot shows the 'CCITP Certification Renewal Package (CRP)' interface. On the left, a circular progress indicator shows '100%' under 'CURRICULUM PROGRESS'. Below this, a sidebar lists 'CCITP Certification Renewal Package (CRP)' with three items: 'CERTIFICATION MAINTENANCE RENEWAL PROCESS', 'PROFESSIONAL DEVELOPMENT UNIT (PDU) UPLOADS', and 'CERTIFICATION RENEWAL FORM (CRF)'. The main content area displays 'Expired training is not included in section or curriculum progress percentage calculations' and '100% Certification Renewal Form (CRF)'. Below this, a card for 'CCITP Certification Renewal Form (CRF)' shows 'Status: Completed' and 'Due: No Due Date'. A yellow callout bubble with the number '5' points to a 'Launch' button with a dropdown arrow, which is highlighted with a red box.

Your additional Completion Request will be reviewed by the Program Management Office again for accuracy and approved or denied.

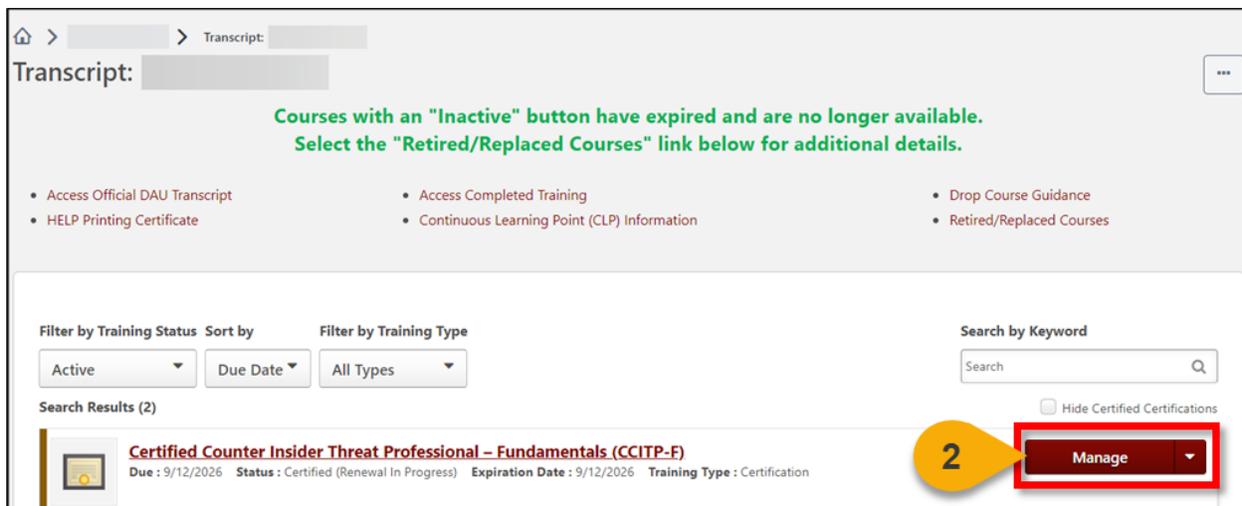
Submit a CCITP Re-Enrollment Request Form

When you want to re-enroll in an expired CCITP Certification...

Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



Submit a CCITP Re-Enrollment Request Form (Cont. 1)

Step 3: Within the Certification Renewal Package (CRP) section, open the subsection titled **Optional Section: Request an Exam to Become Re-Certified** by selecting the **down arrow**.

| CERTIFICATION | | |
|--|------------|---------|
| TITLE | TYPE | CREDITS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | |
| SPeD & CCITP Candidate Task Aid | Material | 0.00 |
| Certification Renewal Package (CRP) (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 1.00) | | |
| CCITP Certification Renewal Package (CRP) | Curriculum | 1.00 |
| Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | |

Step 4: Select **Request** under the Options column for the Certified Counter Insider Threat Professional-Fundamentals (CCITP-F) Re-Enrollment Request Form.

| | | | |
|--|----------|------|-------------|
| Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | |
| Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) Re-Enrollment Request Form | Material | 0.00 | In Progress |

Step 5: A new window will appear. Select **Request** again at the bottom of the window and wait for the page to reload.

