



User Guide: CCITP PDU tracker and Certification Maintenance Tool

September 2021

Table of Contents

SUBMITTING A RE-CERTIFICATION PLAN 3

CCITP-F RECERTIFICATION REQUIREMENTS 3

 PROFESSIONAL DEVELOPMENT UNITS (PDUs):..... 3

 CATEGORIES: 3

 CCITP-F PDU REFERENCE TABLE..... 3

CCITP-A RECERTIFICATION REQUIREMENTS..... 4

 PROFESSIONAL DEVELOPMENT UNITS (PDUs):..... 4

 CATEGORIES: 4

 CCITP-A PDU REFERENCE TABLE 5

LEARNING BUILDER PLATFORM OVERVIEW 6

LEARNING BUILDER LOGIN 6

RECERTIFICATION PLAN DASHBOARD PROGRESS BAR STATUS 7

REPORTING PRE-APPROVED PDU ACTIVITIES 8

ADDING A SELF-REPORTED ACTIVITY 13

ACTIVITY APPROVED AND PUBLISHED..... 20

SUBMITTING THE RECERTIFICATION PLAN 20

QUESTIONS? 21

Submitting a Re-Certification Plan

The Certified Counter-Insider Threat Professional (CCITP) Program implements a certification maintenance policy for each of the CCITP credentials.

CCITP-F Recertification Requirements

The CCITP-Fundamentals (CCITP-F) credential is valid for a period of two (2) years from the date of conferral. CCITP-F certificants must meet the following recertification requirements:

Professional Development Units (PDUs):

Certificants are required to obtain 100 PDUs over the course of their 2-year maintenance cycle in order to successfully maintain their CCITP-F certification. The 100 PDUs are divided between Counter-Insider Threat (C-InT) specific activities and professional growth activities in the following manner:

- 75 PDU: C-InT specific
- 25 PDU: Professional Growth

Categories:

There are three (3) general categories in which a certificant can earn PDUs:

- Unique work experiences (e.g., special projects, job shadowing/rotations, achievements, professionalization projects)
- Training, education, additional certification(s)
- Giving back to the community (e.g., leadership in teaching, mentoring, conferences, workshops, papers)

CCITP-F PDU Reference Table

CCITP-F PDU Reference Table				
Category	Event Type	PDU Rate	Max PDU/Event	Max PDU/Category
Training & Education	Training Events	1 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Conferences	1 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Certifications:			
	- Higher CCITP Certification	100 PDUs per Certification	100 PDUs per Certification	100 PDUs
	- CCITP related Certification	45 PDUs per Certification	45 PDUs per Certification	100 PDUs
	- Non-CCITP related Certification	45 PDUs per Certification	45 PDUs per Certification	25 PDUs (F) 50 PDUs (A)

UNCLASSIFIED

Giving Back to the Community	Teaching, Training, & Presenting	3 PDUs per Contact Hour	45 PDUs per Event	100 PDUs
	Mentoring	3 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Workshops & Working Groups	3 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	CCITP Program Support	Event Specific	45 PDUs per Event	100 PDUs
Unique Work Experiences	Cross-Hub Experience	1 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Publications:			
	- Monographs/Scholarly Book:	45 PDUs	45 PDUs	100 PDUs
	- Dissertation/Thesis	50 PDUs	50 PDUs	100 PDUs
	- Chapter of a book	25 PDUs	25 PDUs	100 PDUs
	- Publication Article	25 PDUs	25 PDUs	100 PDUs
	- Book Review	25 PDUs	25 PDUs	100 PDUs
	- Newsletter Article	10 PDUs	10 PDUs	100 PDUs
	- Newsletter Editor	5 PDUs	5 PDUs	100 PDUs
Special Projects	1 PDU per Contact Hour	45 PDUs per Event	45 PDUs	

CCITP-A Recertification Requirements

The CCITP-Analysis (CCITP-A) credential is valid for a period of three (3) years from the date of conferral. CCITP-A certificants must meet the following recertification requirements:

Professional Development Units (PDUs):

Certificants are required to obtain 100 PDUs over the course of their 3-year maintenance cycle in order to successfully maintain their CCITP-A certification. The 100 PDUs are divided between C-InT specific activities and professional growth activities in the following manner:

- 50 PDU: C-InT specific
- 50 PDU: Professional Growth

Categories:

There are three (3) general categories in which a certificant can earn PDUs:

- Unique work experiences (e.g., special projects, rotations, achievements, professionalization projects)
- Training, education, additional certification(s)

UNCLASSIFIED

- Giving back to the community (e.g., leadership in teaching, mentoring, conferences, workshops, papers)

CCITP-A PDU Reference Table

CCITP-A PDU Reference Table				
Category	Event Type	PDU Rate	Max PDU/Event	Max PDU/Category
Training & Education	Training Events	1 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Conferences	1 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Certifications:			
	- Higher CCITP Certification	100 PDUs per Certification	100 PDUs per Certification	100 PDUs
	- CCITP related Certification	45 PDUs per Certification	45 PDUs per Certification	100 PDUs
	- Non-CCITP related Certification	45 PDUs per Certification	45 PDUs per Certification	25 PDUs (F) 50 PDUs (A)
Giving Back to the Community	Teaching, Training, & Presenting	3 PDUs per Contact Hour	45 PDUs per Event	100 PDUs
	Mentoring	3 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Workshops & Working Groups	3 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	CCITP Program Support	Event Specific	45 PDUs per Event	100 PDUs
Unique Work Experiences	Cross-Hub Experience	1 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Publications:			
	- Monographs/Scholarly Book:	45 PDUs	45 PDUs	100 PDUs
	- Dissertation/Thesis	50 PDUs	50 PDUs	100 PDUs
	- Chapter of a book	25 PDUs	25 PDUs	100 PDUs
	- Publication Article	25 PDUs	25 PDUs	100 PDUs
	- Book Review	25 PDUs	25 PDUs	100 PDUs
	- Newsletter Article	10 PDUs	10 PDUs	100 PDUs
	- Newsletter Editor	5 PDUs	5 PDUs	100 PDUs
Special Projects	1 PDU per Contact Hour	45 PDUs per Event	45 PDUs	

