



# SPED and CITP Candidate Task Aid

Version date: 2/6/26

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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](http://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](https://services.dau.edu/psp?id=public_portal)

# Welcome to Cornerstone OnDemand (CSOD)

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## 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/faq/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](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/faq/account-activation>

# SPēD Certifications

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# 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/](http://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: \***

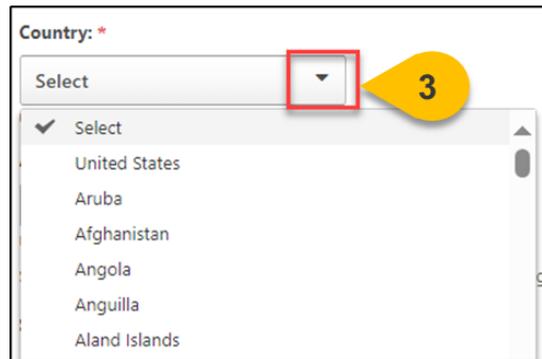
please list NA for international testing locations.

**Zip Code: \***

please list NA for international testing locations.

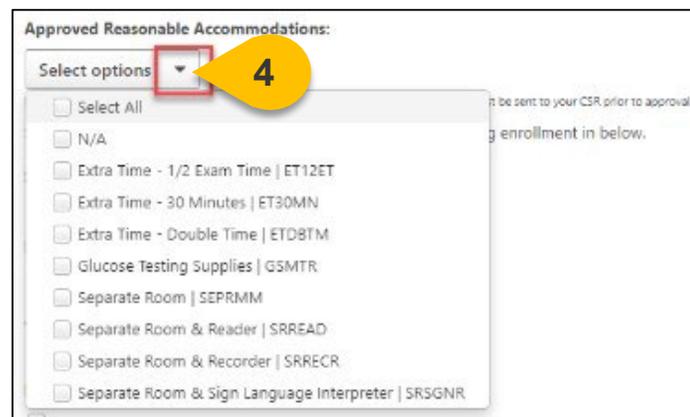
## Submit an SFPC, ATC, PSC, or ISOC Enrollment Request Form (Cont. 1)

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



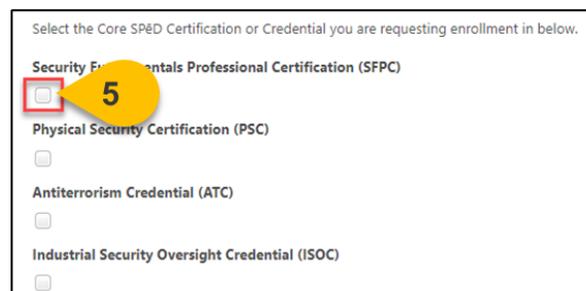
A screenshot of a web form field labeled "Country: \*". The dropdown menu is open, showing a list of countries: United States, Aruba, Afghanistan, Angola, Anguilla, and Aland Islands. A red box highlights the dropdown arrow, and a yellow callout bubble with the number "3" points to it.

**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.

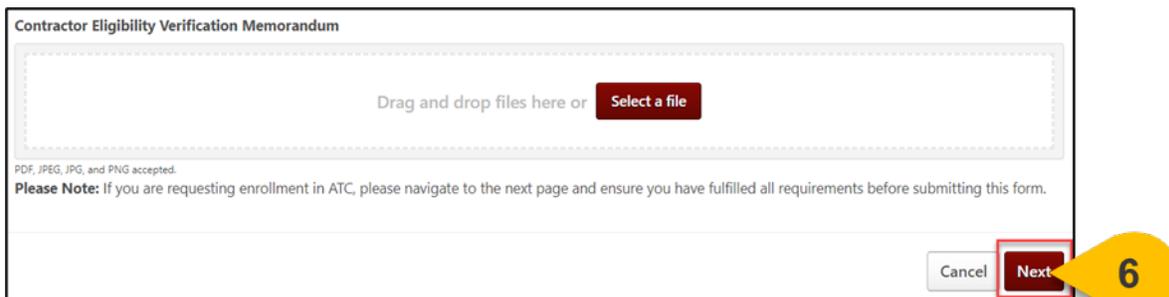


A screenshot of a web form field with the instruction "Select the Core SPeD Certification or Credential you are requesting enrollment in below." Below the instruction are four radio button options: Security Professionals Professional Certification (SFPC), Physical Security Certification (PSC), Antiterrorism 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.

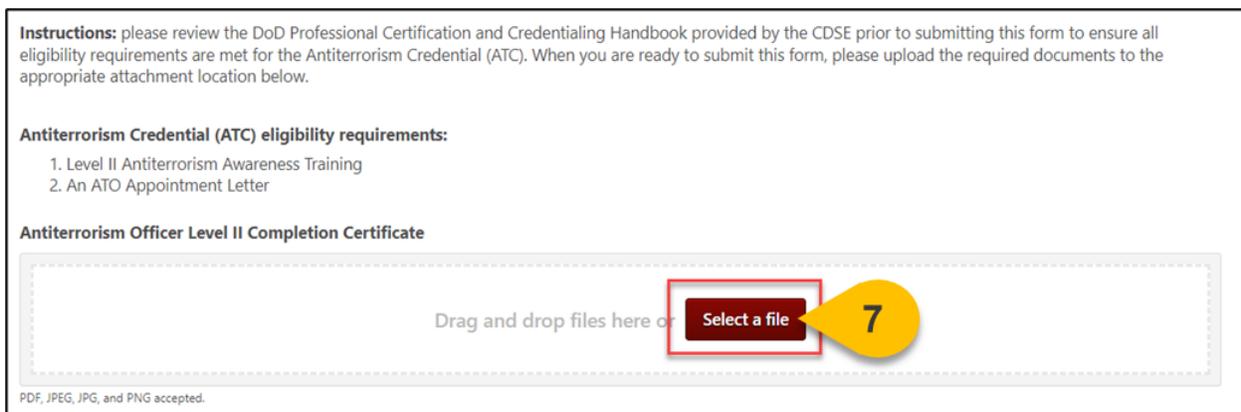
## Submit an SFPC, ATC, PSC, or ISOC Enrollment Request Form (Cont. 2)

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



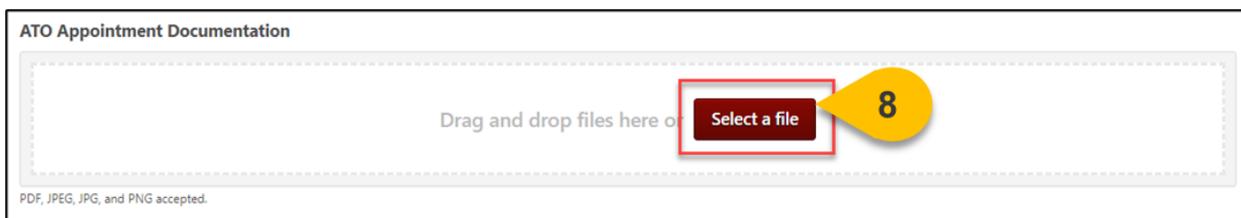
The screenshot shows a form titled "Contractor Eligibility Verification Memorandum". It features a large dashed box for file upload with the text "Drag and drop files here or" and a "Select a file" button. Below the box, it states "PDF, JPEG, JPG, and PNG accepted." and includes a "Please Note" section. 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 form with "Instructions" and "Antiterrorism Credential (ATC) eligibility requirements:" listed as "1. Level II Antiterrorism Awareness Training" and "2. An ATO Appointment Letter". Below this is the "Antiterrorism Officer Level II Completion Certificate" section, which includes a dashed box for file upload with the text "Drag and drop files here or" and a "Select a file" button. It also states "PDF, JPEG, JPG, and PNG accepted." 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.

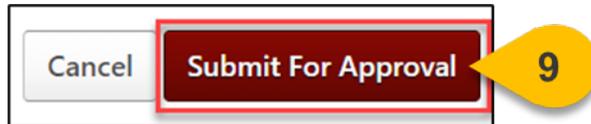


The screenshot shows a form titled "ATO Appointment Documentation" with a dashed box for file upload containing the text "Drag and drop files here or" and a "Select a file" button. Below the box, it states "PDF, JPEG, JPG, and PNG accepted." A yellow callout bubble with the number "8" points to the "Select a file" button.

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

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**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/](http://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.

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.

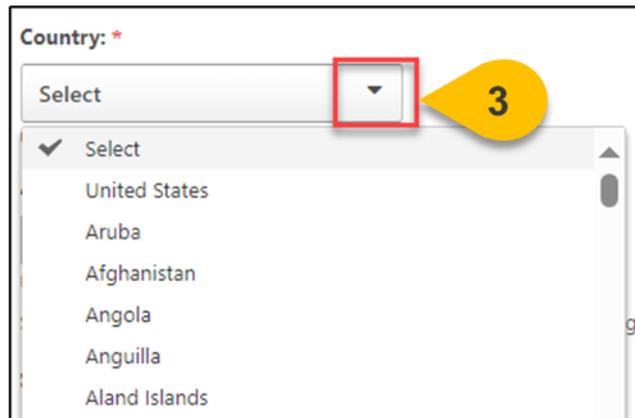
Zip Code: \*

please list NA for international testing locations.

2

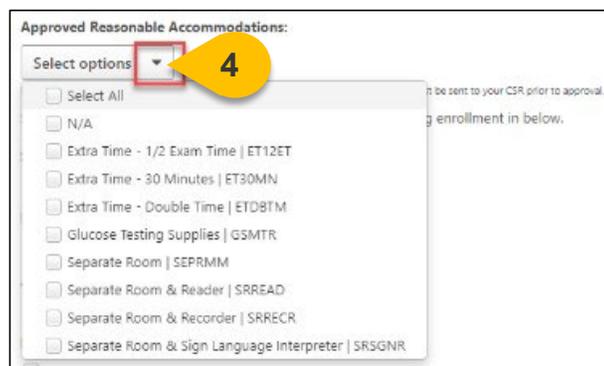
## Submit an SAPPC, SPIPC, or SPSC Enrollment Request Form (Cont. 1)

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



A screenshot of a web form field labeled "Country: \*". The field contains a dropdown menu with the text "Select". 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" (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 contains a dropdown menu with the text "Select options". 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.



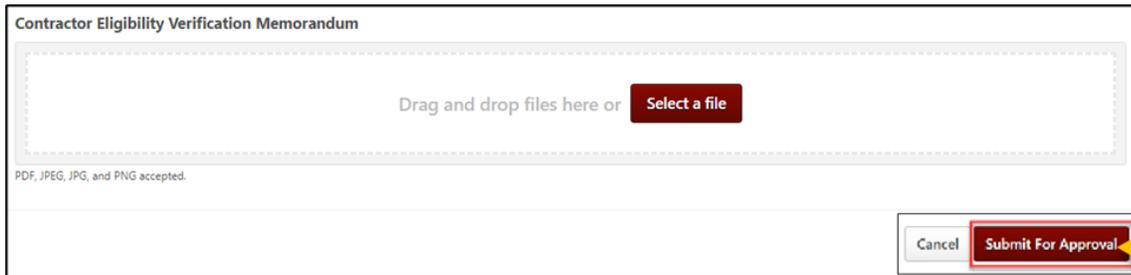
A screenshot of a web form field with the text "Select the SPeD Certification or Credential you are requesting enrollment in below.". Below the text are three radio button options: "Security Asset Protection Professional Certification (SAPPC)", "Security Program Integration Professional Certification (SPIPC)", and "Special Program Security Credential (SPSC)". A red box highlights the first radio button, 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)

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**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/](http://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

urposes, 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.

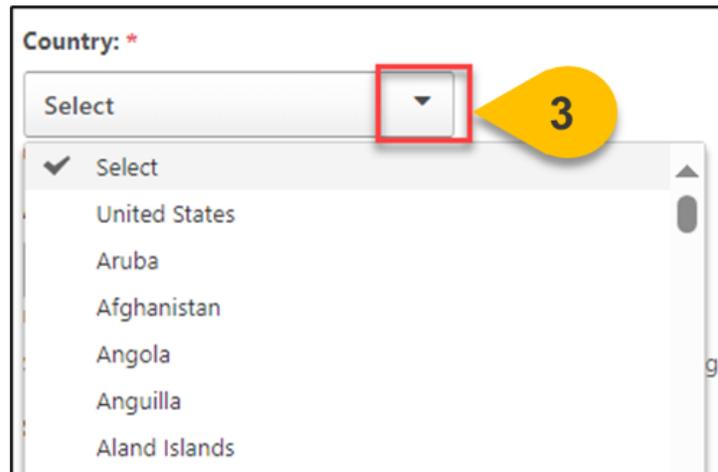
please list NA for international testing locations.

**2**

## Submit an APC Enrollment Request Form (Cont. 1)

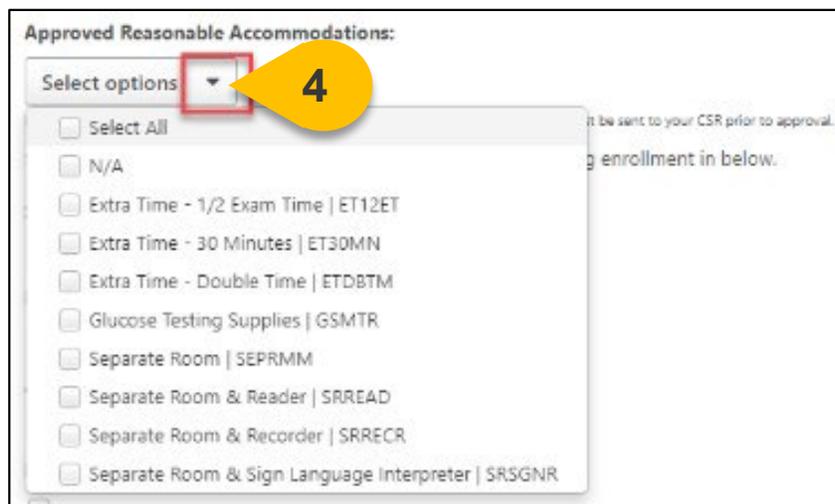
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**Step 3:** Select your **Country** from the dropdown list.