CCITP Materials | Defense Counterintelligence and Security Agency (DCSA) | 0 Hours 0 Minutes

Details

Description:

Price: \$0.00

Available Languages: English (US)

Request Close

Step 6: Once the Material is requested, select **Launch**.

| | | | |
|--|----------|------|-------------|
| Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | |
| Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) Re-Enrollment Request Form | Material | 0.00 | In Progress |

Submit a CCITP Re-Enrollment Request Form (Cont. 2)

Step 7: The form will load in a new window. Complete the Re-Enrollment Form by confirming that all **personal information** listed is correct.

CCITP-F: Re-Enrollment Form

All fields marked with an asterisk are required.

Only CCITP participants currently in an expired status should submit this form.

Instructions: confirm the User Record information below or make any required changes. Please submit this form to request re-enrollment in the selected CCITP Certification.

Upon submission, your eligibility to re-enroll in the selected CCITP Certification will be confirmed by the SP&D Program Management Office (PMO). The PMO will either approve, deny, or deny and return the form.

- **Approve:** You are approved to enroll in the selected CCITP Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested CCITP Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected CCITP Certification but may edit this form per the PMO comments and resubmit.

First Name *

Last Name *

Email *

Organization *

Organization Designation *

City *

Please Note: For scheduling purposes, the state field on this form must only contain **two characters**. Please use DC if you reside in Washington, D.C.

State: *

please list N/A for international testing locations.

Zip Code: *

please list N/A for international testing locations.

Country: *



Submit a CCITP Re-Enrollment Request Form (Cont. 3)

Step 8: Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be approved by the Program Management Office.

Approved Reasonable Accommodations:

Select options ▼

- Select All
- N/A
- Extra Time - 1/2 Exam Time | ET12ET
- Extra Time - 30 Minutes | ET30MN
- Extra Time - Double Time | ETDBTM
- Glucose Testing Supplies | GSMTR
- Separate Room | SEPRMM
- Separate Room & Reader | SRREAD
- Separate Room & Recorder | SRRECR
- Separate Room & Sign Language Interpreter | SRSGNR

Step 9: Select the **checkbox** to confirm you are requesting re-enrollment in the correct CCITP Certification.

Please select the checkbox below to confirm you are requesting re-enrollment in the CCITP-F:

Certified Counter Insider Threat Professional – Fundamentals (CCITP-F) *

Step 10: Choose **Select a file** or use the drag and drop box to upload your **CCITP Eligibility Memorandum**. Select the **CCITP Certification** that you would like to re-enroll in.

Step 11: Once all form fields are complete, select **Submit For Approval**.

CCITP Eligibility Memorandum *

Drag and drop files here or [Select a file](#)

upload your CCITP Eligibility Memorandum - PDF, JPG, or JPEG preferred.

[Submit For Approval](#)

Submit a CCITP Re-Enrollment Request Form (Cont. 4)

Please Note: You may mark this item complete within the Certification Renewal Package (CRP) section of your Certification or you may re-launch the form to complete it as many times as needed. Marking this form complete will have no impact on your Certification.