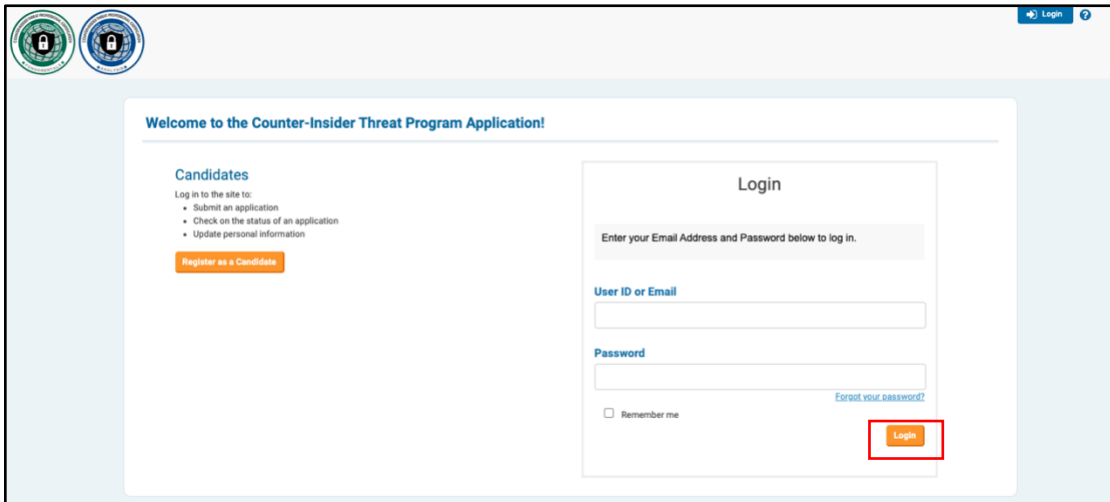
Learning Builder Platform Overview

The CCITP Program has partnered with LearningBuilder to develop an online platform for CCITP certificants to track, document, and maintain a list of the PDUs they've received during their certification window. The CCITP-F has a certification window of two (2) years, and CCITP-A has a certification window of three (3) years. Certificants are responsible to keep track of the PDUs they receive in support of maintaining their certification. This platform was designed to provide a more intuitive and structured way for certificants to document their PDUs. Certificants are able to submit PDU information at any time after being conferred a CCITP certification. The system will not allow certificants to submit their recertification plan until they are 30 days away from the credential expiration date.

cint-gsx.learningbuilder.com

Learning Builder Login

To login to the platform, please enter your username and password, then click Login.

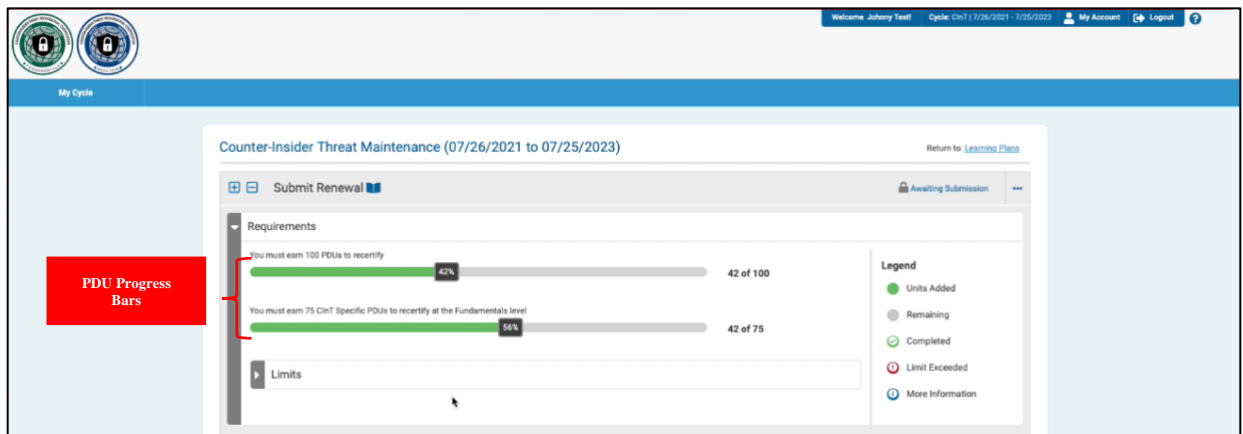


The screenshot shows the login interface for the Counter-Insider Threat Program Application. The page features a header with two circular logos on the left and a 'Login' link on the right. The main content area is titled 'Welcome to the Counter-Insider Threat Program Application!' and is divided into two sections. On the left, under 'Candidates', there is a list of actions: 'Log in to the site to:', 'Submit an application', 'Check on the status of an application', and 'Update personal information'. Below this list is an orange button labeled 'Register as a Candidate'. On the right, the 'Login' section contains a heading 'Login' and a sub-heading 'Enter your Email Address and Password below to log in.'. It includes two input fields: 'User ID or Email' and 'Password'. Below the password field is a 'Remember me' checkbox and a 'Forgot your password?' link. An orange 'Login' button is highlighted with a red box.

