# User Guide: CCITP PDU tracker and Certification Maintenance Tool

September 2021

## Table of Contents

## 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) |

| | | | | |
|---|---|---|---|---|
| **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 much 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 a 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)

- 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 Backto 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.

# 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.
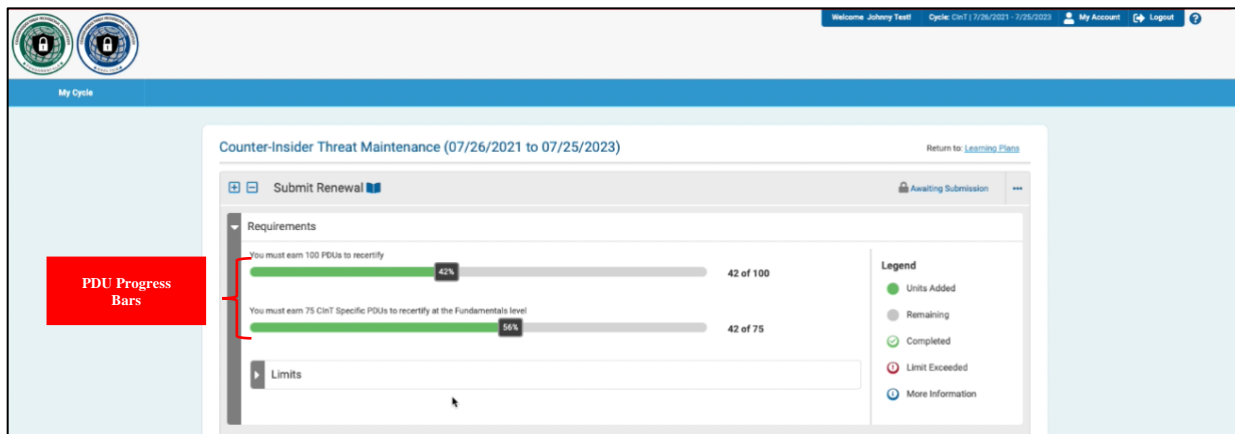


Additionally, the system includes a Limits progress bar, signifying that there is a maximum of 45 PDUs on Special Projects a certificant can earn and document for recertification. Note the legends to the left of the screen that signify progress in the system.
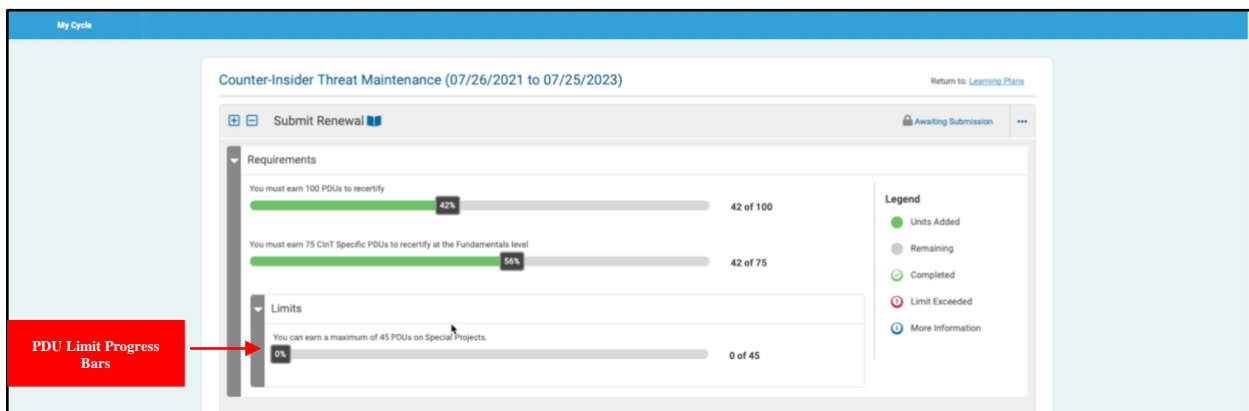
# Reporting Pre-Approved PDU Activities

