



## **Certified Counter-Insider Threat Program - Fundamentals (CCITP-F) Certification Maintenance Form**

This form serves to aid CCITP-F certificants in tracking Professional Development Units (PDUs) obtained to maintain the CCITP-F certification. Certificants are fully responsible for tracking their PDUs throughout the maintenance cycle. Additional guidance regarding submission of this certification maintenance form will be provided at a later date. *Please note: certificants understand that their PDUs are subject to audit. Therefore, it is strongly recommended that certificants obtain physical documentation of PDUs acquired. Such physical documentation can be in the form of receipts, confirmation emails, PDU letters, etc.*

Per the Certification Maintenance Policy, the CCITP-F certification is valid for a period of two (2) years from the date of conferral. In order to prevent the certification from lapsing, certificants are required to complete a minimum of 100 Professional Development Units (PDUs) over the course of their 2-year maintenance cycle in order to successfully maintain their CCITP-F Credential. The 100 PDUs are divided between counter-insider threat (C-InT) specific activities and general professional growth activities in the following manner:

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

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

- Unique work experience (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)

All certification maintenance information can be found in the Certified Counter-Insider Threat Professional Program (CCITP) [Candidate Handbook](#). If you have any questions about the requirements or need additional information about the events and number of PDUs awarded for each event, please email [OSD.CINT-Certification@mail.mil](mailto:OSD.CINT-Certification@mail.mil).

Provided on the next page is the CCITP PDU Reference Table which breaks down each category, respective event types, the PDU Rate, Max PDUs per Event, and Max PDUs per category.



## CCITP PDU Reference Table

Category	Event Type	PDU Rate	Max PDU/Event	Max PDU/Category
<b>Training &amp; Education</b>	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)
<b>Giving Back to the Community</b>	Teaching, Training, & Presenting	3 PDUs per Contact Hour	45 PDUs per Event	100 PDUs
	Mentoring	1 PDU per Contact Hour	45 PDUs per Event	100 PDUs
	Workshops & Working Groups	1 PDU per Contact Hour	45 PDUs per Event	100 PDUs
<b>Unique Work Experiences</b>	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	



Please use the following tables to document the activities you are using to claim PDU credit for Category 1. Remember, each activity is subject to audit and must be documentable.

**For each activity, please indicate the name of the activity, date the activity started and ended, number of PDUs earned, and the type of PDU activity by using the following acronyms:**

- Professional Growth: PG
- C-InT Specific: C-InT

### Category 1: Training & Education

Each certificant can claim, at maximum, 100 PDUs in this category\* over the two-year period.

**Event Types Recognized in this Category Are:**

- Training Events
- Conferences
- Higher CCITP Certification
- CCITP related Certification
- Non-CCITP related Certification\* (Max of 25 PDU)

Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity



## Category 1: Training & Education

Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity



### Category 1: Training & Education

Category 1: Training & Education				
Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity
<b>Total Number of PDUs obtained for Category 1: Training &amp; Education</b>				



Please use the following tables to document the activities you are using to claim PDU credit for Category 2. Remember, each activity is subject to audit and must be documentable.

**For each activity, please indicate the name of the activity, date the activity started and ended, number of PDUs earned, and the type of PDU activity by using the following acronyms:**

- Professional Growth: PG
- C-InT Specific: C-InT

### Category 2: Giving Back to the Community

**Each certificant can claim, at maximum, 100 PDUs in this category over the two-year period.**

**Event Types Recognized in this Category Are:**

- Teaching, Training & Presenting
- Mentoring
- Workshops & Working Groups

Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity



## Category 2: Giving Back to the Community

Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity



## Category 2: Giving Back to the Community

Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity
<b>Total Number of PDUs obtained for Category 2: Giving Back to the Community</b>				





Please use the following tables to document the activities you are using to claim PDU credit for Category 3. Remember, each activity is subject to audit and must be documentable.

**For each activity, please indicate the name of the activity, date the activity started and ended, number of PDUs earned, and the type of PDU activity by using the following acronyms:**

- Professional Growth: PG
- C-InT Specific: C-InT

### Category 3: Unique Work Experiences

**Each certificant can claim, at maximum, 100 PDUs in this category\* over the two-year period.**

**Event Types Recognized in this Category Are:**

- Cross-Hub Experience
- Monographs/Scholarly Book
- Dissertation/Thesis
- Chapter of a Book
- Publication Article
- Book Review
- Newsletter Article
- Newsletter Editor
- Special Projects\* (Max of 45 PDU)

Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity



### Category 3: Unique Work Experiences

Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity



### Category 3: Unique Work Experiences

Name of Activity	Date Started	Date Ended	Number of PDUs	PG/C-InT Activity
<b>Total Number of PDUs obtained for Category 3: Unique Work Experiences</b>				



I \_\_\_\_\_, hereby acknowledge that the information contained in this document is correct. I understand that upon request of the Certified Counter-Insider Threat Professional Program Management Office, that I may be randomly selected to be audited. I understand that I am responsible to retain supporting documentation of the Professional Development Units (PDUs) listed within this document. Additionally, I understand that I may need to provide these documents upon request. I understand that failure to provide supporting documentation upon request or falsifying information in this document is sufficient grounds for certification expiration and/or revocation.

**Certificant's Name (Printed):** \_\_\_\_\_

**Certificant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_