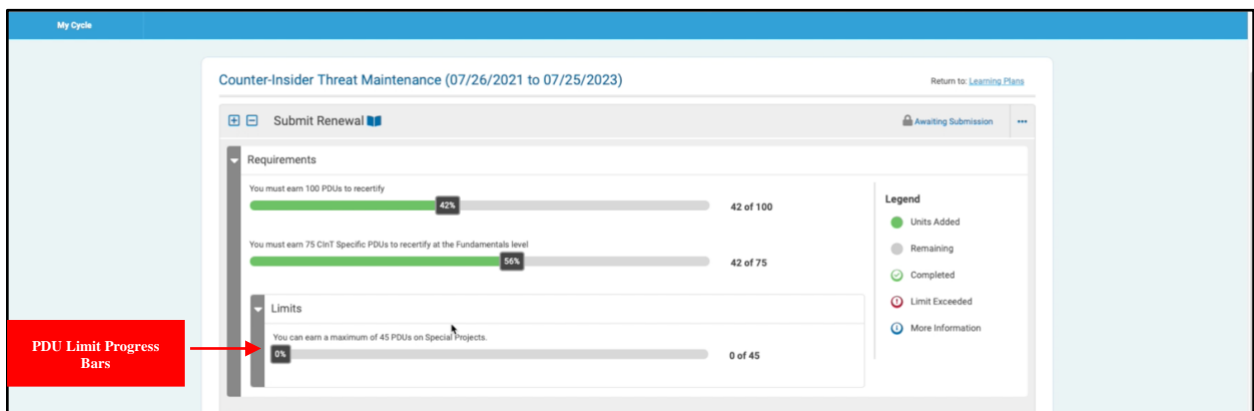
Recertification Plan Dashboard Progress Bar Status

The system will direct you to the Recertification Plan. Progress bars are provided at the top of the plan to signify how many total steps are in the plan, and how many steps have been completed. Each Recertification Plan will include two progress bars, the first bar tracks the 100 PDU requirement, and the second progress bar tracks the C-InT Specific PDU requirement. For more information about the PDU requirements and limitations, please reference the CCITP-F PDU Reference Table, or the CCITP-A PDU Reference Table.

Note: the legends to the left correspond with the progress bars. The green section of the progress bar shows what has been completed and the gray section of the progress bar shows what is remaining.



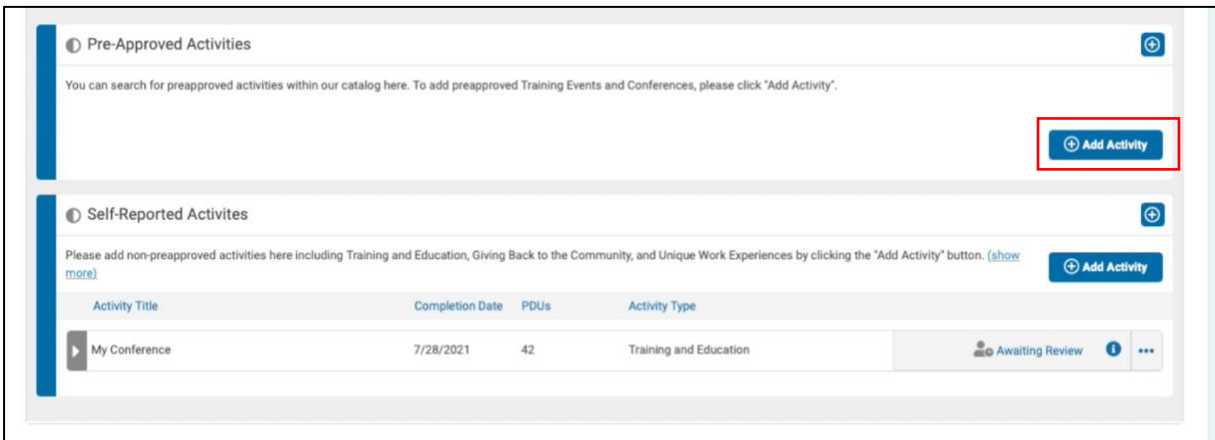
Additionally, the system includes a Limits progress bar, signifying that there is a maximum of 45 PDUs on Special Projects a certificant can earn and document for recertification. Note the legends to the left of the screen that signify progress in the system.



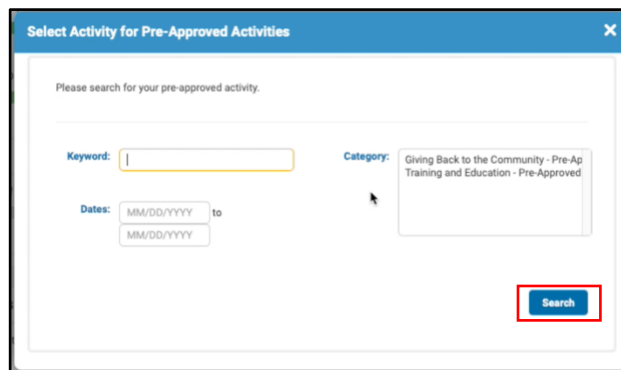
Reporting Pre-Approved PDU Activities

Pre-approved activities are those that are submitted to the CCITP Program by a provider (e.g., the Center for Development of Security Excellence), and have been vetted to meet the CCITP Program PDU requirements. Pre-approved activities are searchable in the system. Certificants can add as many pre-approved activities as they have participated in.

In order to add a pre-approved activity to a recertification plan, users will click **Add Activity** under the pre-approved activity section on the dashboard.