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".

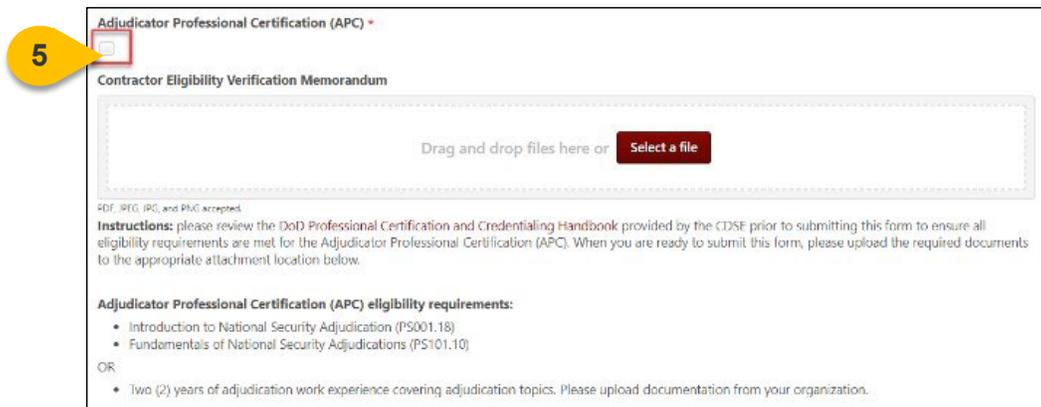
**Step 4:** Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be sent to your CSR prior to approval.



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.

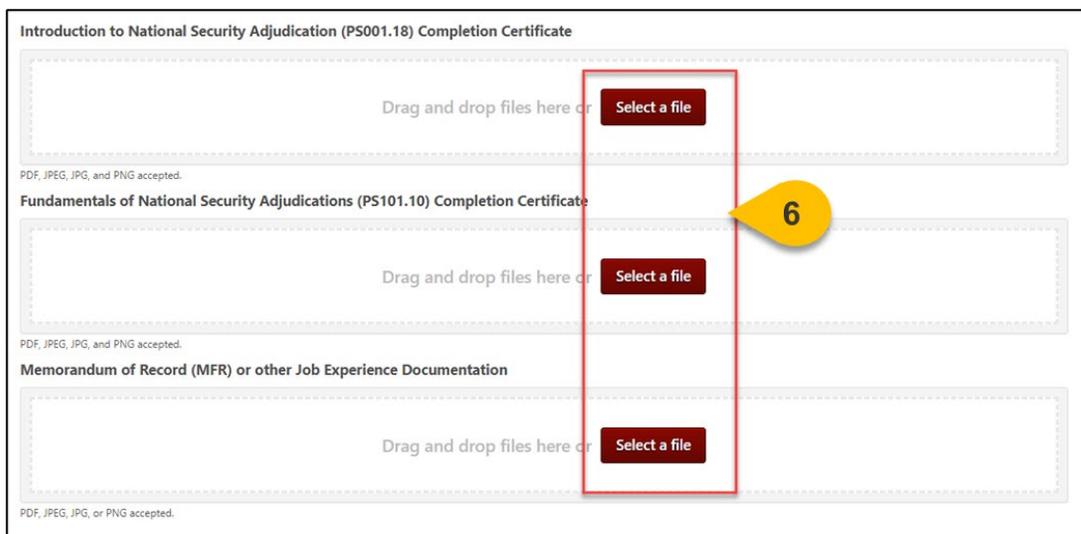
**Adjudicator Professional Certification (APC) eligibility requirements:**

- 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](#)

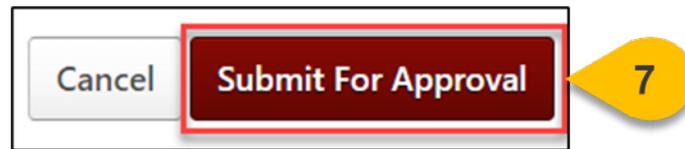
PDF, JPEG, JPG, or PNG accepted.

**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)

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**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 an SRPC Enrollment Request Form

*When you want to enroll in the Security Review Proceedings Credential...*

Please note that you will not be able to access a SRPC 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/](http://www.cdse.edu/Certification/Request-to-take-an-Assessment/) and select the Specialty Certification - Open to Certified Adjudicators Only (SRPC) 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.

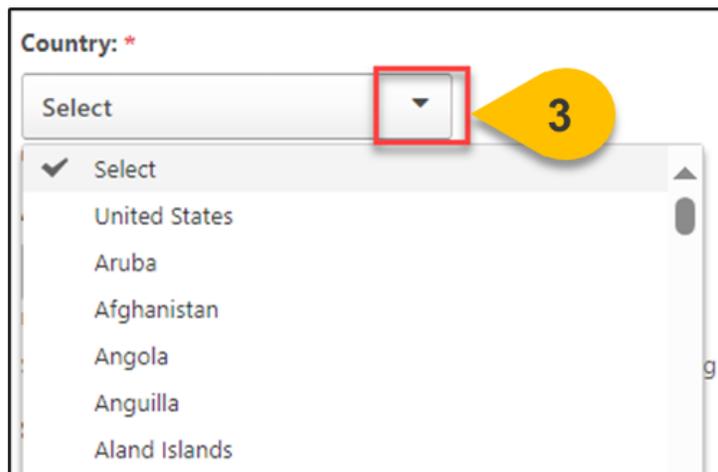
please list NA for international testing locations.

**2**

## Submit an SRPC Enrollment Request Form (Cont. 1)

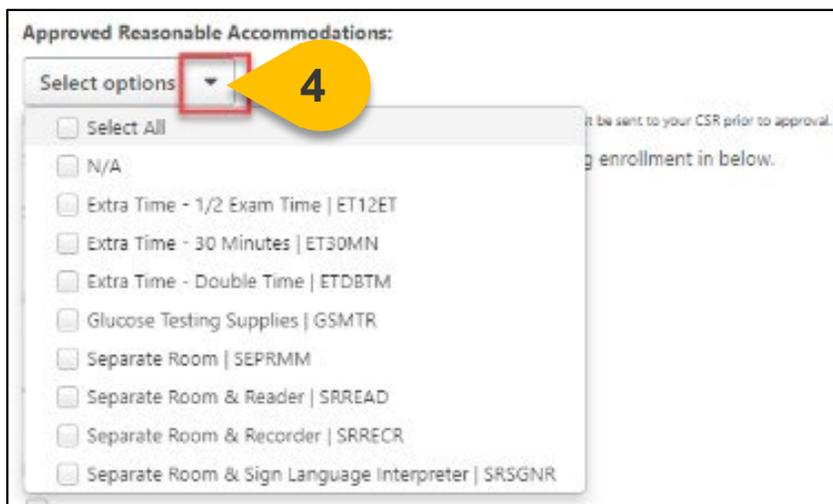
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**Step 3:** Select your **Country** from the dropdown list.



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 | SRSGNR.

## Submit an SRPC Enrollment Request Form (Cont. 2)

**Step 5:** At the bottom of this page, select the checkbox next to the **Security Review Proceedings Credential (SRPC)** and read the enrollment instructions. If you are a Contractor, upload your Contractor Eligibility Verification Memorandum.

Select the Core SP&D Certification or Credential you are requesting enrollment in below.

**Security Review Proceedings Credential (SRPC) \***

**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 CDSE prior to submitting this form to ensure all eligibility requirements are met for the Security Review Proceedings Credential (SRPC). When you are ready to submit this form, please upload the required documents to the appropriate attachment location below.

**Security Review Proceedings Credential (SRPC) 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](#)

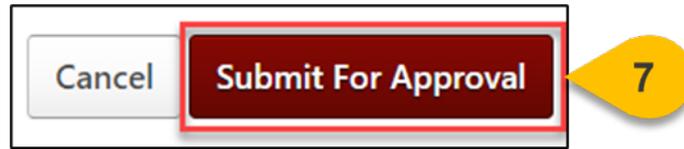
PDF, JPEG, JPG, or PNG accepted.

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

## Submit an SRPC Enrollment Request Form (Cont. 3)

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

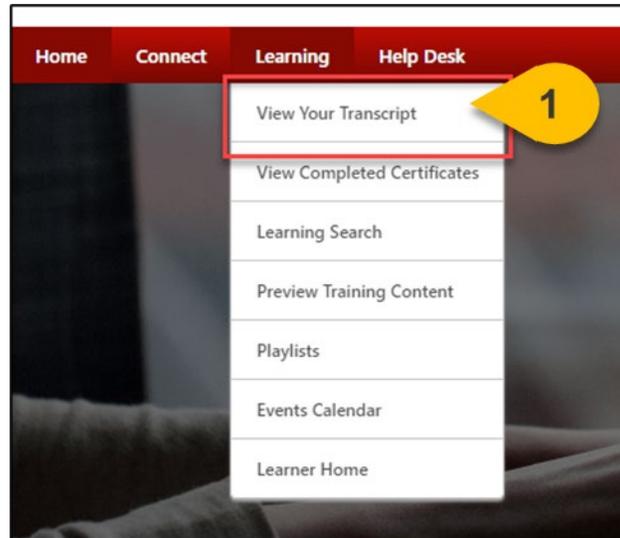


Your form will be reviewed by your Component Service Representative (CSR) for approval.

