



User Guide: CCITP PDU tracker and Certification Maintenance Tool

September 2021

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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)

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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)

- 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

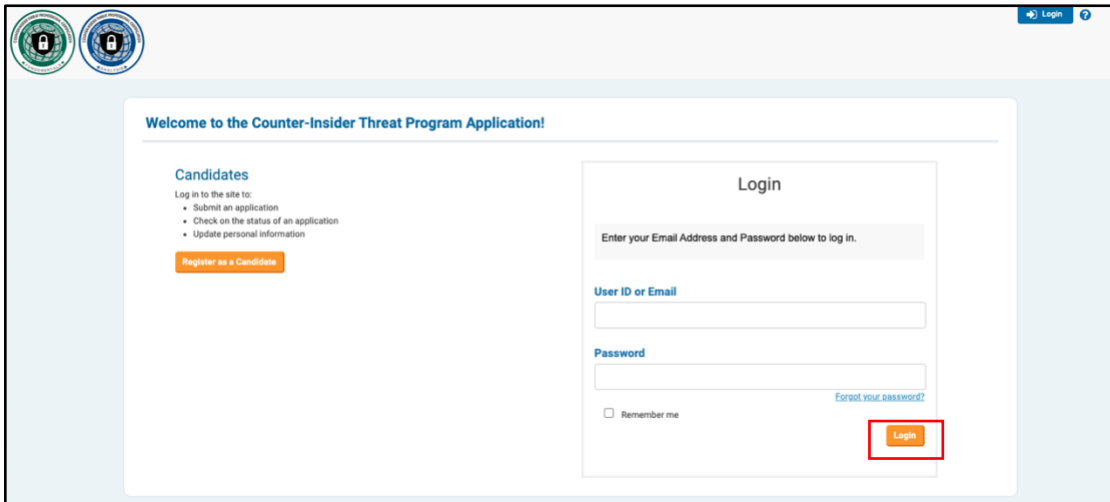
Learning Builder Platform Overview

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.

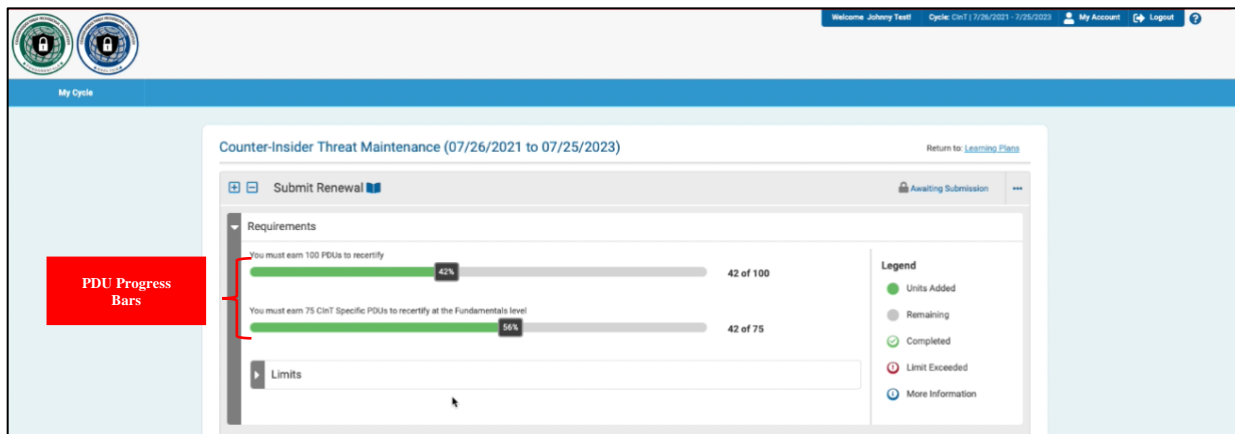


The screenshot shows the login interface for the Counter-Insider Threat Program Application. At the top left are two circular logos. The main heading is "Welcome to the Counter-Insider Threat Program Application!". Below this, there is a "Candidates" section with a list of actions: "Log in to the site to:", "Submit an application", "Check on the status of an application", and "Update personal information". An orange button labeled "Register as a Candidate" is positioned below the list. To the right is a "Login" box. Inside the box, it says "Enter your Email Address and Password below to log in." Below this are two input fields: "User ID or Email" and "Password". A "Remember me" checkbox is located below the password field. A blue link "Forgot your password?" is to the right of the password field. An orange "Login" button is at the bottom right of the login box, highlighted with a red rectangle. In the top right corner of the page, there is a "Login" button with a question mark icon.