A pop-up window will appear to prompt the user to search for the pre-approved activity. Users can search by Keyword, by Date the activity was offered, or by Category (i.e., Giving Back to the Community, or Training and Education). Once the user has either entered a keyword, a date, or has selected a category, they will click **Search**.



In the example below, the search was filtered by the Training and Education category. The system will load all pre-approved training and education activities. The search shows the title of the activity, the PDU category it falls under, the activity Provider, the start and end date if applicable, and the number of PDUs that the activity is worth.

By clicking the plus button next to each activity, the user will be able to view a description about the activity. To add the activity to the recertification plan, click the + **Select** button.

Title	Category	Provider	Start Date	End Date	PDUs	
Adverse Information Reporting	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			0.50	+ Select
Applied Research on Exfiltration and Security	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.00	+ Select
Applied Research on Mental Health Conditions and Security	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.00	+ Select
Applied Research on Social Media and Security	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.00	+ Select
Behavioral Analysis in Insider Threat Programs with Dr. Robert Gallagher	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.00	+ Select
Behavioral Science in Insider Threat	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			0.50	+ Select
Continuous Monitoring	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.50	+ Select
Counterintelligence Awareness & Reporting Course for DoD Employees	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)	7/1/2021		1.00	+ Select
Critical Thinking for Insider Threat Analysts	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.50	+ Select
Cultural Awareness and Insider Threat	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)	11/19/2020	11/19/2020	1.00	+ Select
Cyber Insider Threat	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			0.50	+ Select
Cyber Insider Threat	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			0.50	+ Select
Defense Cyber Investigation Training Academy - Cyber Insider Threat Analysis Course	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			0.00	+ Select
Defense Insider Threat Management and Analysis Center Update 2018	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.00	+ Select
Developing a Multidisciplinary Insider Threat Capability	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.50	+ Select
DHS Protecting Critical Infrastructure Against Insider Threats	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.00	+ Select
DoD Insider Threat Enterprise Program Management Office	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			1.00	+ Select

Details about the activity will be displayed in a pop-up window. Instructions regarding the required data necessary to submit the activity are provided at the top of the window.

Search Filters:

- Keyword:
- Date: MM/DD/YYYY to MM/DD/YYYY
- Category: Giving Back to the Community - Pre-Approved, Training and Education - Pre-Approved

Search Results:

Title	Category	Provider	Start Date	End Date	PDUs	
Adverse Information Reporting	Training and Education - Pre-Approved	Center for Development of Security Excellence (CDSE)			0.50	+ Select

Description: The NISPOM adverse information reporting requirement will be examined in depth. At the conclusion of this webinar you will not only understand your reporting responsibilities under NISPOM 1-302a, you will also know what types of information you need to report, how to make your reports, and where to send your reports.

Since this activity is pre-approved, the user will need to complete the areas that are defined with an asterisk, which are the completion date, uploading supporting documentation (e.g., completion certificate), the completed relevant contact hours (only if the activity was a multi-day training/conference, and the certificant only participated in some of the activity), and the rating of the activity.

Industry and Insider Threat: Enter Activity Details

Please enter the following:

- The date you completed the activity.
- The number of PDUs you are requesting:
 - enter the Maximum Approved PDU if you attended the course in full
 - Other enter the number you were awarded if partial credit was given
- Supporting documentation showing you completed the activity such as
 - A completion certificate; or
 - Transcript
- A rating of the course (1 to 5 stars)

Provider: Center for Development of Security Excellence (CDSE)

Training and Education Event Type: Training Event

Activity Title: Industry and Insider Threat

Description: CDSE is hosting a discussion with an Industrial Security Chief from DCSA on September 5, 2019. This Insider Threat Webinar will address establishing an Insider Threat Program. Establishing an Insider Threat Program involves more than checking off the requirements. The program requires an implementation plan to gather, share, integrate, identify, and report relevant Insider Threat information from offices across the contractor's facility including security, information security, and human resources; this is based on the organization's size and operations.

Activity Date(s): Available from

Completion Date*: MM/DD/YYYY

Course Number: Webinar

Course Website: https://cdse-events.acms.com/content/connect/c1/7/en/events/event/shared/2379713875/event_registration.html?connect-session=breezbreezndSchiuqv9tg58n&co-id=2379758858&charset=utf-8

Supporting Documentation*: [Choose from library](#) or [Upload](#)

The user will use the calendar drop down in the system to populate the completion date. Important Note: The completion date must fall within the user's recertification period. User's will not be able to claim activities and PDUs that were obtained prior to their conferral date.

Industry and Insider Threat: Enter Activity Details

Completion Date*: MM/DD/YYYY

Course Number: Webinar

Course Website: https://cdse-events.acms.com/content/connect/c1/7/en/events/event/shared/2379713875/event_registration.html?connect-session=breezbreezndSchiuqv9tg58n&co-id=2379758858&charset=utf-8

Supporting Documentation*: [Choose from library](#) or [Upload](#)

PDU Category: CInT Specific

Max Approved PDUs: 1

Maximum Relevant Contact Hours: 1

Completed Relevant Contact

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

To upload the supporting documentation, users will choose the appropriate file to support their participation in the activity. Users can either select **Choose from Library**, which will pull documents that are uploaded to their profile in LearningBuilder, or they can click **Upload** to submit new documentation that is not currently in the system.