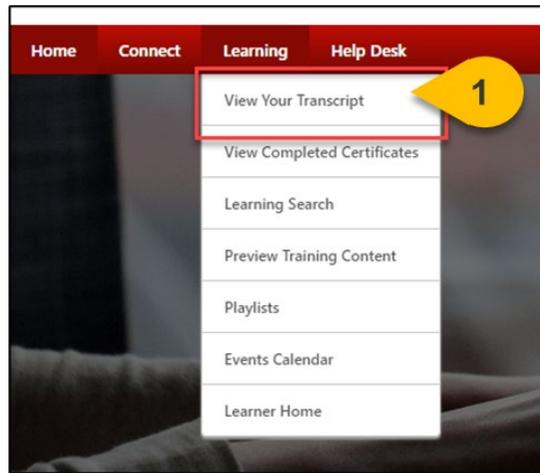
| CERTIFICATION | | | | | | |
|--|------------|---------|---------------|------------------------|----------|---------|
| TITLE | TYPE | CREDITS | STATUS | OPTIONS | CREDITED | DETAILS |
| Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00) | | | | | | |
| SPeD & CCITP Candidate Task Aid | Material | 0.00 | Not Activated | Request | No | |
| Certification Renewal Package (CRP) (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 1.00) | | | | | | |
| CCITP Certification Renewal Package (CRP) | Curriculum | 1.00 | Completed | Open Curriculum | Yes | |
| Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 0.00, Max = 1.00 / Acquired Credits: 0.00) | | | | | | |
| Certified Counter Insider Threat Professional - Fundamentals (CCITP-F) Re-Enrollment Request Form | Material | 0.00 | In Progress | Mark Complete Launch | No | |

This form will be routed to the Program Management Office for review and approval. You will be notified via email if a Renewal Period Pearson VUE Exam Registration has been added to your transcript.

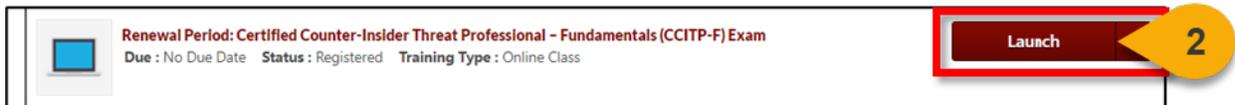
Launch a CCITP Renewal Period Pearson VUE Exam

When you've been assigned a new exam attempt because your CCITP Certification expired...

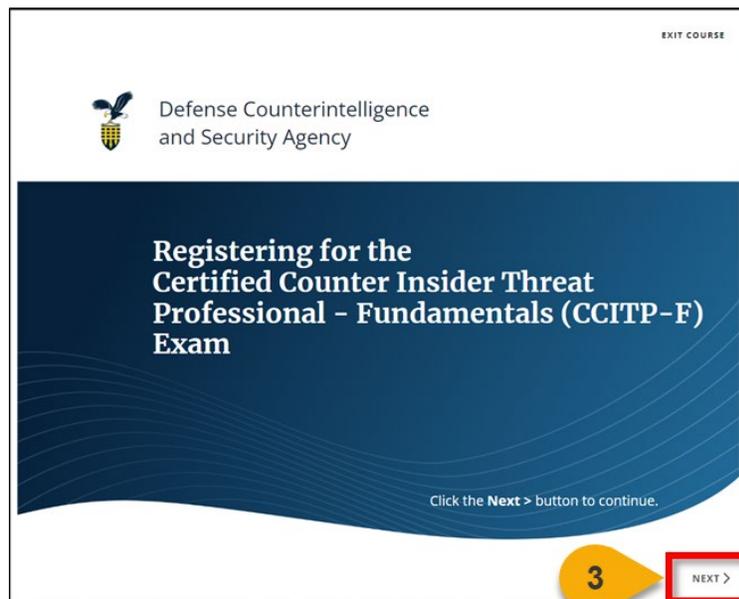
Step 1: Hover over the **Learning Tab** and select **View Your Transcript**.



Step 2: On your **Active Tab**, a Renewal Period Exam will appear in a Registered status. Select **Launch**.



Step 3: When the course launches, select **Next** on the first page.



Launch a CCITP Renewal Period Pearson VUE Exam (Cont. 1)

Step 4: Please **read all information listed** on the registration information page; within 24 hours, you will receive an email from Pearson VUE with scheduling information.