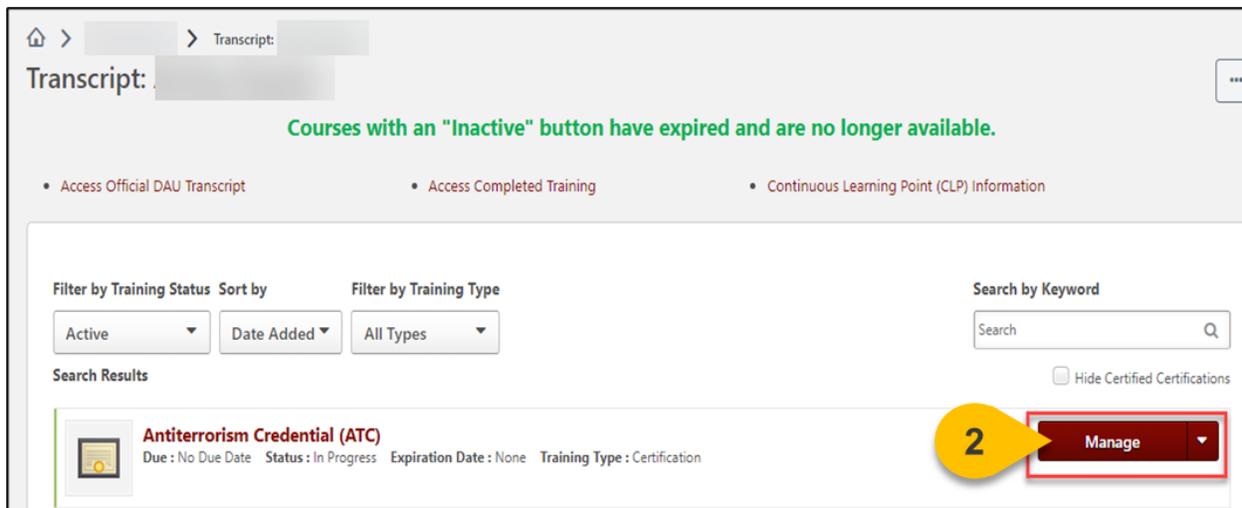
# View & Manage Your SPēD Certification

*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

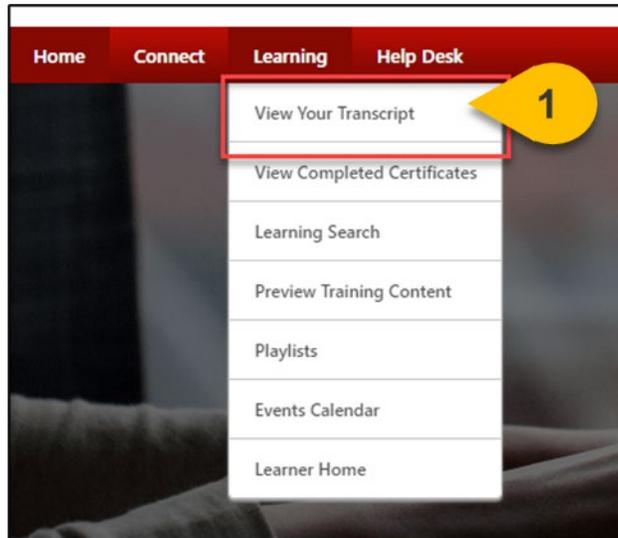
**CERTIFICATION**

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	

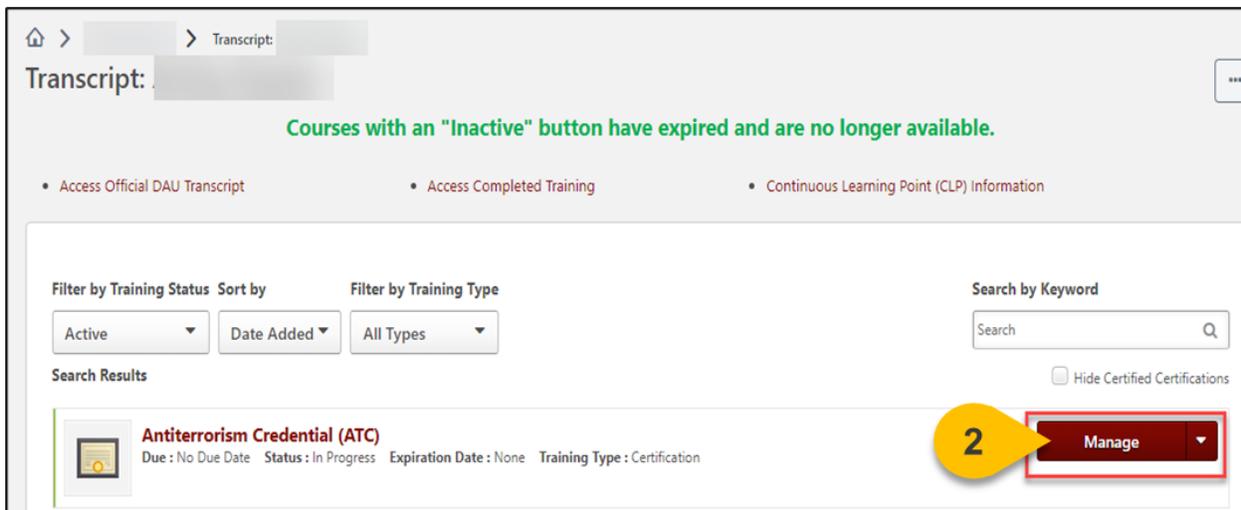
# Launch Your SPēD Pearson VUE Exam

*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

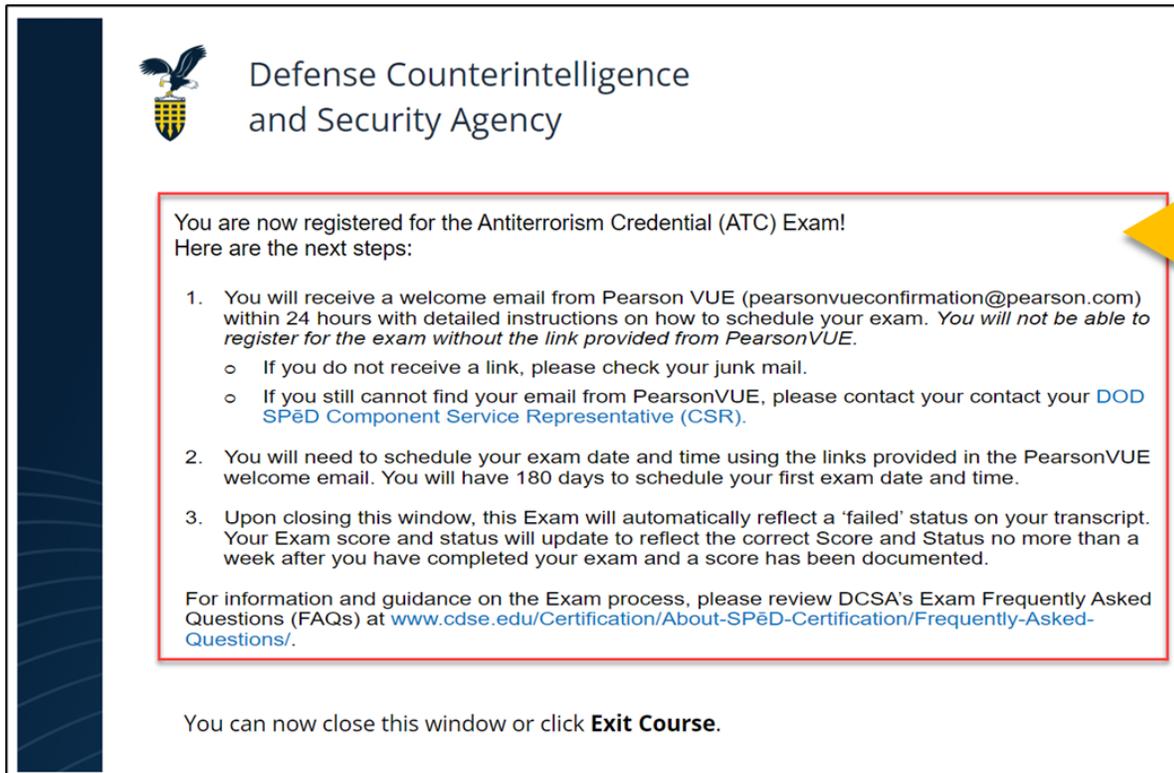
### Registering for the Antiterrorism Credential (ATC) Exam

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

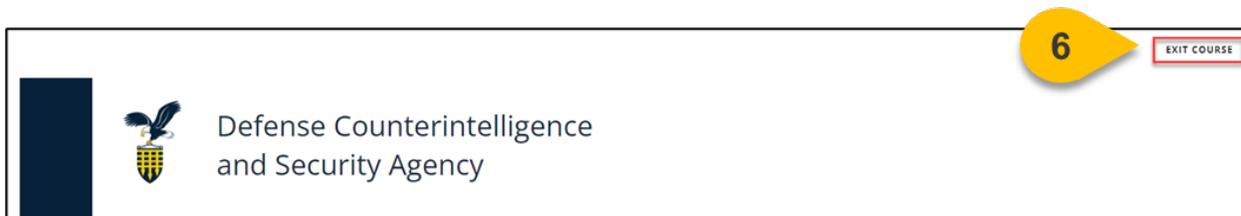
You are now registered for the Antiterrorism Credential (ATC) Exam!  
Here are the next steps:

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/](http://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

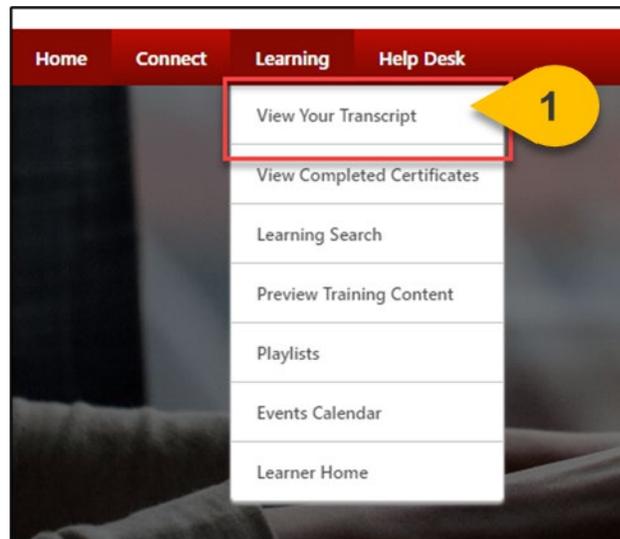
**EXIT COURSE**

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

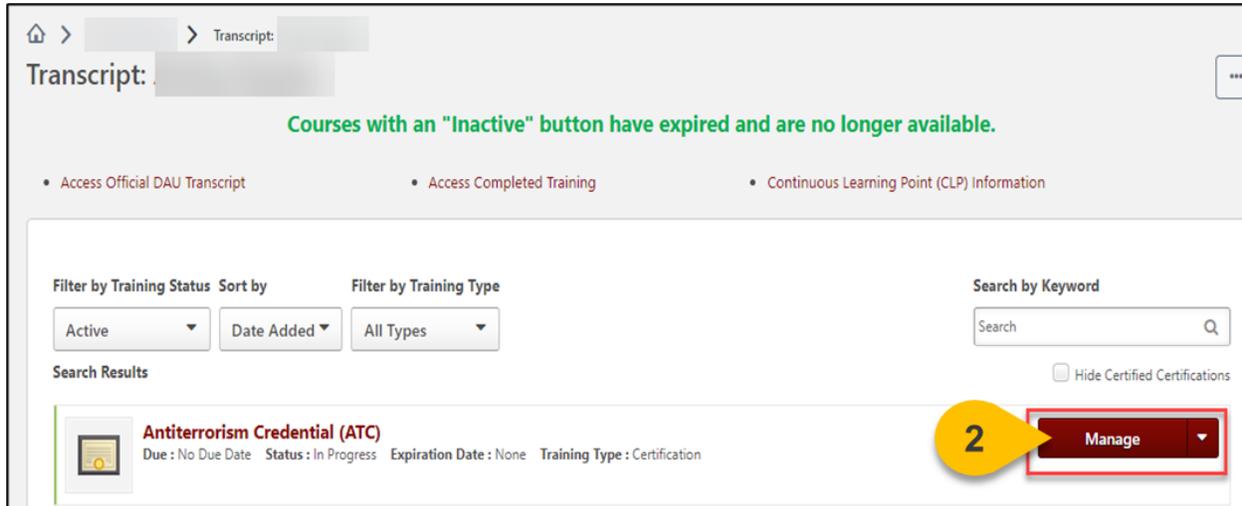
# Submit a SPeD Pearson VUE Exam Re-Authorization Request

*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 shows a heading 'Pearson VUE Exam Re-Authorization Forms' with 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.

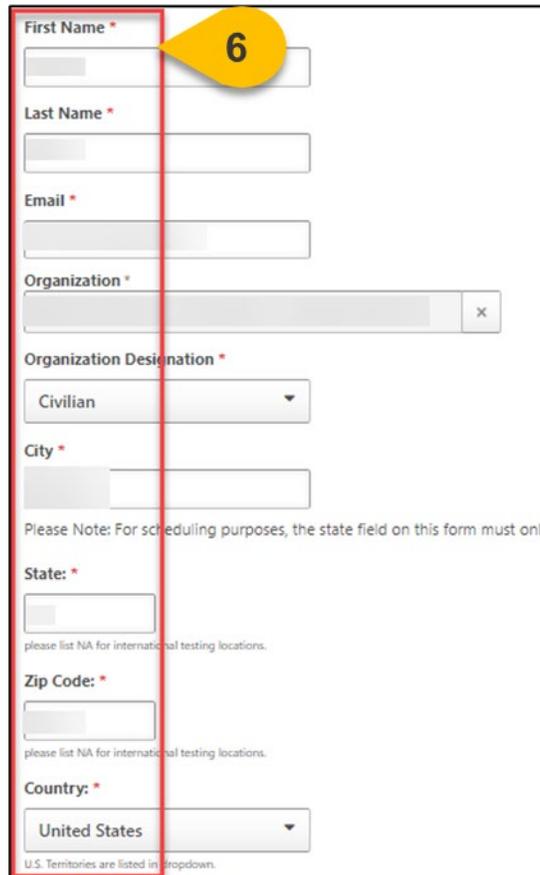
The screenshot shows the 'Pearson VUE Exam Re-Authorization Forms' page with a list of forms. The progress indicator remains at 0%. The list includes:

- 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.



First Name \*

Last Name \*

Email \*

Organization \*

Organization Designation \*

Civilian

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: \*

United States

U.S. Territories are listed in dropdown.

**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.

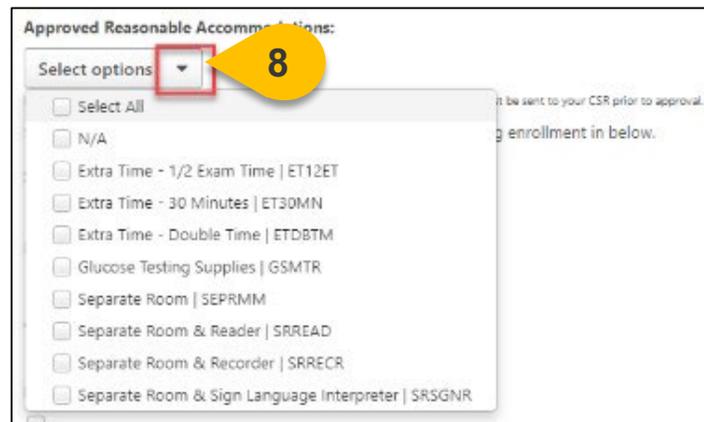


Please select the SPeD Certification or Credential you are pursuing: \*

- 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)

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

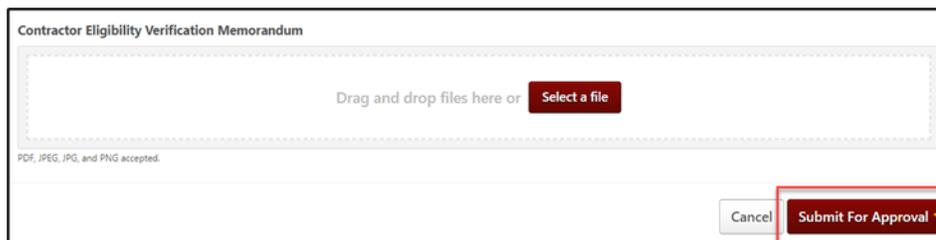
**Step 8:** Once you have confirmed all personal information is correct, you may select any **Approved Reasonable Accommodations** from the drop-down. Please select all that apply; however, any reasonable accommodation supporting documentation must be sent to your CSR prior to approval.



The screenshot shows a dropdown menu titled "Approved Reasonable Accommodations:". The menu is open, displaying a list of options with checkboxes. A yellow callout bubble with the number "8" points to the "Select options" dropdown arrow. 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 the "Contractor Eligibility Verification Memorandum" section. 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 "9" points to the "Submit For Approval" button.

**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.

# SPēD Certification Renewal Process

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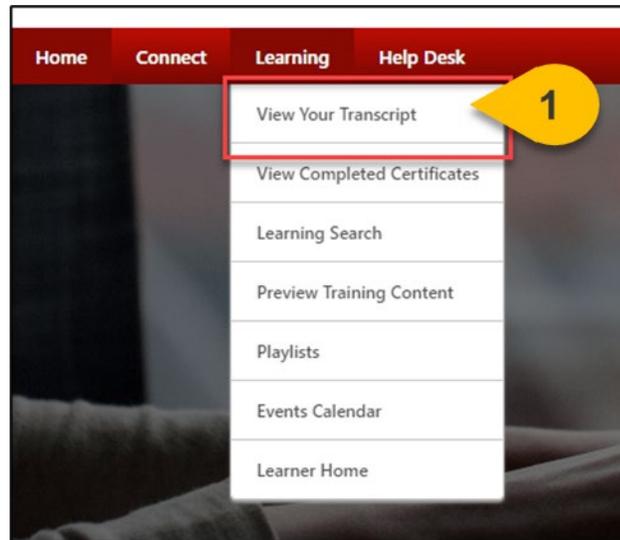
*When you want to complete the Certification Renewal Package (CRP) for your Certifications or Credentials...*

**3/13/2025 Update:** The SPēD PMO has implemented an indefinite pause on the certification maintenance and renewal process. Users should no longer use CSOD to submit CRPs, until further notice. Please contact [dcsa.quantico.cdse.mbx.spedcert@mail.mil](mailto:dcsa.quantico.cdse.mbx.spedcert@mail.mil) for more information.