Industry and Insider Threat: Enter Activity Details

Provider: Center for Development of Security Excellence (CDEE)

Training and Education Event Type: Training Event

Activity Title: Industry and Insider Threat

Description: CDEE is hosting a discussion with an Industrial Security Chief from DCSA on September 5, 2019. This Insider Threat Webinar will address establishing an Insider Threat Program. Establishing an Insider Threat Program involves more than checking off the requirements. The program requires an implementation plan to gather, share, integrate, identify, and report relevant Insider Threat information from offices across the contractor's facility including security, information security, and human resources; this is based on the organization's size and operations.

Activity Date(s): Available from

Completion Date*: 07/08/2021

Course Number: Webinar

Course Website: https://cdse-events.acoms.com/content/connect/c1/7/en/events/event/shared/2379713875/event_registration.html?connect-session=breeznd5chhuqv9tq58n&aco-id=2379758858&charset=utf-8

Supporting Documentation*: Choose from library or Upload

PDU Category: CInT Specific

Max Approved PDUs: 1

Maximum Relevant Contact Hours: 1

Completed Relevant Contact Hours*: 1

Your Rating*: 3 stars

There are a few ways the user can complete the Completed Relevant Contact Hours section. If the activity was a one-time activity, then the user would input the maximum relevant contact hours that are displayed. If the activity was a multi-day conference or training and the certificant was unable to participate in full, then the certificant would input partial contact hours. For example, if the activity was multi-day and had a maximum of 20 contact hours for individuals, a certificant who only participated in half of the activity would input 10 contact hours. The certificant is responsible for indicating how many hours they actively attended the activity.

Industry and Insider Threat: Enter Activity Details

Type: Training Event

Activity Title: Industry and Insider Threat

Description: CDEE is hosting a discussion with an Industrial Security Chief from DCSA on September 5, 2019. This Insider Threat Webinar will address establishing an Insider Threat Program. Establishing an Insider Threat Program involves more than checking off the requirements. The program requires an implementation plan to gather, share, integrate, identify, and report relevant Insider Threat information from offices across the contractor's facility including security, information security, and human resources; this is based on the organization's size and operations.

Activity Date(s): Available from

Completion Date*: 07/08/2021

Course Number: Webinar

Course Website: https://cdse-events.acoms.com/content/connect/c1/7/en/events/event/shared/2379713875/event_registration.html?connect-session=breeznd5chhuqv9tq58n&aco-id=2379758858&charset=utf-8

Supporting Documentation*: Choose from library or Upload

PDU Category: CInT Specific

Max Approved PDUs: 1

Maximum Relevant Contact Hours: 1

Completed Relevant Contact Hours*: 1

Your Rating*: 3 stars

Finish Later Cancel Submit

To rate the course, use the drop down menu next to Your Rating, and select the rating. Once all required fields are completed, click **Submit**.

Industry and Insider Threat: Enter Activity Details

Type: Industry and Insider Threat

Activity Title: Industry and Insider Threat

Description: CDEE is hosting a discussion with an Industrial Security Chief from DCSA on September 5, 2019. This Insider Threat Webinar will address establishing an Insider Threat Program. Establishing an Insider Threat Program involves more than checking off the requirements. The program requires an implementation plan to gather, share, integrate, identify, and report relevant Insider Threat information from officers across the contractor's facility including security, information security, and human resources; this is based on the organization's size and operations.

Activity Date(s): Available from

Completion Date*: 07/08/2021

Course Number: Webinar

Course Website: https://cdse-events.acms.com/content/connect/c1/7/en/events/event/shared/2379713875/event_registration.html?connect-session=breezbreez2nd5Schuqv9tq58n&so-id=2379758858&charset=utf-8

Supporting Documentation*: Choose from library or Upload

PDU Category: CInT Specific

Max Approved PDUs: 1

Maximum Relevant Contact Hours: 1

Completed Relevant Contact Hours*: 1

Your Rating*: 5 stars, 4 stars, 3 stars, 2 stars, 1 star

Finish Later Cancel Submit

After the user has submitted the pre-approved activity, it will show up on their dashboard, and the progress bars will update to include the newly added activity. To view all of the pre-approved activities that have been submitted, click **Show More**.

Submit Renewal

Awaiting Submission

Requirements

You must earn 100 PDUs to recertify 43% 43 of 100

You must earn 75 CInT Specific PDUs to recertify at the Fundamentals level 56% 43 of 75

Limits

You can earn a maximum of 45 PDUs on Special Projects. 0% 0 of 45

Legend

- Units Added
- Remaining
- Completed
- Limit Exceeded
- More Information

Pre-Approved Activities

Please add preapproved Training Events, Conferences, and Certifications by clicking the "Add Activity" button. [show more](#) Add Activity

Activity	Completion Date	PDUs	Activity Type	
Industry and Insider Threat	7/29/2021	1	Training Event	Recorded

