



# Cheat Sheet: Approved and Self-Reported Activities.

September 2021

The categories listed below are required fields when submitting either pre-approved Professional Development Units (PDUs) or self-reported PDUs for recertification. You will be unable to submit PDUs without all of the respective required information included.

**Pre-Approved Activities:**

- Completion Date (date you completed the activity)
- Completed Relevant Contact Hours (how many hours you spent participating in the activity)
- Supporting Documentation (email confirmation, certificate of completion, etc.)
- Your Rating (1-5 scale, how likely are you to recommend the course to others)

**Self-Reported Activities**

- Activity Title/Course Name/Publication Title (enter the title of the activity)
- Describe the subject, materials, and learning outcomes
- Completion/Publication Date (date you completed the activity)
- Provider Type (who is the target audience)
  - Government Agency, Education, Industry, Association or Non-profile
- Delivery Method (how did you participate in the activity)
  - In-preson, Online/ Virtual Live, or Pre-recorded computer based testing (CBT)
- Supporting Documentation (email confirmation, certificate of completion, etc.)
- Relevant Contact Hours (how many hours you spent participating in the activity)
- Areas of Expertise (AoE) / Essential Body of Knowledge (EBK) Alignment (please follow the chart included in the platform)
- PDU Category
  - Counter-Insider Threat (C-Int) Specific or Professional Growth
- Do you think this event should be added to the Pre-Approved catalog since many others may have also completed it? (answering “Yes” will send this activity into the approval queue to be vetted by the CCITP Program Management Office (PMO) and the Provideing Organization)