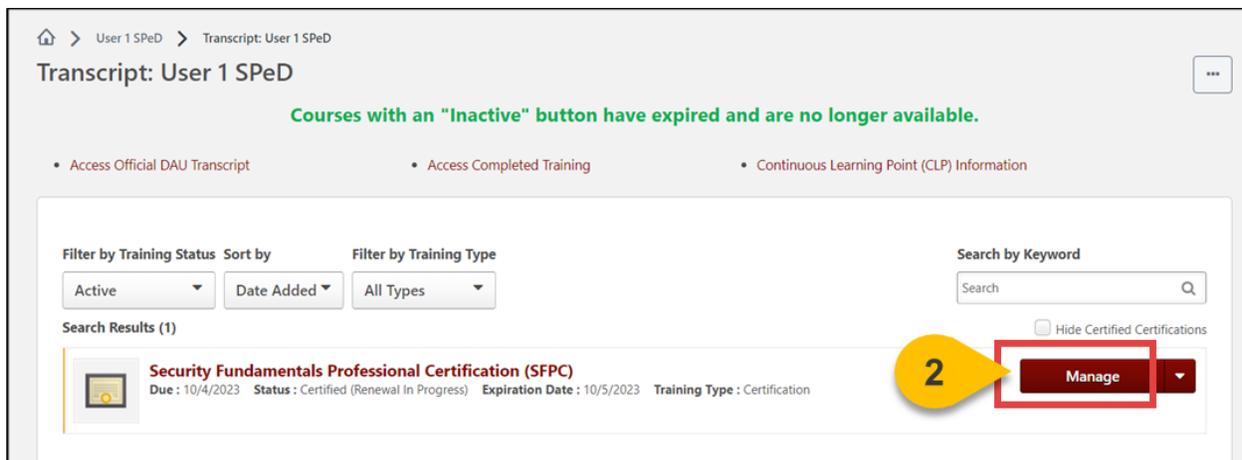
# Submit a SPēD/APC Re-Enrollment Request Form

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

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

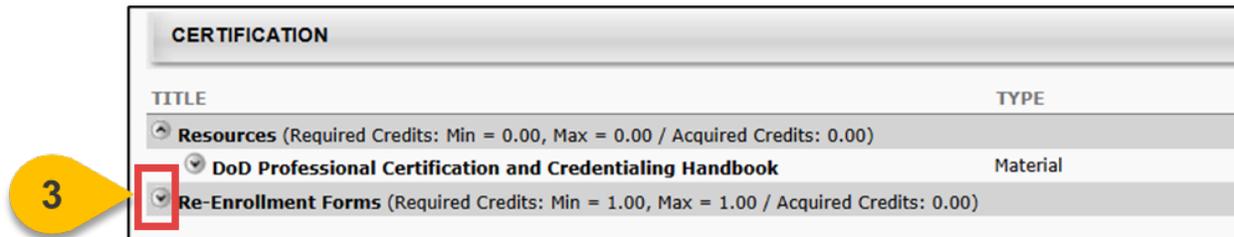


**Step 2:** On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



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

**Step 3:** Select the **down arrow** to the left of the **Re-Enrollment Forms** section.



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



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

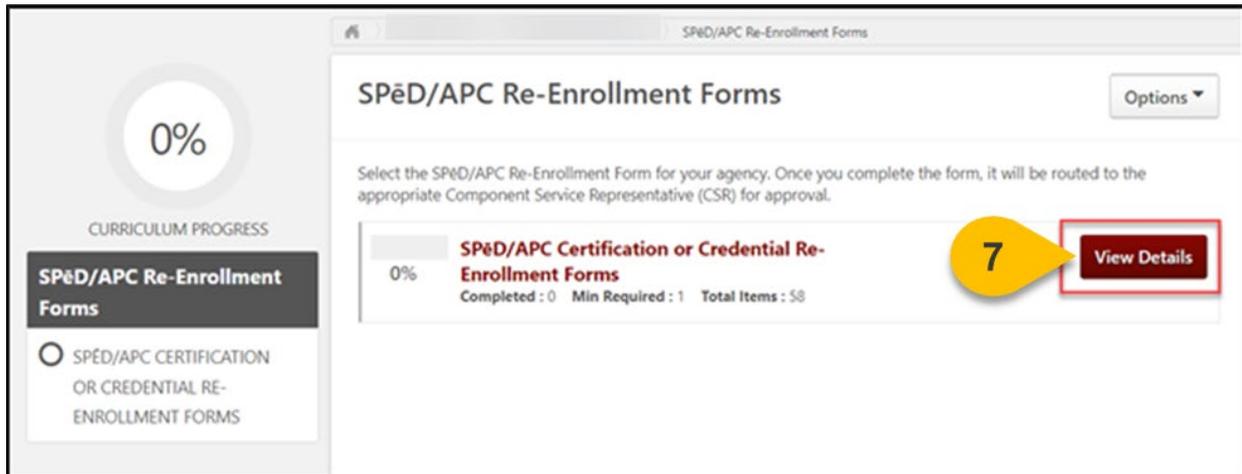


**Step 6:** Once the Curriculum is requested, select **Open Curriculum**.

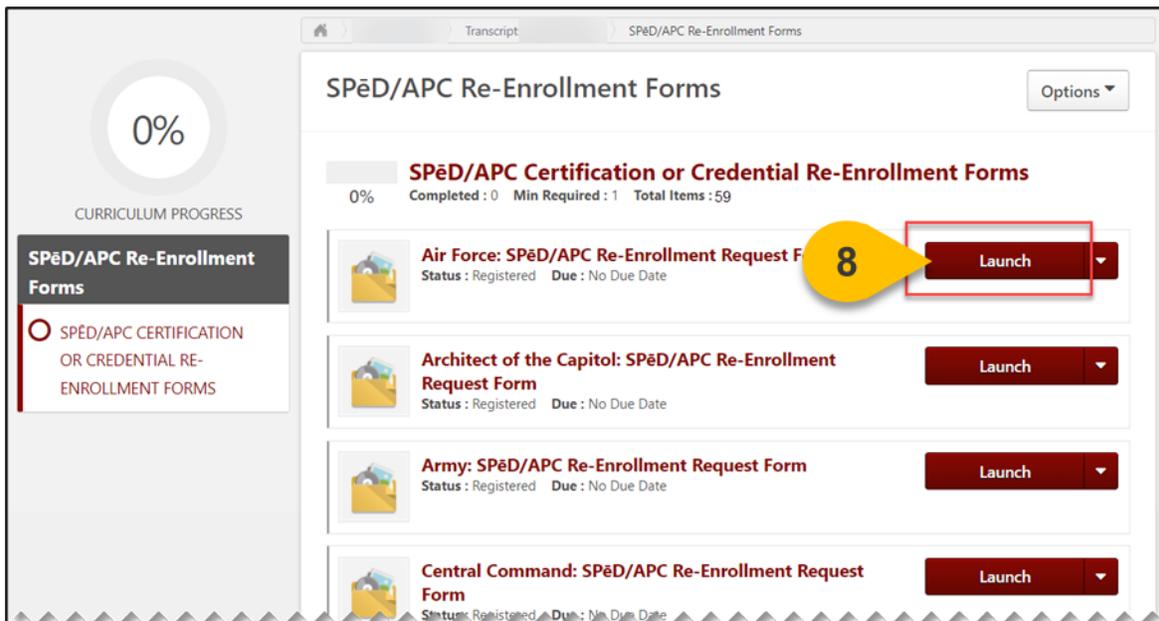


## Submit a SPeD/APC Re-Enrollment Request Form (Cont. 2)

**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.

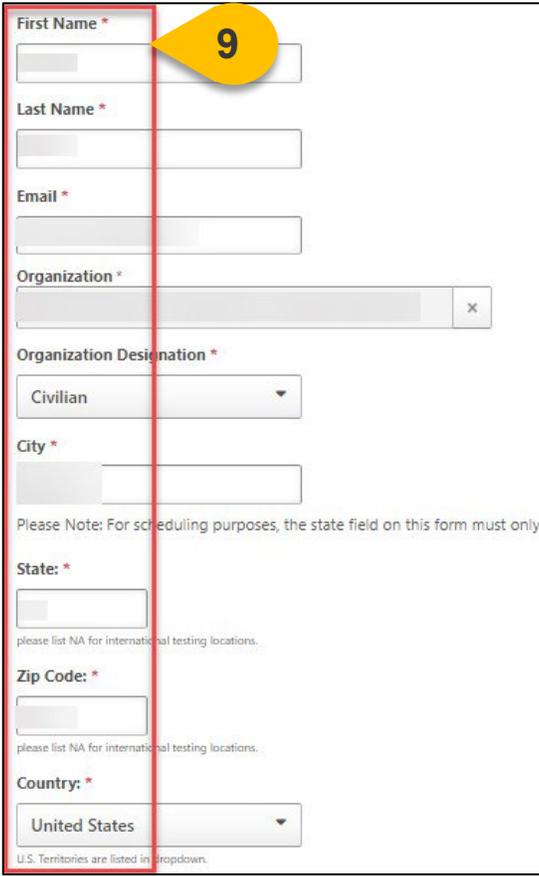


**Step 8:** From the list of agency-specific forms, select **Launch** next to the form that applies to you. Please note that there are 58 possible forms; if you do not see your agency listed, please select the OTHER form.



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

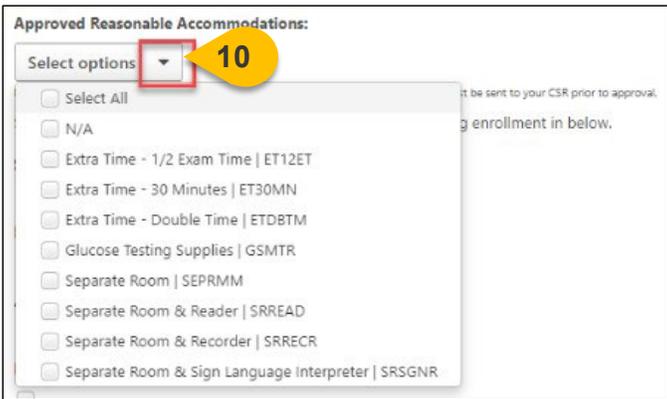
**Step 9:** When the form loads, ensure your personal details and location information are correct.



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:

- First Name \*
- Last Name \*
- Email \*
- Organization \* (with a clear 'x' button)
- Organization Designation \* (dropdown menu, currently set to 'Civilian')
- City \*
- State: \* (with a note: 'Please Note: For scheduling purposes, the state field on this form must only please list NA for international testing locations.')
- Zip Code: \* (with a note: 'please list NA for international testing locations.')
- Country: \* (dropdown menu, currently set to 'United States', with a note: '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

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

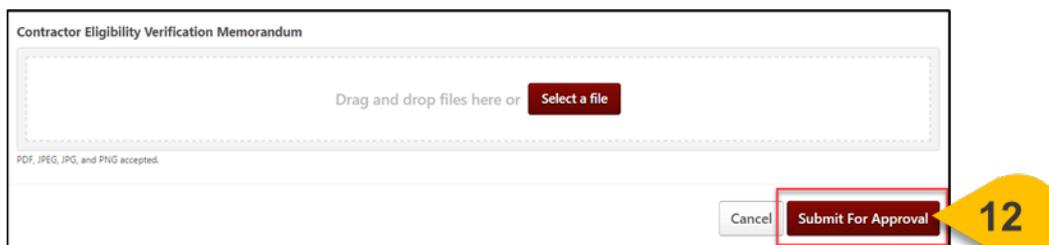
**Step 11:** Select the **SPēD Certification or Credential** that you would like to re-enroll in. If you have allowed more than one Certification or Credential to lapse, please complete this form multiple times.



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".

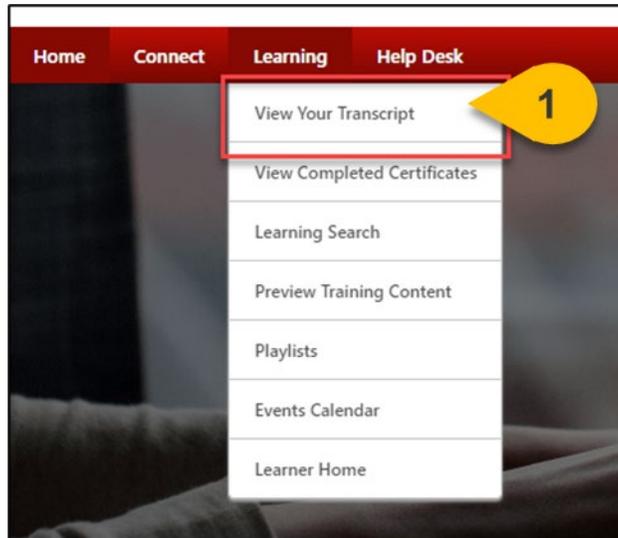
**Please Note:** You may mark this item complete within the Curriculum or you may re-launch the form to complete it as many times as needed. Marking this form complete will have no impact on your Certification.

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**.