Self-Reported Activities

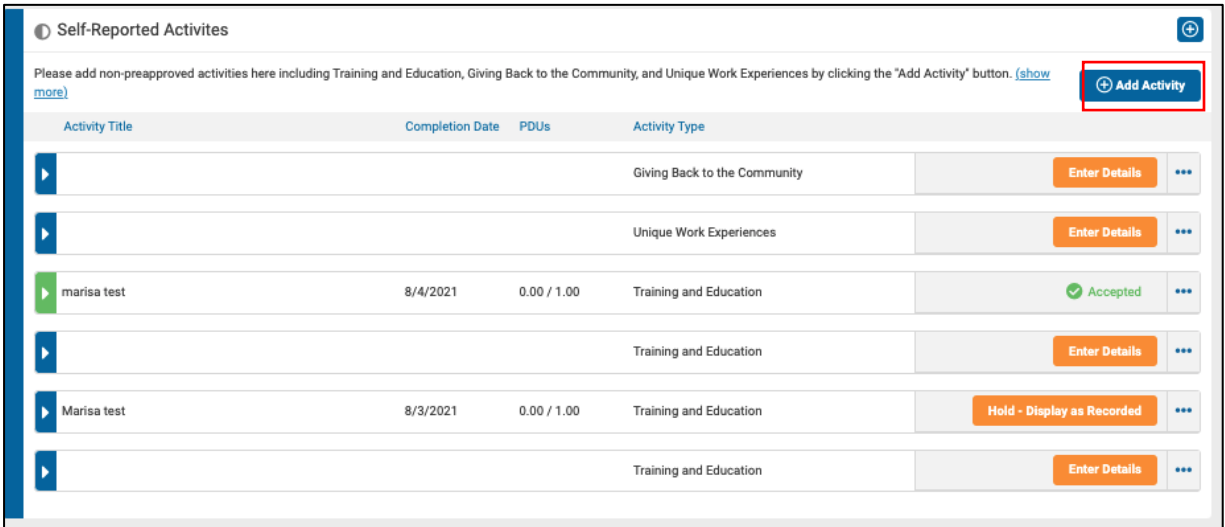
Please add non-preapproved activities here including Training and Education, Giving Back to the Community, and Unique Work Experiences by clicking the "Add Activity" button. [show more](#) Add Activity

Activity Title	Completion Date	PDUs	Activity Type	
My Conference	7/28/2021	42	Training and Education	Awaiting Review

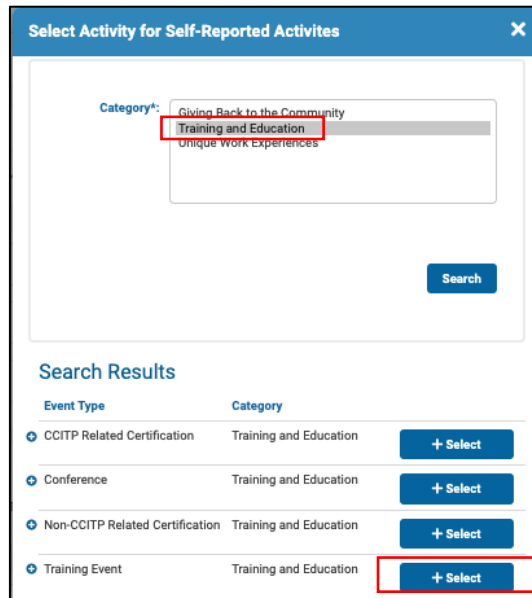
Adding a Self-Reported Activity

After logging into the system, the user will be directed to their Certification Maintenance Dashboard. To add a self-reported activity, the candidate will click **Add Activity**, under the Self-Reported Activities section.

Note: Candidates will only be allowed to add Training and Education self-reported activities.



Highlight the Training and Education category from the list in the pop-up window, then select the event type from the list below by clicking **+Select**.



UNCLASSIFIED

The system will update the window to display the Training Event: Enter Details page where candidates will use the available drop down menus and text boxes to complete the event details. All of the fields with an asterisk (*) are required.

Important Note: The Completion/Publication Date must fall within the candidate’s recertification maintenance cycle, or it will not be approved.

Training Event: Enter Details

Please complete all of the fields below. Fields with a * are required.

Completed Relevant Contact Hours refers to either:

- The maximum approved PDU if you attended the course in full, or
- The number of PDUs you were awarded if partial credit was given

Category: Training and Education

Event Type: Training Event

Event Type Description: For the purposes of the C-InT Certification Program, training events are defined as any event where a certificant is presented with information that is designed to grow or maintain their knowledge or skills in a particular area or field. For the purposes of the C-InT Certification Program, training and education is divided into two categories: formal training and informal training. Certificants receive one (1) PDU per contact hour with a limit of 45 PDUs per training/learning event, and there is no limit on how many PDUs can be earned from this category.

Activity Title/Course Name/Publication Title*: Training 101

Describe the subject, materials, and learning outcomes*: Trained on the C-InT principles...

Completion/Publication Date*: 08/11/2021

Course Number:

Course Website:

Provider Type*: Government Agency

Provider Organization*: DCSA

To upload supporting documentation, click **Upload**, and select the file. If the supporting documentation has already been uploaded in the Learning Builder platform, click **Choose from Library**, and the system will display all of the files the candidate has uploaded.

Delivery Method*: Online/Virtual Live

Supporting Documentation Guidance: Supporting documentation showing you completed the activity such as A completion certificate, or Transcript.

Supporting Documentation: [Choose from library](#) or **Upload**

Activity PDU Maximum: 45

PDU Awarded by Relevant Contact Hour/Event: 1

Relevant Contact Hours*: 2

Areas of Expertise / EBK Alignment*: [Click to select Areas of Expertise / EBK Alignment](#)

PDU Category*: CInT Specific

Course Rating*: 4 stars

Do you think this event should be added to the Pre-Approved catalog since many other may have also completed it?*: Yes

Finish Later Cancel Submit

To complete the Areas of Expertise/EBK Alignment section, click on the link to complete the mapping of the activity to the EBK.

The screenshot shows a form with the following fields and options:

- Delivery Method*:** Online/Virtual Live
- Supporting Documentation Guidance:** Supporting documentation showing you completed the activity such as A completion certificate; or Transcript.
- Supporting Documentation*:** Choose from library or Upload
- Activity PDU Maximum:** 45
- PDU Awarded by Relevant Contact Hour/Event:** 1
- Relevant Contact Hours*:** 2
- Areas of Expertise / EBK Alignment*:** Click to select Areas of Expertise / EBK Alignment (highlighted with a red box)
- PDU Category*:** CInT Specific
- Course Rating*:** 4 stars
- Do you think this event should be added to the Pre-Approved catalog since many other may have also completed it?*** Yes

Buttons at the bottom: Finish Later, Cancel, Submit

The Select Areas of Expertise window will appear. The candidate will click the Technical and Non-Technical bars, and the areas of expertise will be listed by competency.