EXIT COURSE

Defense Counterintelligence and Security Agency

You are now registered for the Certified Counter Insider Threat Professional - Fundamentals (CCITP-F) Exam! Here are the next steps:

1. You will receive a welcome email from Pearson VUE (pearsonvueconfirmation@pearson.com) within 24 hours with detailed instructions on how to schedule your exam. *You will not be able to register for the exam without the link provided from PearsonVUE.*
 - o If you do not receive a link, please check your junk mail.
 - o If you still cannot find your email from PearsonVUE, please contact the SP&D Program Management Office at dca.ncr.cdse.mbx.ccitp@mail.mil.
2. You will need to schedule your exam date and time using the links provided in the PearsonVUE welcome email. You will have 180 days to schedule your first exam date and time.
3. Upon closing this window, this Exam will automatically reflect a 'failed' status on your transcript. Your Exam score and status will update to reflect the correct Score and Status no more than a week after you have completed your exam and a score has been documented.

For information and guidance on the Exam process, please review DCSA's Exam Frequently Asked Questions (FAQs) at www.cdse.edu/Certification/About-SP&D-Certification/Frequently-Asked-Questions/.

You can now close this window or click **Exit Course**. You will not be able to return to this page.

< PREV

Step 5: When you have read all the information, select **Exit Course**; you will be redirected back to your transcript.

5

EXIT COURSE

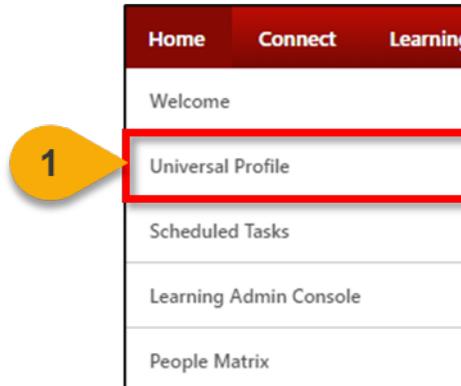
Defense Counterintelligence and Security Agency

The Pearson VUE requirement will show as **Failed** on your Transcript and within your Certification until you have completed your proctored exam. Once you have passed your Renewal Period Exam, your Certification will be submitted for Completion Approval to the Program Management Office.

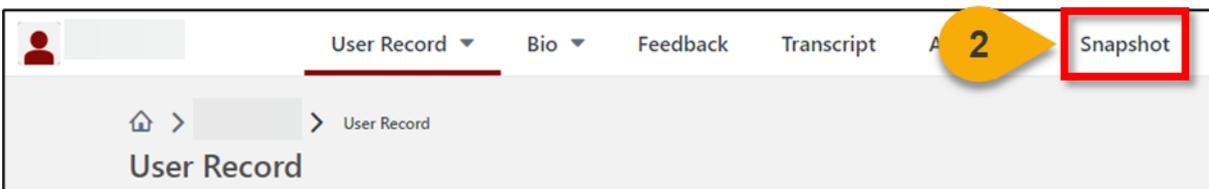
View Your Submitted CCITP Forms

When you want to view all of your submitted CCITP forms...

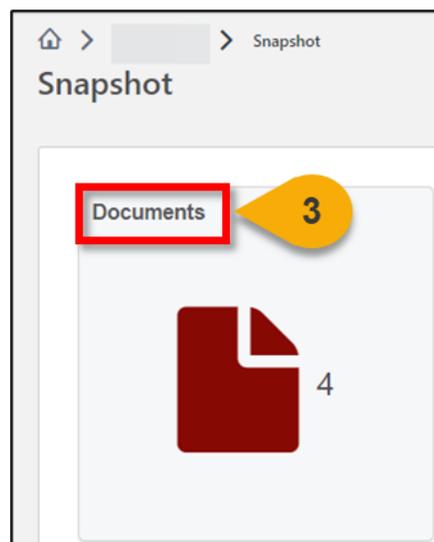
Step 1: Hover over the **Home tab** and select **Universal Profile**.