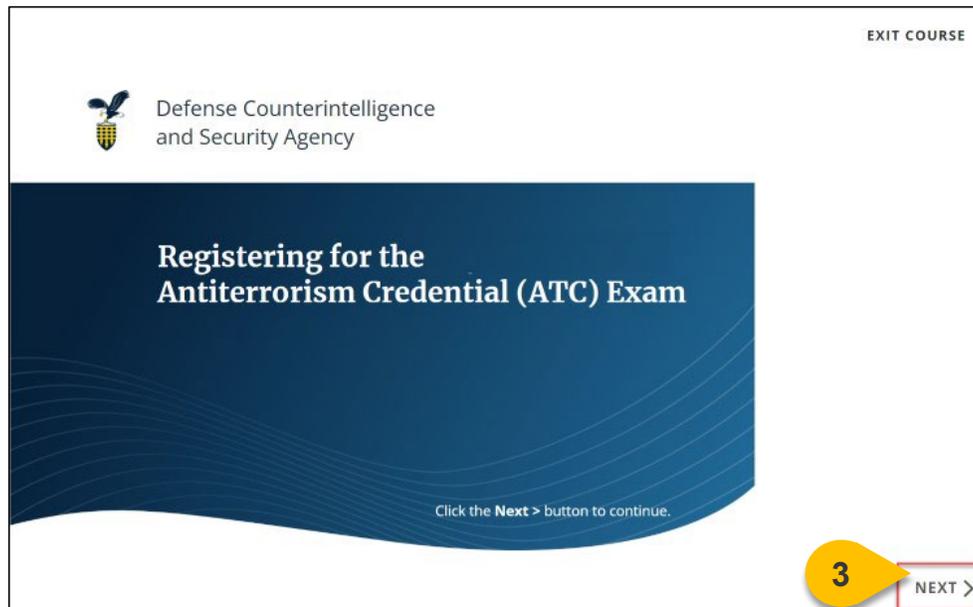


**Step 2:** On your Active Tab, a Renewal Period Exam will appear in a Registered status. Select **Launch**.



# 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.

The screenshot shows a confirmation page from the Defense Counterintelligence and Security Agency. It states: "You are now registered for the Antiterrorism Credential (ATC) Exam! Here are the next steps:" followed by a numbered list of three steps. A yellow callout bubble with the number "4" points to the list. At the bottom, it says "You can now close this window or click **Exit Course**."

**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/](http://www.cdse.edu/Certification/About-SPēD-Certification/Frequently-Asked-Questions/).

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

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

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

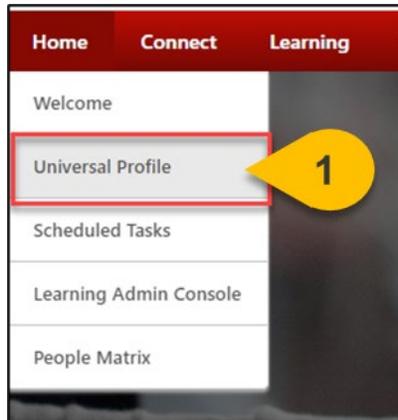


The Pearson VUE requirement will show as **Failed** on your Transcript and within your Certification until you have completed your proctored exam. Once you have passed your Renewal Period Exam, your Certification will be submitted for Completion Approval to the Program Management Office.

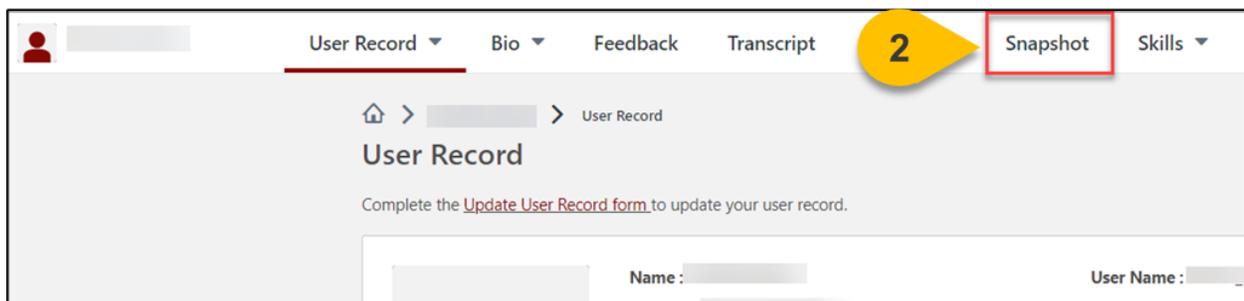
# View Your SPēD Submitted Forms

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

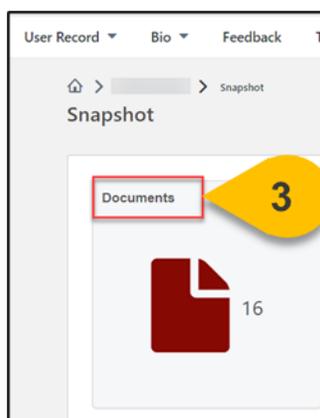
**Step 1:** Hover over the **Home** tab and select **Universal Profile**.



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



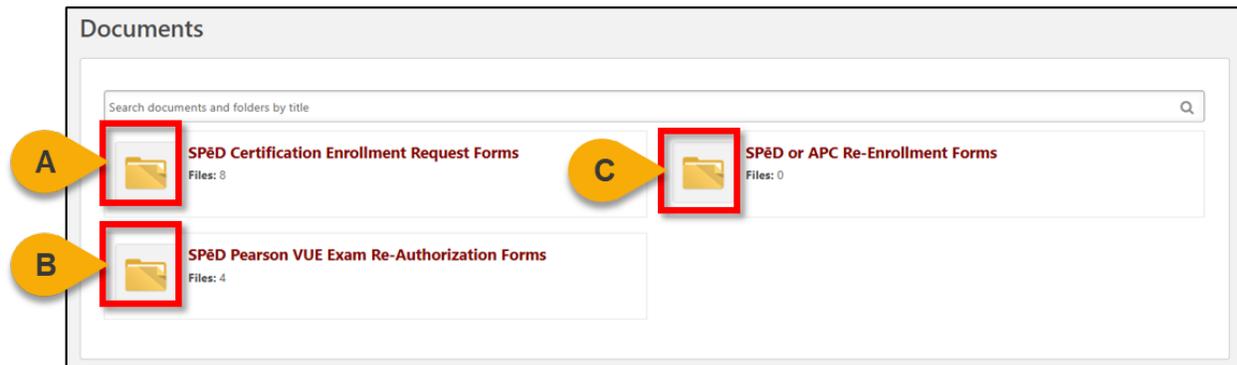
**Step 3:** On the Snapshot page, select the **Documents** widget.



## View Your SPēD Submitted Forms (Cont. 1)

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

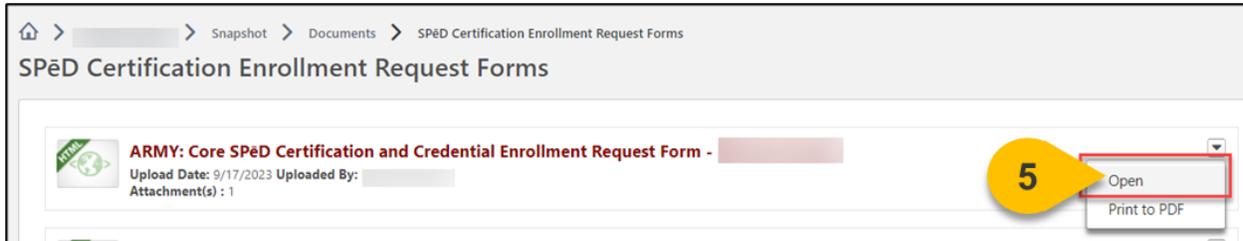


### Snapshot Documents Folder Contents:

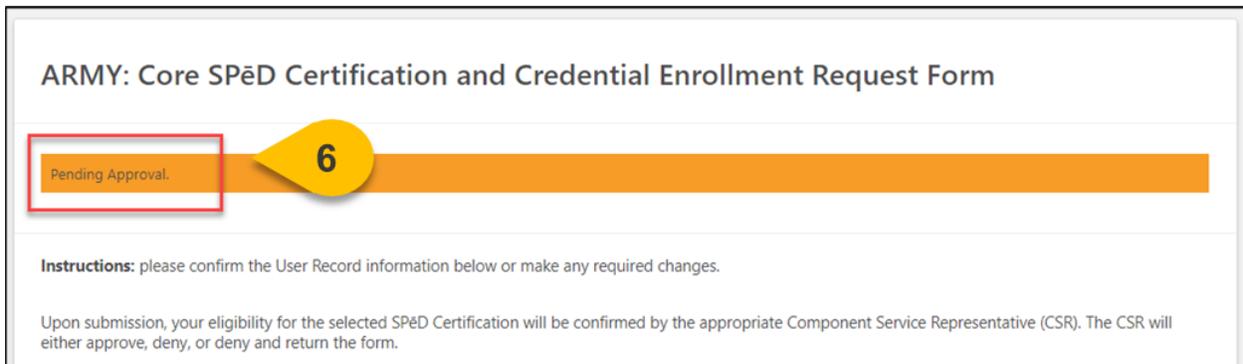
- A. **SPēD Certification Enrollment Request Forms:** this folder contains any SPēD Core, Specialty, APC, or SRPC Enrollment Request forms submitted by you.
- B. **SPēD Pearson VUE Exam Re-Authorization Forms:** this folder contains any SPēD Pearson VUE Exam Re-Authorization forms that have been submitted during the Initial Certification Period.
- C. **SPēD or APC Re-Enrollment Forms:** this folder contains any SPēD Re-enrollment request forms that have been submitted after a Certification expired.

## View Your SPēD Submitted Forms (Cont. 2)

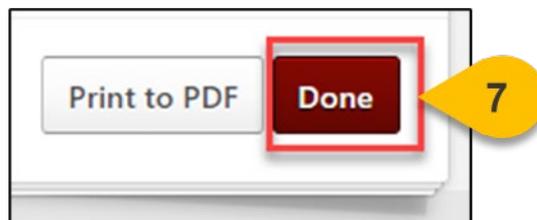
**Step 5:** Once a folder is selected, you will see a list of submitted forms. Select **Open** from the dropdown list to view the form contents. You may also choose to download a PDF version of the form.



**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.



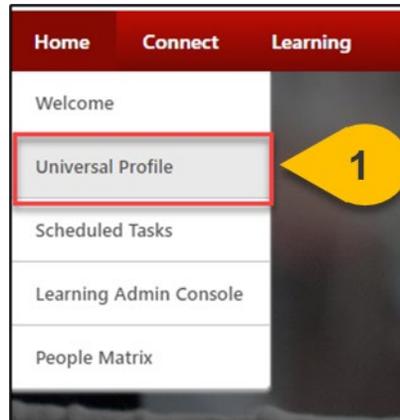
**Step 7:** Once you have read all information, select **Done** at the bottom of the page to return to the folder.



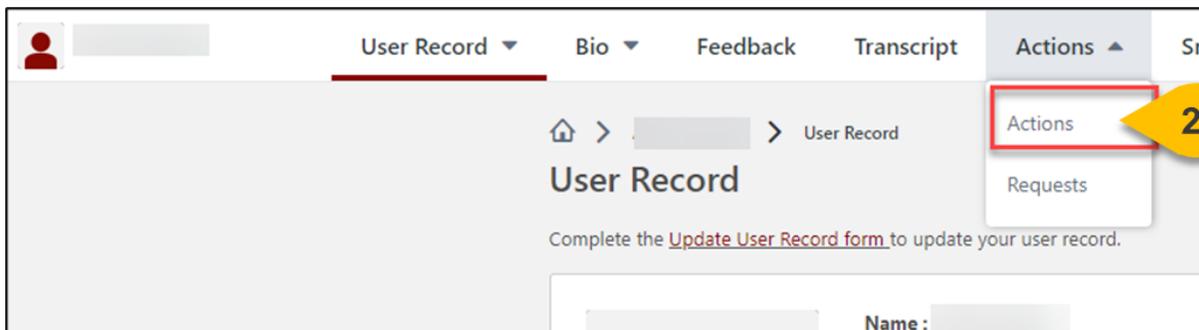
# Re-Submit a SPeD Returned Form

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

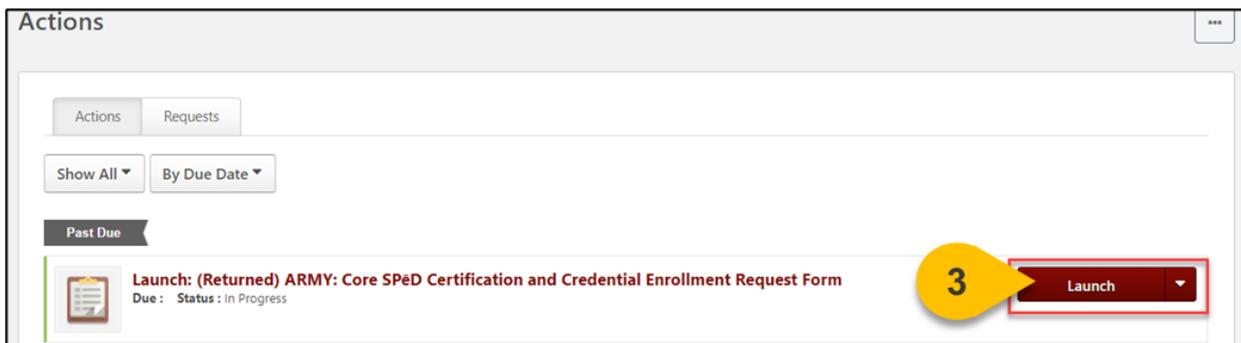
**Step 1:** Hover over the **Home tab** and select **Universal Profile**.