The screenshot shows a window titled "Select Areas of Expertise" with a close button (X) in the top right corner. The window contains two expandable bars:

- Technical
- Non-Technical

Buttons at the bottom: Edit Selected, Clear Checkboxes, Cancel, Finish & Close

Users can select as many Technical and/or Non-Technical areas of expertise as necessary by clicking the check box next to each. The user will then select the proficiency for the area of expertise by using the drop down menu. If all of the areas of expertise selected have the same proficiency rating, then the user can select **Edit # Selected** at the bottom of the screen,

	PROFICIENCY*	RATIONALE
<input checked="" type="checkbox"/> PD-AoE1 Insider Threat Policies	2 - Basic	
<input type="checkbox"/> PD-AoE2 Counter Insider Threat Program	-- Proficiency --	
<input type="checkbox"/> PD-AoE3 Protecting Civil Liberties	-- Proficiency --	

The user will select the appropriate rating for the group of areas of expertise, then click **Update # Selected** as shown below.

Proficiency	-- Proficiency --	<input checked="" type="checkbox"/>
Rationale		<input checked="" type="checkbox"/>

After aligning the activity to the appropriate areas of expertise, the candidate will click **Finish & Close** at the bottom of the screen.

To submit the activity for crowdsourcing, meaning the activity will be added to the Pre-Approved Activities catalog, the candidate will select “Yes” from the drop-down menu for the last question, “Do you think this event should be added to the Pre-Approved catalog since many other may have also completed it?”

Once all of the required information has been added, select **Submit**.

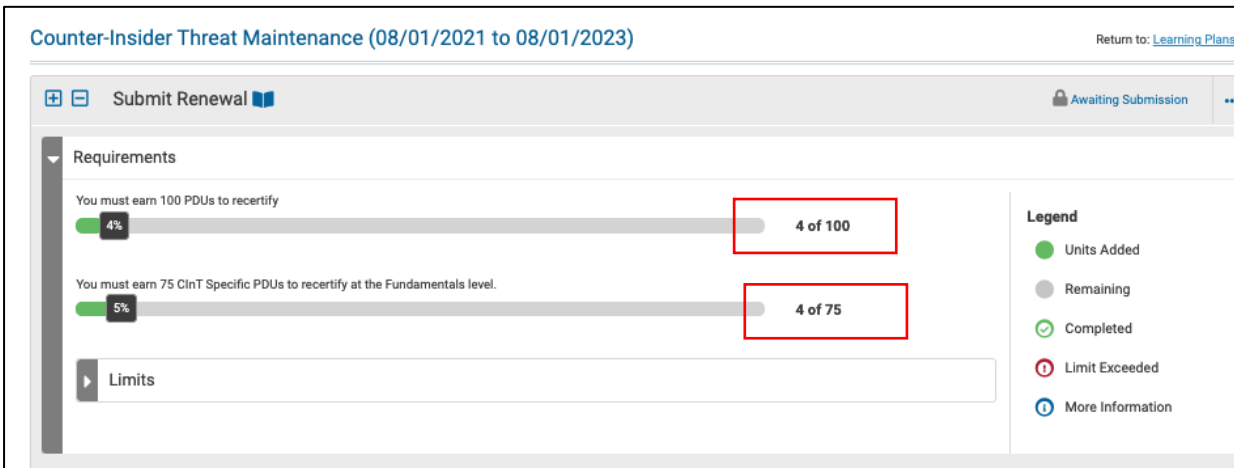
Note: Candidates will be unable to submit the event details until all required information is completed.

UNCLASSIFIED

After submitting the event details, the system will direct back to the dashboard page. The candidate will see the event status updated to **Awaiting Review**. The event details are automatically sent to the Certified Counter-Insider Threat Professional Program Management Office (CCITP PMO) to review, and then the activity is sent to the event provider to verify and approve the information.

Activity Title	Completion Date	PDUs	Activity Type	Status
			Giving Back to the Community	Enter Details
			Unique Work Experiences	Enter Details
marisa test	8/4/2021	0.00 / 1.00	Training and Education	Accepted
			Training and Education	Enter Details
Marisa test	8/3/2021	0.00 / 1.00	Training and Education	Hold - Display as Recorded
			Training and Education	Enter Details
			Training and Education	Enter Details
Training 101	8/11/2021	0.00 / 2.00	Training and Education	Awaiting Review

The candidate will see that their PDU Progress Bar at the top of the dashboard increased by the number of PDUs inputted into the event details.



When the event has been reviewed by the CCITP PMO, the event status will change to **Hold – Display as Recorded**.