Step 2: Select **Snapshot** from the menu bar at the top of the Universal Profile.



Step 3: On the Snapshot page, select the **Documents** widget.



View Your Submitted CCITP Forms (Cont. 1)

Step 4: Select the **correct folder** for the form you wish to view.



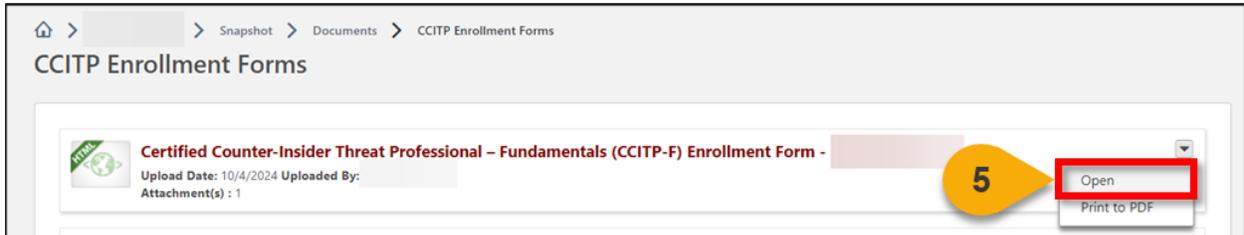
Snapshot Documents Folder CCITP Contents:

- A. **CCITP Certification Renewal Forms (CRF):** this folder contains all CCITP Certification Renewal Package submissions from the Certification Renewal Period.
- B. **CCITP Exam Re-Authorization Requests:** this folder contains any Pearson VUE CCITP Exam Re-Authorization forms that have been submitted during the Initial Certification Period.
- C. **CCITP Re-Enrollment Requests:** this folder contains any CCITP Re-enrollment requests that have been submitted after a Certification expired.
- D. **CCITP Enrollment Forms:** this folder contains any CCITP Enrollment Request forms submitted by you.
- E. **CCITP Professional Development Unit Uploads:** this folder contains any CCITP PDU form uploads submitted by you.

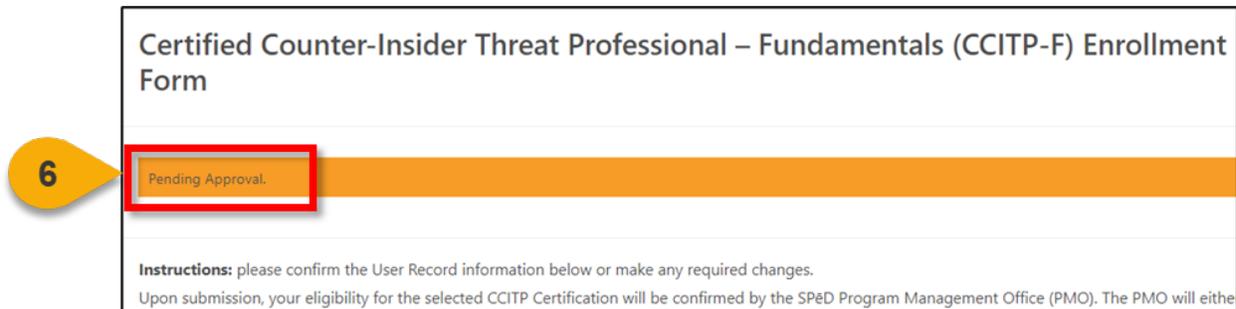
Please Note: These folders are only available once you have been approved to enroll in at least one CCITP Certification.

View Your Submitted CCITP Forms (Cont. 2)

Step 5: Once a folder is selected, you will see a list of submitted forms. Select **Open** from the dropdown arrow to view the form contents. You may also choose to download a PDF version of the form.



Step 6: At the top of each form, you will be able to see the form's **approval status** and any comments submitted by an approver.