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



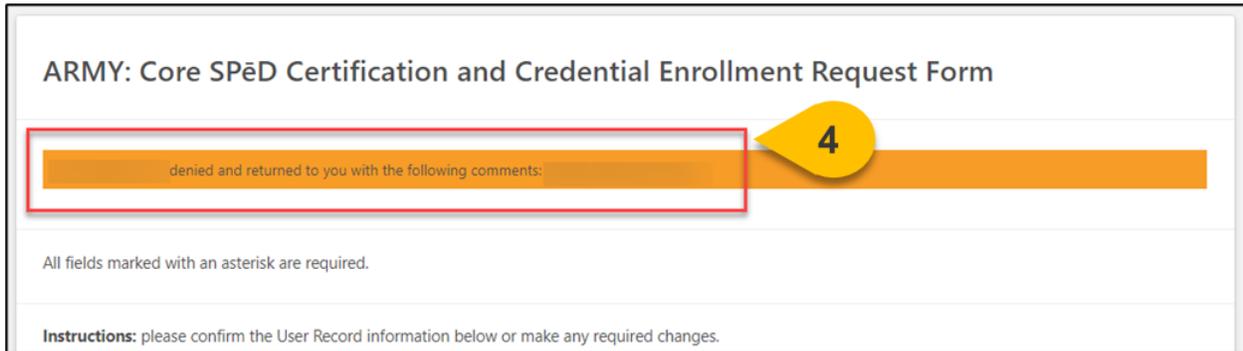
**Step 3:** On the Actions page, you will find any returned forms pending your edits and resubmission. Select **Launch** next to the form.



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

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**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

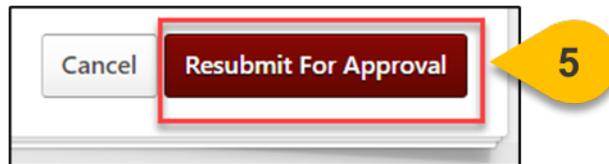
denied and returned to you with the following comments:

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. The bar contains the text "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 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 with white text. A yellow callout bubble with the number "5" points to the "Resubmit For Approval" button.

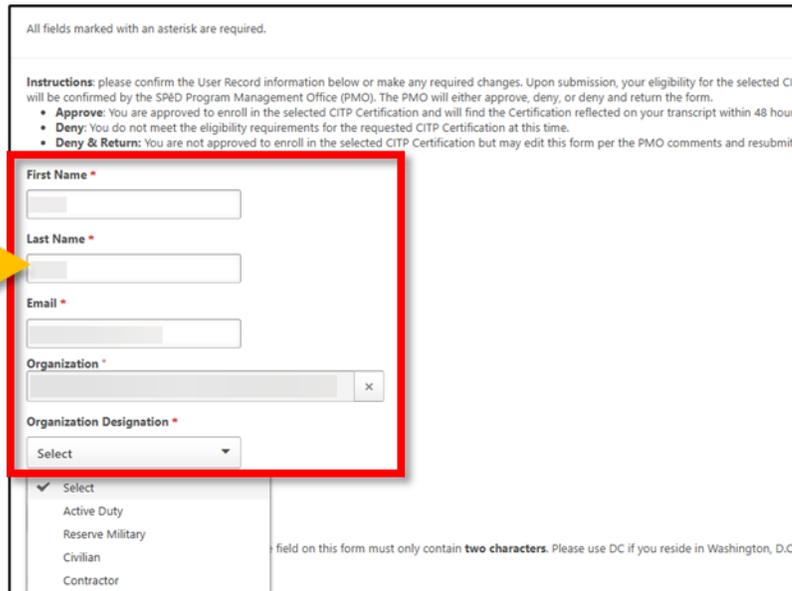
# CITP Certifications

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# Submit a CITP Enrollment Request Form

*When you want to enroll in a CITP Certification...*

**Step 1:** Request enrollment in a CITP 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 confirm the User Record information below or make any required changes. Upon submission, your eligibility for the selected CITP 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 CITP Certification and will find the Certification reflected on your transcript within 48 hours.
- **Deny:** You do not meet the eligibility requirements for the requested CITP Certification at this time.
- **Deny & Return:** You are not approved to enroll in the selected CITP Certification but may edit this form per the PMO comments and resubmit.

**First Name \***

**Last Name \***

**Email \***

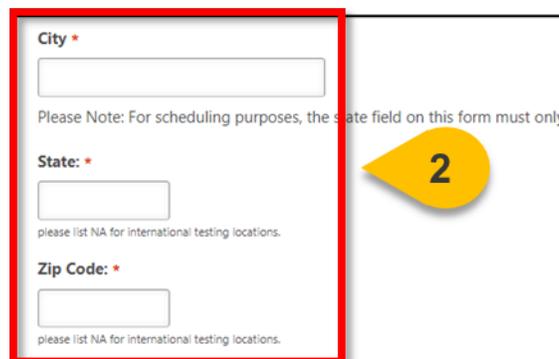
**Organization \***

**Organization Designation \***  
Select

Active Duty  
Reserve Military  
Civilian  
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

**State: \***

please list NA for international testing locations.

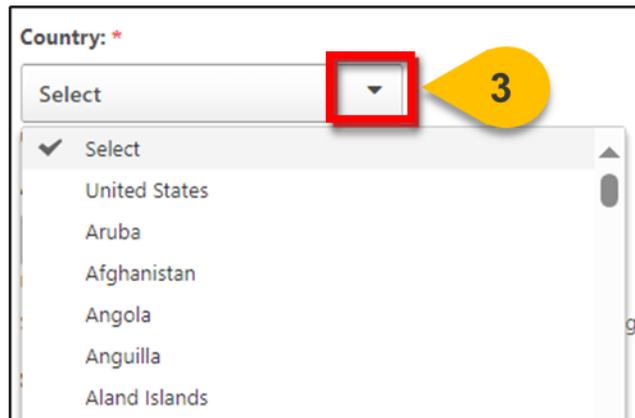
**Zip Code: \***

please list NA for international testing locations.

## Submit a CITP Enrollment Request Form (Cont. 1)

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

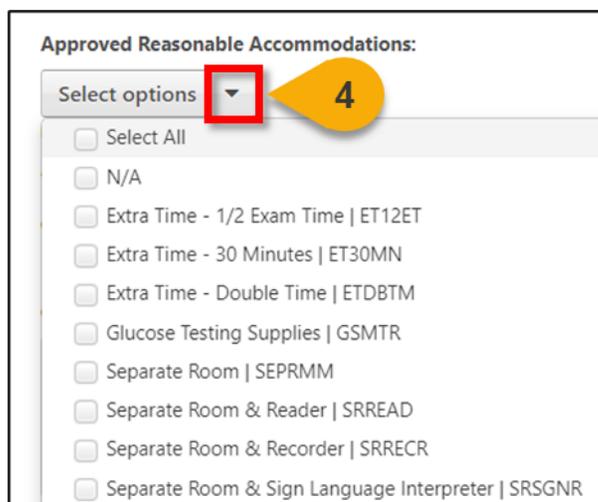


Country: \*

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.

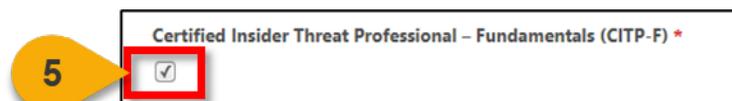


Approved Reasonable Accommodations:

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 **CITP Certification** you are requesting enrollment in.



Certified Insider Threat Professional - Fundamentals (CITP-F) \*

## Submit a CITP Enrollment Request Form (Cont. 2)

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

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

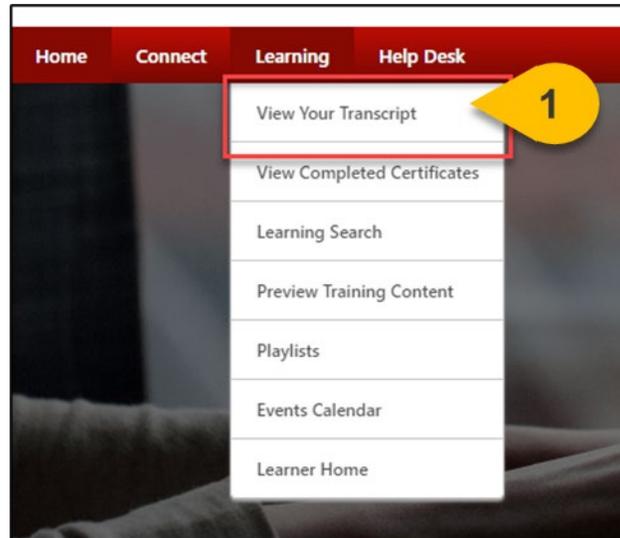
The screenshot shows a web form titled "CITP Eligibility Memorandum \*". It features a large dashed border area for file upload. Inside this area, the text "Drag and drop files here or" is followed by a dark red button labeled "Select a file". Below the dashed area, a smaller line of text reads "upload your CITP Eligibility Memorandum - PDF, JPG, or JPEG preferred." To the left of the dashed area, a yellow callout bubble with the number "6" points to the upload instructions. To the right of the dashed area, another yellow callout bubble with the number "7" points to a dark red button labeled "Submit For Approval" located at the bottom right of the form.

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

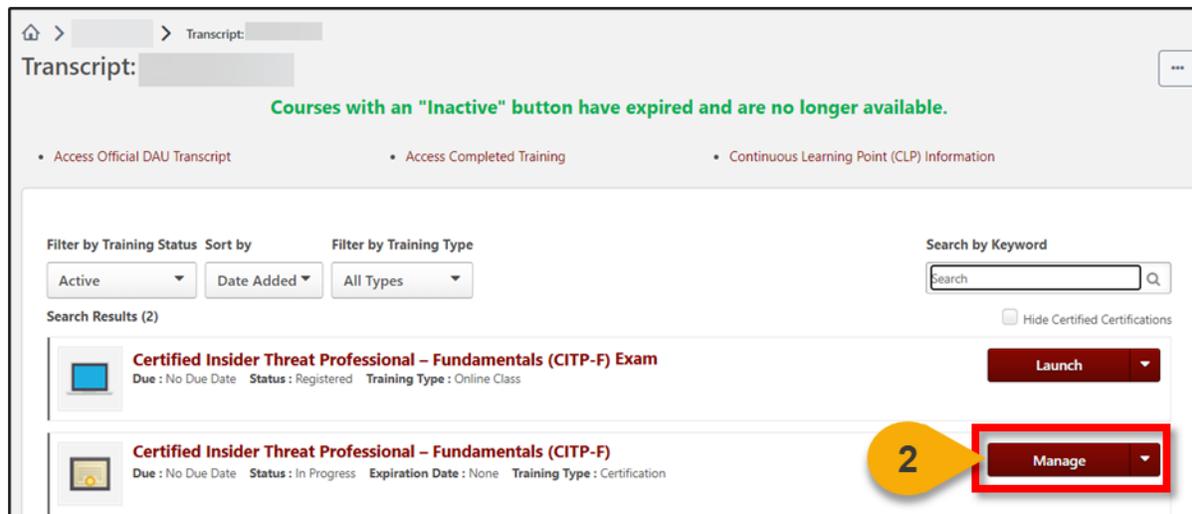
# View & Manage Your CITP Certification

When you want to view and complete CITP 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 CITP 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**.

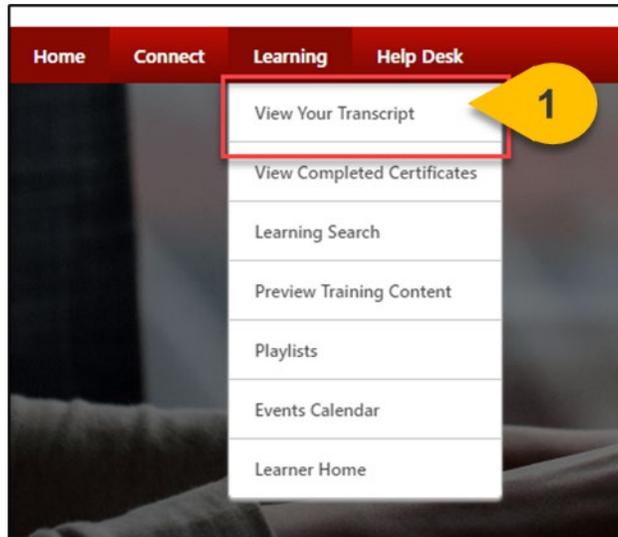
The screenshot displays the 'Certification Details' page for 'Certified Insider Threat Professional - Fundamentals (CITP-F)'. It includes a 'Progress Report' button and various fields for title, description, family, category, current status, current period, current version, required credits, earned credits, due date, and expiration date. Below this is a table titled 'CERTIFICATION' with columns for TITLE, TYPE, CREDITS, STATUS, OPTIONS, CREDITED, and DETAILS. The table lists three main requirements: 'Resources', 'SPED & CITP Candidate Task Aid', and 'Pearson VUE Exam'. The 'Pearson VUE Exam' requirement is expanded to show 'Certified Insider Threat Professional - Fundamentals (CITP-F) Exam'. The 'OPTIONS' column for the 'Certified Insider Threat Professional - Fundamentals (CITP-F) Exam' row is highlighted with a red box, and a yellow callout bubble with the number '3' points to the 'Request' and 'Launch' options.

TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	DETAILS
<b>Resources</b> (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00)						
SPED & CITP Candidate Task Aid	Material	0.00	Not Activated	Request		
<b>Pearson VUE Exam</b> (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
Certified Insider Threat Professional - Fundamentals (CITP-F) Exam	Online Class	1.00	Registered	Launch		
<b>Optional Section: Request Additional Exam Attempts</b> (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00)						

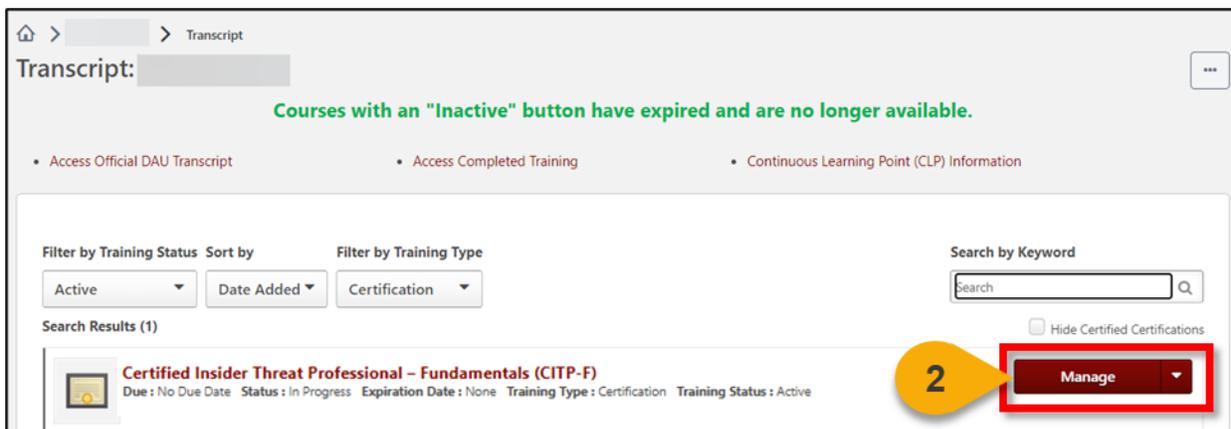
# Launch Your CITP Pearson VUE Exam

When you want to register for your CITP 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 CITP 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)						
SPED & CITP 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 Insider Threat Professional – Fundamentals (CITP-F) Exam	Online Class	1.00	Registered	Launch		
Optional Section: Request Additional Exam Attempts (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00)						

**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.



## Launch Your Pearson VUE CITP 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 Insider Threat Professional – Fundamentals (CITP-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](mailto: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/Certified-Counter-Insider-Threat-Professional-CCITP-Program/CCITP-Frequently-Asked-Questions/](http://www.cdse.edu/Certification/Certified-Counter-Insider-Threat-Professional-CCITP-Program/CCITP-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.

6

EXIT COURSE

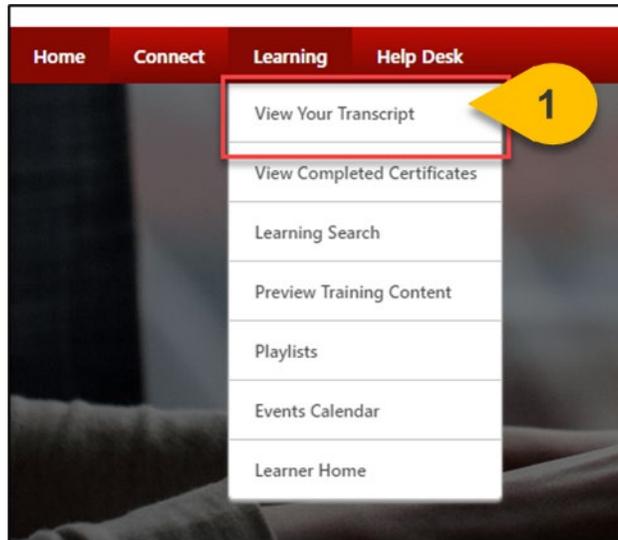
 Defense Counterintelligence and Security Agency

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

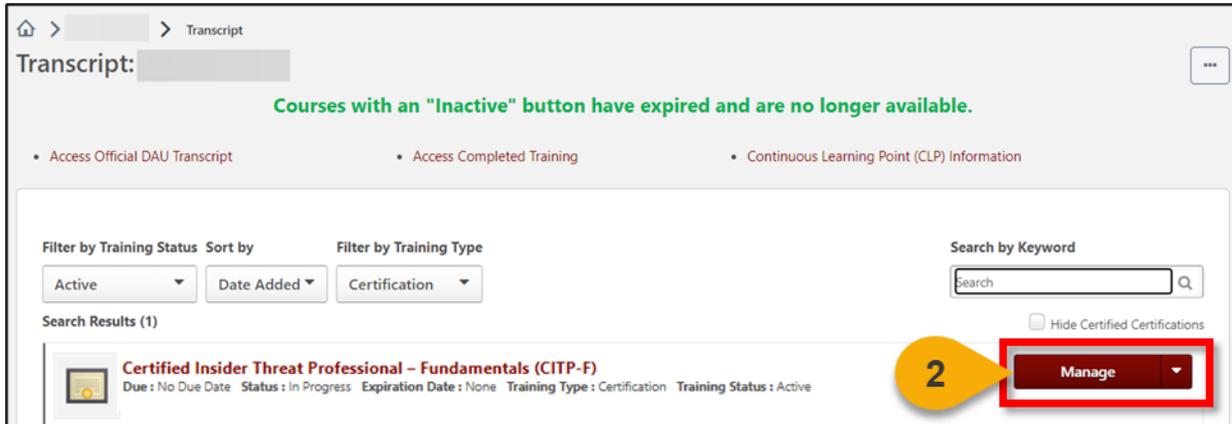
# Submit a CITP Pearson VUE Exam Re-Authorization Request

*When you want to be approved for another CITP 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 CITP 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 Insider Threat Professional – Fundamentals (CITP-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)						
SPeD & CITP 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 Insider Threat Professional – Fundamentals (CITP-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 Insider Threat Professional – Fundamentals (CITP-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 Insider Threat Professional – Fundamentals (CITP-F)  
Pearson VUE Exam Re-Authorization Request Form**

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

Details

Description:

Price: \$0.00

Available Languages: English (US)

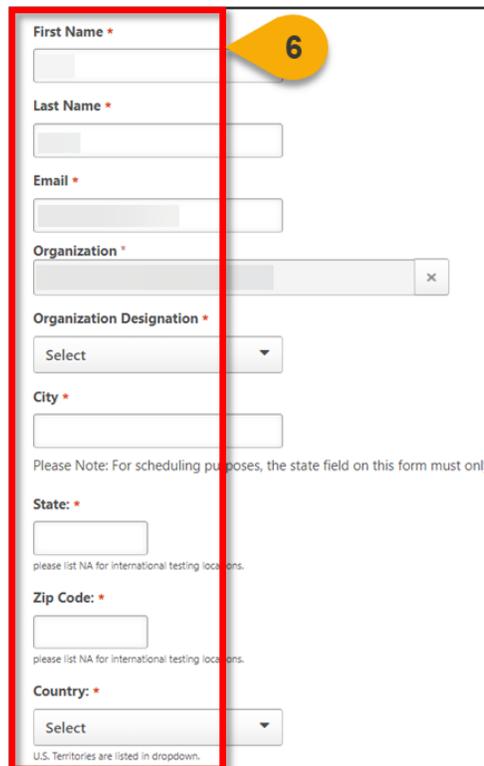
**Request** Close

**Step 5:** Select **Launch** next to the Certified Insider Threat Professional – Fundamentals (CITP-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)						
SPeD & CITP 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 Insider Threat Professional – Fundamentals (CITP-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 Insider Threat Professional – Fundamentals (CITP-F) Pearson VUE Exam Re-Authorization Request Form	Material	0.00	Regis	Launch	No	

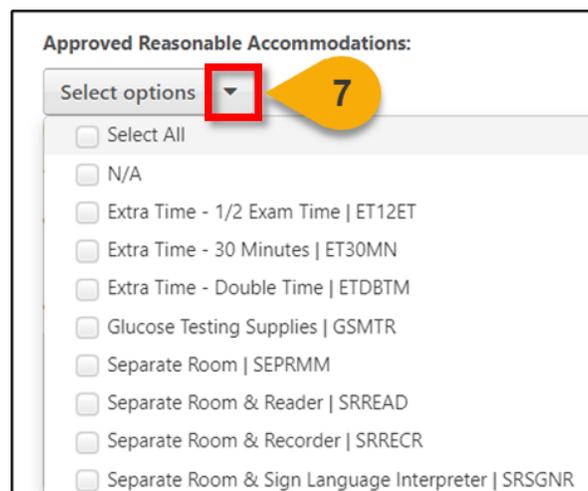
## Submit a CITP Pearson VUE Exam Re-Authorization Request (Cont. 2)

**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. Below the City field, there is a note: "Please Note: For scheduling purposes, the state field on this form must only". 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."

**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.



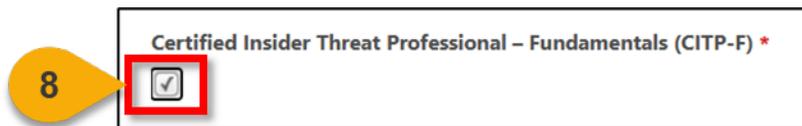
The screenshot shows a dropdown menu titled "Approved Reasonable Accommodations:". The dropdown arrow is highlighted with a red box and a yellow callout bubble with the number 7. The dropdown menu contains the following options:

- 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 CITP Pearson VUE Exam Re-Authorization Request (Cont. 3)

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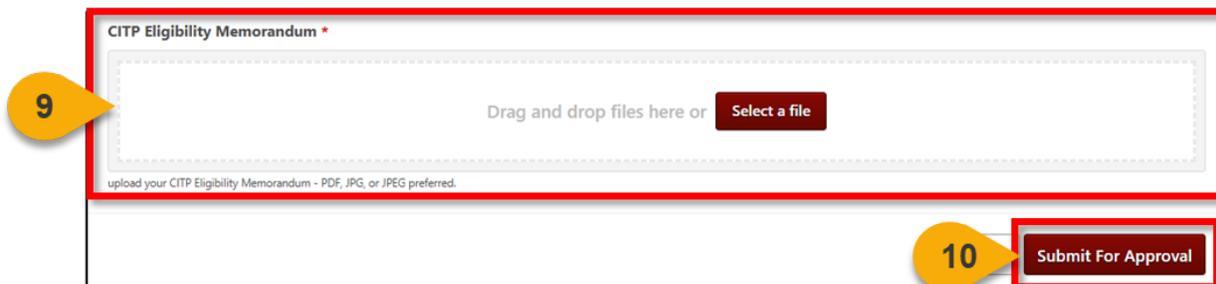
**Step 8:** Once you have confirmed all personal information is correct, select the **Pearson VUE Exam** you are pursuing by checking the box.



Certified Insider Threat Professional – Fundamentals (CITP-F) \*

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

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



CITP Eligibility Memorandum \*

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

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

[Submit For Approval](#)

# CITP Certification Renewal Process

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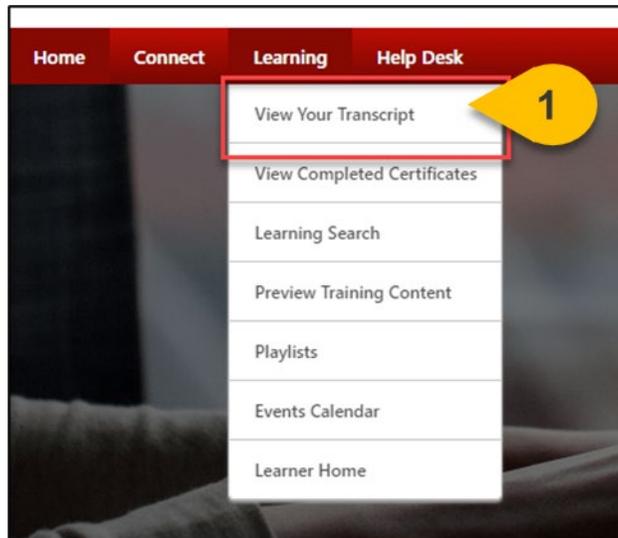
*When you want to complete the Certification Renewal Package (CRP) for your Certifications...*

**3/13/2025 Update:** The PMO has implemented an indefinite pause on the certification maintenance and renewal process. Users should no longer use CSOD to submit CRPs, until further notice. Please contact [dcsa.ncr.cdse.mbx.ccitp@mail.mil](mailto:dcsa.ncr.cdse.mbx.ccitp@mail.mil) for more information.

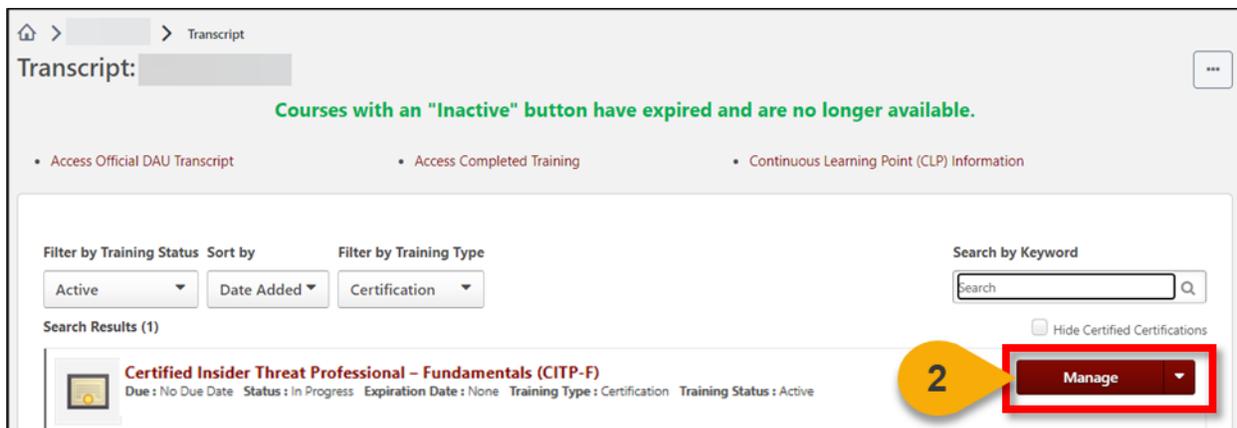
# Submit a CITP Re-Enrollment Request Form

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

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

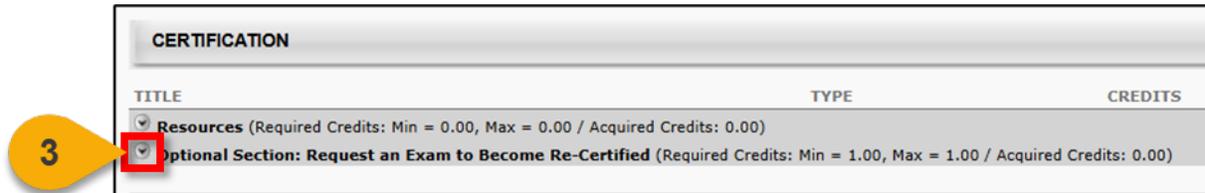


**Step 2:** On your Active Tab, the Certification you are enrolled in will appear. Some Certification requirements may also appear on your active transcript, depending on their status. Select **Manage** next to your Certification to view all details and requirements.