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.
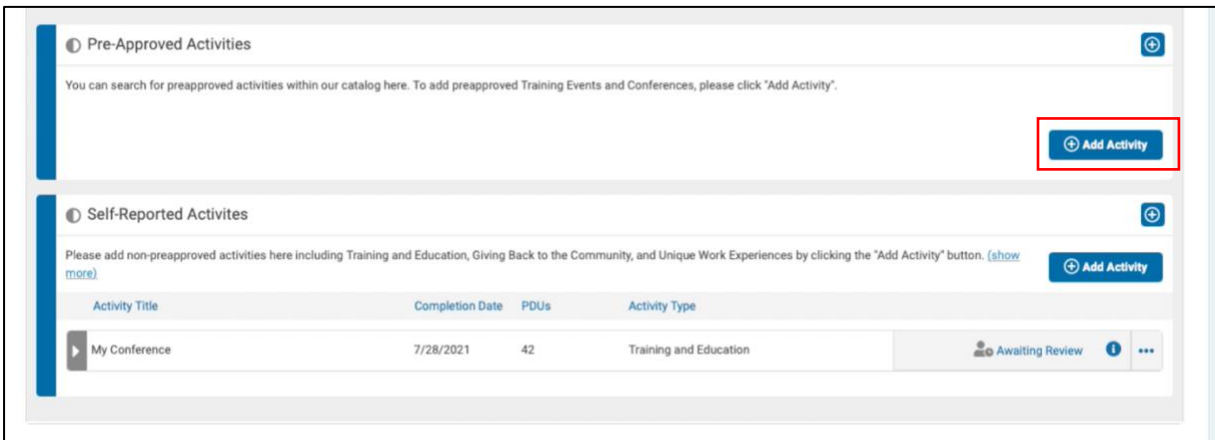


A pop-up window will appear to prompt the user to search for the pre-approved activity. Users can search by Keyword, by Date the activity was offered, or by Category (i.e., Giving Back to the Community, or Training and Education). Once the user has either entered a keyword, a date, or has selected a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



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.



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.

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.

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.



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.

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.**



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.**

# 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 <u>only</u> 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.**

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.



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.

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



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.

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,



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

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.

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.



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.
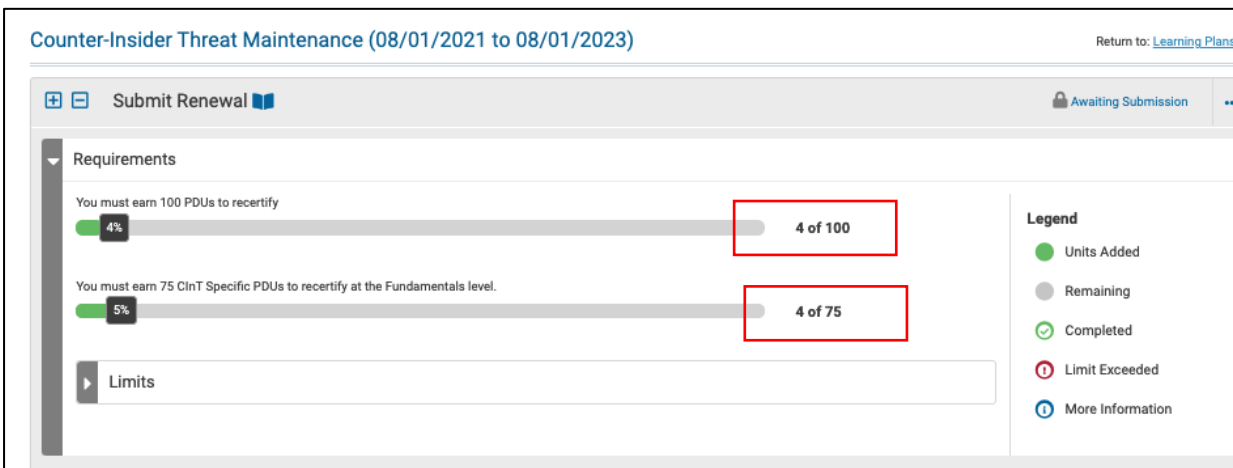


When the event has been reviewed by the CCITP PMO, the event status will change to **Hold – Display as Recorded.**

# 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.



# 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