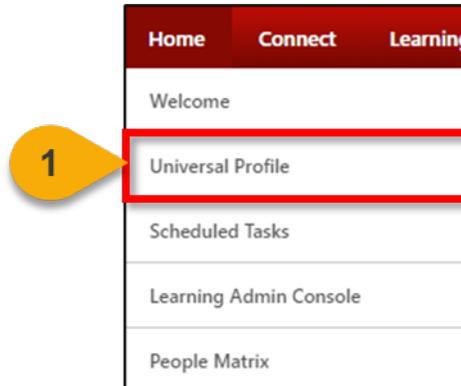
Step 7: Once you have read all information, select **Done** at the bottom of the page to return to the folder.



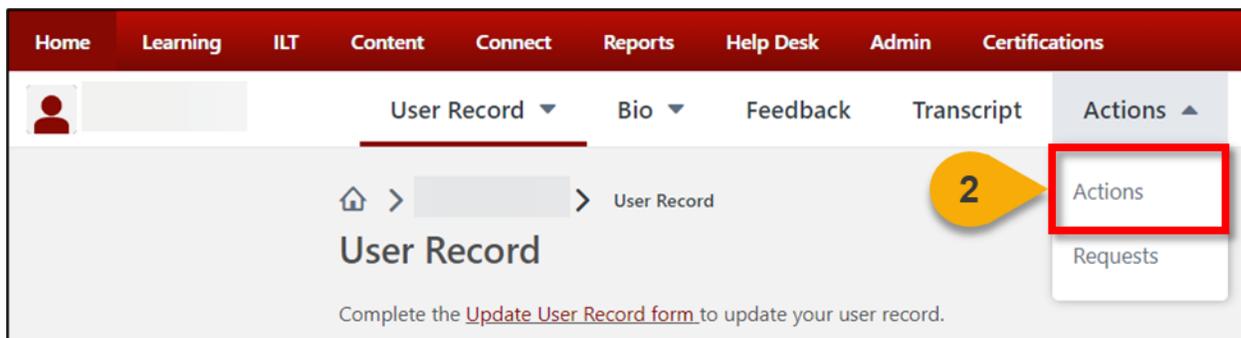
Re-Submit a Returned CCITP Form

When you want to view and resubmit a returned CCITP form for approval...

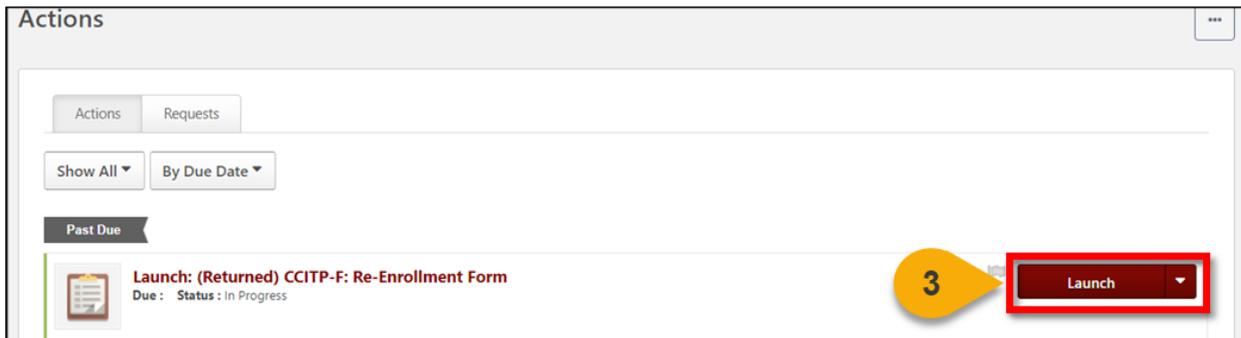
Step 1: Hover over the **Home** tab and select **Universal Profile**.



Step 2: Select **Actions** from the menu bar at the top of the Universal Profile.



Step 3: On the Actions page, you will find any returned forms pending your edits and resubmission. Select **Launch** next to the form.