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

**Step 3:** Select the **down arrow** to the left of **Optional Section: Request an Exam to Become Re-Certified**.



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

CERTIFICATION						
TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	
Resources (Required Credits: Min = 0.00, Max = 0.00 / Acquired Credits: 0.00)						
Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
Certified Insider Threat Professional - Fundamentals (CITP-F) Re-Enrollment Request Form	Material	0.00	Not Activated	Request		

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

Details

Description:

Price: \$0.00

Available Languages: English (US)

Request Close

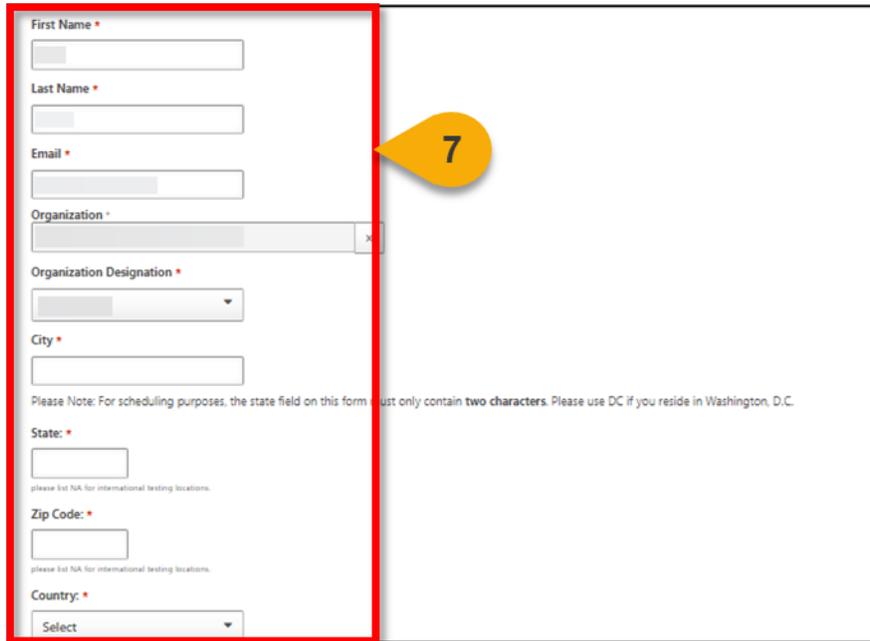
**Step 6:** Once the Material is requested, select **Launch**.

Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
Certified Insider Threat Professional - Fundamentals (CITP-F) Re-Enrollment Request Form	Material	0.00	Not Activated	Launch		No

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

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



The image shows a screenshot of a web form for a CITP Re-Enrollment Request. The form is contained within a larger window. A red rectangular box highlights the left side of the form, which contains the following fields:

- First Name \*
- Last Name \*
- Email \*
- Organization \*
- Organization Designation \*
- City \*
- State: \*
- Zip Code: \*
- Country: \*

Below the State and Zip Code fields, there is a small note: "please list NA for international testing locations." The Country field is a dropdown menu with "Select" as the current option. A yellow callout bubble with the number "7" points to the right side of the form, which is currently blank.

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.

## Submit a CITP 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 CITP Certification.

**Certified Insider Threat Professional – Fundamentals (CITP-F) \***

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

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

**CITP Eligibility Memorandum \***

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

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

[Submit For Approval](#)

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

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**Please Note:** You may mark this item complete within 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.

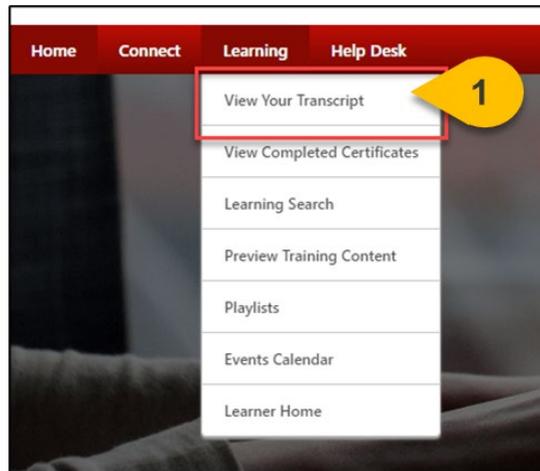
Optional Section: Request an Exam to Become Re-Certified (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						
<input checked="" type="checkbox"/> Certified Insider Threat Professional – Fundamentals (CITP-F) Re-Enrollment Request Form	Material	0.00	In Progress	<b>Mark Complete</b>	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.

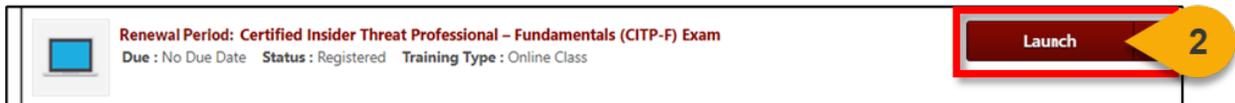
# Launch a CITP Renewal Period Pearson VUE Exam

*When you've been assigned a new exam attempt because your CITP 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 CITP 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 Insider Threat Professional – Fundamentals (CITP-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](mailto: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/Certified-Counter-Insider-Threat-Professional-CCITP-Program/CCITP-Frequently-Asked-Questions/](http://www.cdse.edu/Certification/Certified-Counter-Insider-Threat-Professional-CCITP-Program/CCITP-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.

EXIT COURSE

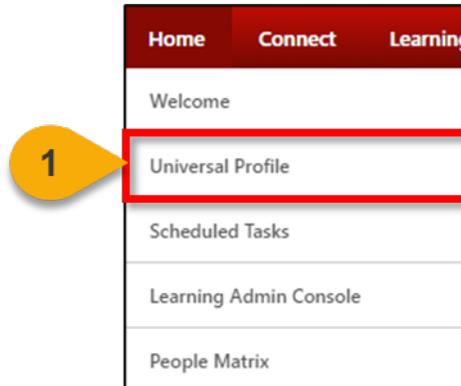
 Defense Counterintelligence and Security Agency

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 CITP Forms

*When you want to view all of your submitted CITP forms...*

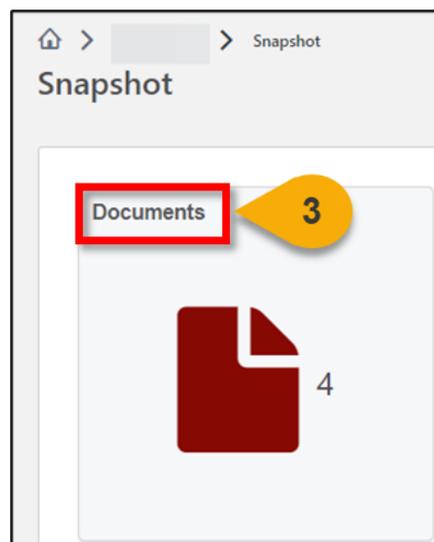
**Step 1:** Hover over the **Home tab** and select **Universal Profile**.



**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 CITP Forms (Cont. 1)

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



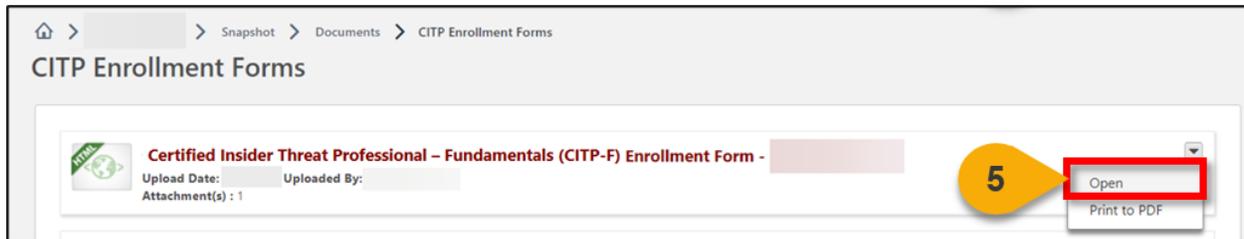
Snapshot Documents Folder CITP Contents:

- A. **CITP Enrollment Forms:** this folder contains any CITP Enrollment Request forms submitted by you.
- B. **CITP Re-Enrollment Requests:** this folder contains any CITP Re-enrollment requests that have been submitted after a Certification expired.
- C. **CITP Exam Re-Authorization Requests:** this folder contains any Pearson VUE CITP Exam Re-Authorization forms that have been submitted during the Initial Certification Period.

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

## View Your Submitted CITP 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.



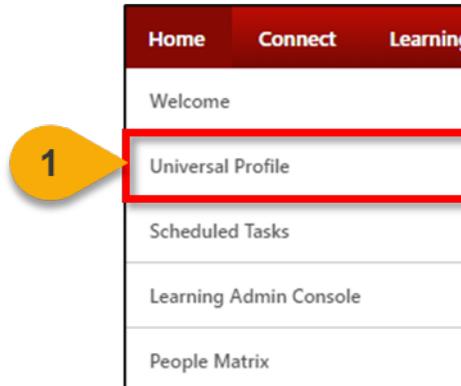
**Step 7:** Once you have read all information, select **Done** at the bottom of the page to return to the folder.



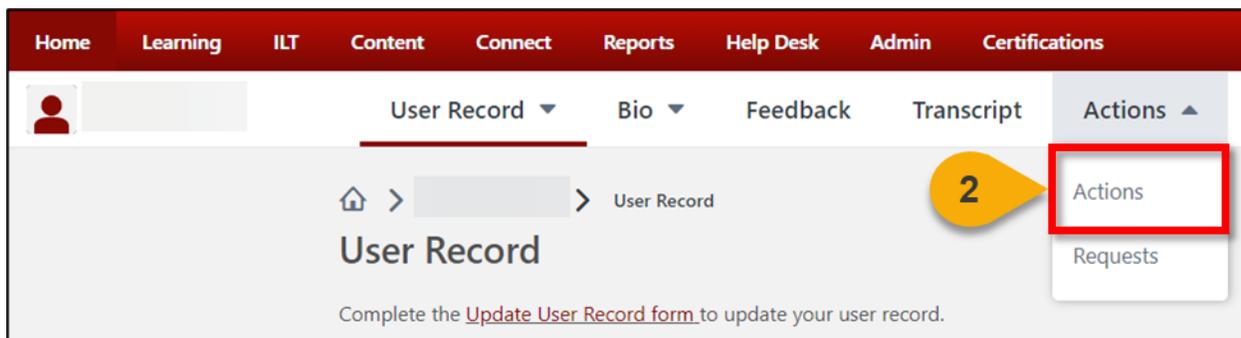
# Re-Submit a Returned CITP Form

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

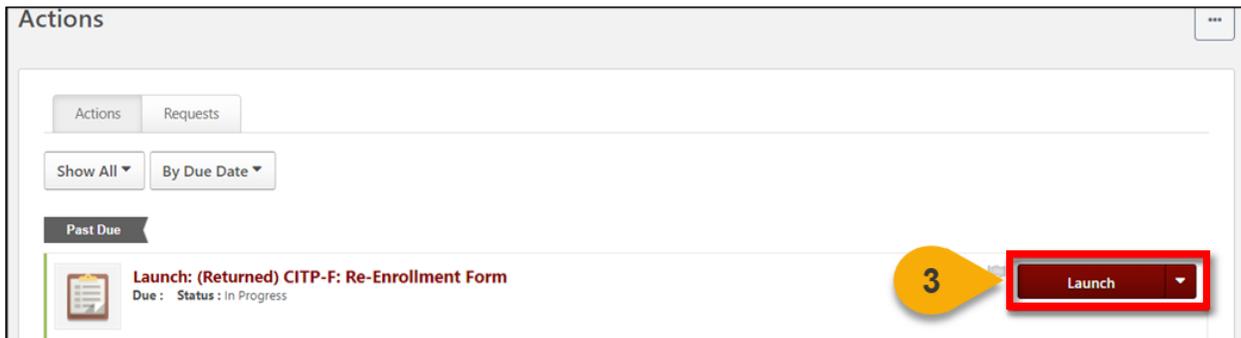
**Step 1:** Hover over the **Home tab** and select **Universal Profile**.



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



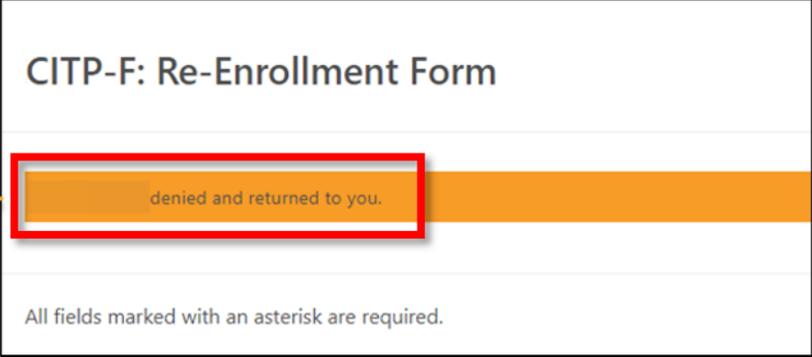
**Step 3:** On the Actions page, you will find any returned forms pending your edits and resubmission. Select **Launch** next to the form.



## Re-Submit a Returned CITP Form (Cont. 1)

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



CITP-F: Re-Enrollment Form

denied and returned to you.

All fields marked with an asterisk are required.

A yellow callout bubble with the number 4 points to the orange bar containing the comment.

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



Cancel Resubmit For Approval

A yellow callout bubble with the number 5 points to the Resubmit For Approval button.

# Additional Resources

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# 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. <b>Note:</b> 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. <b>Note:</b> 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.