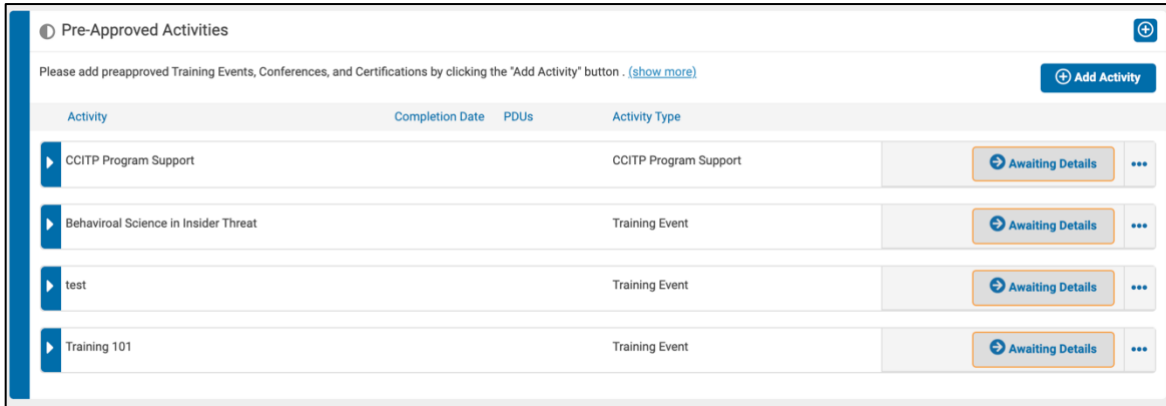
Self-Reported Activities +

Please add non-preapproved activities here including Training and Education, Giving Back to the Community, and Unique Work Experiences by clicking the "Add Activity" button. [show more](#) **Add Activity**

Activity Title	Completion Date	PDU's	Activity Type	
▶			Giving Back to the Community	Enter Details ⋮
▶			Unique Work Experiences	Enter Details ⋮
▶ marisa test	8/4/2021	0.00 / 1.00	Training and Education	✔ Accepted ⋮
▶			Training and Education	Enter Details ⋮
▶ Training 101	8/3/2021	0.00 / 1.00	Training and Education	Hold - Display as Recorded ⋮
▶			Training and Education	Enter Details ⋮

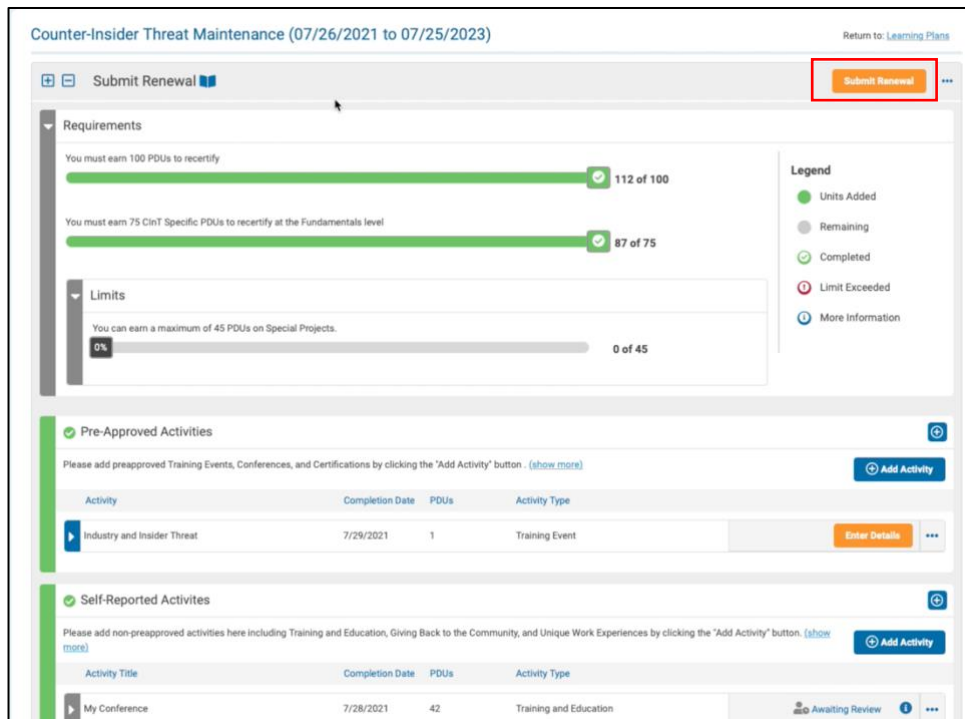
Activity Approved and Published

Once the activity has been approved by the CCITP PMO and the Provider, it will be available in the Pre-Approved Activity catalog. The candidate will see their activity status for the self-published activity is now available under the Pre-Approved Activities section in their certification maintenance plan.



Submitting the Recertification Plan

Once all of the PDU requirements have been met, the status bars are completed, and the user is within 30 days of their certification expiring, they can submit their recertification plan by clicking **Submit Renewal**.



The system will prompt the user to provide feedback on their experience using the platform. There are two required feedback questions. After completing these questions, the user will click **Submit**.

Note: If the user attempts to submit the recertification plan before the 30 window prior to their certification expiring, the system will display an error message and will not allow the user to submit.

Counter-Insider Threat Maintenance: Submit Renewal

The CCITP-F Certification is valid for a period of two (2) years from the date of conferral/renewal. In order to prevent the certification from lapsing, you must obtain 100 PDUs over the course of your 2-year maintenance cycle. You may fulfill up to 25 of the 100 PDUs through professional growth activities. All other PDUs must be earned through CinT specific activities.

You may submit the recertification application within 30 days of the current credential expiration date.

Please keep in mind you cannot submit your renewal application until 30 days prior to your **Cycle End Date**.

Prior to submitting your application, please answer the following questions about your recertification experience.

Cycle End Date: 7/25/2023

Please rate your overall satisfaction with our system*:

Overall, how user-friendly is the system?*

Please provide any system recommendations that you think would improve the application submission process:

Save Cancel **Submit**

Questions?

For more information or question about the functionality of the LearningBuilder Recertification platform, please contact the CCITP Program Management Office (PMO) at 571.305.5268 or osd.cint-certification@mail.mil