Re-Submit a Returned CCITP Form (Cont. 1)

Step 4: Read the comments provided by the approver in **the orange bar** at the top of the form.



CCITP-F: Re-Enrollment Form

4 denied and returned to you.

All fields marked with an asterisk are required.

Only CCITP participants currently in an expired status should submit this form.

The screenshot shows a form titled "CCITP-F: Re-Enrollment Form". At the top, there is a yellow callout bubble with the number "4" pointing to an orange horizontal bar. Inside this bar, the text "denied and returned to you." is displayed. Below the bar, there is a line of text: "All fields marked with an asterisk are required." At the bottom of the form, there is a line of text: "Only CCITP participants currently in an expired status should submit this form."

Step 5: Make any required edits to the form; select **Resubmit for Approval** when all updates are complete.



Cancel Resubmit For Approval 5

The screenshot shows two buttons side-by-side. The left button is labeled "Cancel" and is light gray. The right button is labeled "Resubmit For Approval" and is dark red. A yellow callout bubble with the number "5" points to the "Resubmit For Approval" button. The entire button area is enclosed in a black rectangular border.

Additional Resources

Glossary

When you want to define a CSOD term...

| Term | Definition |
|--------------------|--|
| Archive Transcript | This transcript training category contains training items that have been archived by the end User, their manager, or an administrator. |
| Certifications | Certifications appear on the transcript and contain all Initial or Renewal Period requirements for Candidates. |
| Curricula | Curricula are comprised of multiple learning objects which are part of one program. |
| Custom Reports | Reports that are customized to suit the organization's needs. Custom reports can be created from hundreds of available data points in one comprehensive report. The data that is included in the report can be taken from different areas of the system and filters can be applied to present a precise view of the appropriate information. These reports can be easily shared with other Users in the organization and the data contained in the report can be refreshed as needed. The Custom Reports functionality is also known as Analytics. |
| Initial Period | The Initial Period of a Certification is the period in which the Candidate has not passed the associated Exam. |
| Renewal Period | The Renewal Period of a Certification is the timeframe in which the Candidate may upload PDUs, submit their Certification Renewal Package, and request a renewal completion approval. |
| Snapshot | The Snapshot page is part of the Universal Profile, and it enables Users to view and manage their information, such as all submitted documents (forms). |
| Transcript | Displays and manages all training for a User. |
| Universal Profile | The Universal Profile provides users with a consolidated view of their personal information, including organizational hierarchy, action items, and more. |

Certification Status Index

When you want to understand the status of a Certification...

| Initial Period Status | Description |
|-----------------------|---|
| In Progress | Certification is in progress. The status is accompanied by the Manage option. Upon completion of the minimum certification requirements, if completion approval is required, the Submit Completion Approval option is also available. |
| Revoked | The user receives this certification status if the certification is revoked from their transcript by the certification owner. |

| Renewal Period Status | Description |
|---|---|
| Certified (Renewal In Progress) | The user has acquired an initial certification, and progress has begun for a renewal period. The status is accompanied by the Manage option. |
| Certified (Pending Completion Approval) | The certification renewal requires completion approval, and the user has submitted the certification renewal for completion approval. |
| Certified (Completion Approval Denied) | The certification renewal requires completion approval, and the administrator has denied completion. |
| Expired | Certification renewal requirements are not completed by the renewal expiration date. |
| Expired (Pending Completion Approval) | The certification renewal requires completion approval, and the user has submitted the certification for completion approval. This status is accompanied by the Manage option. Note: The user may have completed all items prior to the Expiration date but has not yet received completion approval. |
| Expired (Completion Approval Denied) | The certification renewal requires completion approval, and the administrator has denied completion. This status is accompanied by the Manage and Re-request options. Note: The user may have completed all items prior to the Expiration date but has not yet received completion approval. |
| Revoked | The user receives this certification status if the certification is revoked from their transcript by the certification owner. |