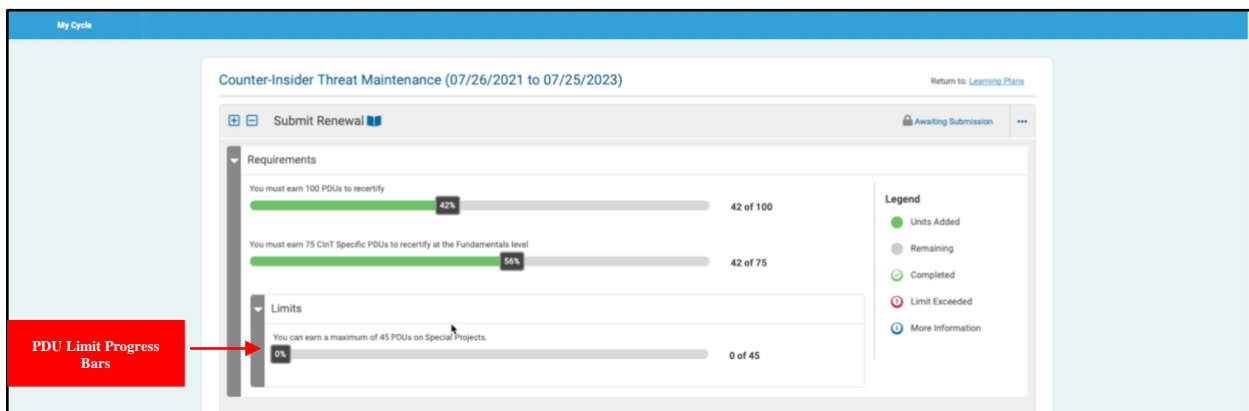
Recertification Plan Dashboard Progress Bar Status

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.



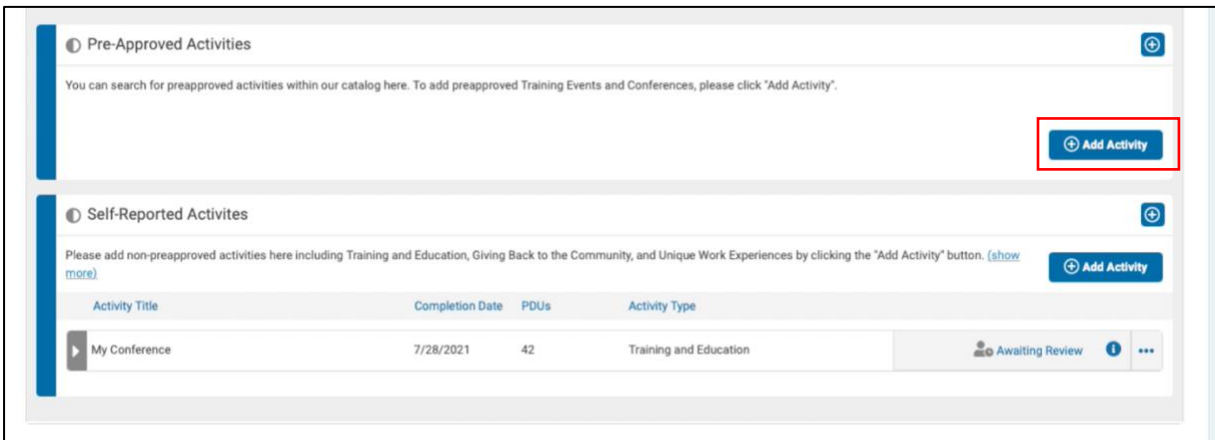
Additionally, the system includes a Limits progress bar, signifying that there is a maximum of 45 PDUs on Special Projects a certificant can earn and document for recertification. Note the legends to the left of the screen that signify progress in the system.



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**.

The screenshot shows a pop-up window titled 'Select Activity for Pre-Approved Activities'. It contains search fields for 'Keyword', 'Dates' (with MM/DD/YYYY format), and 'Category'. The 'Category' dropdown is open, showing options like 'Giving Back to the Community - Pre-Approved' and 'Training and Education - Pre-Approved'. A blue 'Search' button at the bottom right is highlighted with a red rectangular box.

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.

Select Activity for Pre-Approved Activities

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
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.

Select Activity for Pre-Approved Activities

Keyword:

Dates: to

Category: Giving Back to the Community - Pre-Approved
Training and Education - Pre-Approved

Search

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=breezbreezdScihqv9tg58n&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

☐ 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:

Course Website: https://cdse-events.acms.com/content/connect/c1/7/en/events/event/shared/2379713875/event_registration.html?connect-session=breezbreezdScihqv9tg58n&co-id=2379758858&charset=utf-8

Supporting Documentation*:

PDU Category: CnT Specific

Max Approved PDUs: 1

Maximum Relevant Contact Hours: 1

Completed Relevant Contact

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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 (CDE)

Training and Education Event Type: Training Event

Activity Title: Industry and Insider Threat

Description: CDE 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=breezbrezndSchuqvktg58n&co-id=2379758858&charset=utf-8

Supporting Documentation*: **Choose from Library** or **Upload**

PDU Category: CnT 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: Industry and Insider Threat

Description: CDE 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=breezbrezndSchuqvktg58n&co-id=2379758858&charset=utf-8

Supporting Documentation*: **Choose from Library** or **Upload**

PDU Category: CnT 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

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*: 07/06/2021

Course Number: Webinar

Course Website: https://cdse-events.acoms.com/content/connect/c17/en/events/event/shared/2379713875/event_registration.html?connect-session=breezbreeznd5chuzv9tq58n&aco-id=2379758858&charset=utf-8

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

PDU Category: CnT 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 CnT 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.

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 ...
Marisa test	8/3/2021	0.00 / 1.00	Training and Education	Hold - Display as Recorded ...
			Training and Education	Enter Details ...

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**.

Select Activity for Self-Reported Activities

Category*: Giving Back to the Community
Training and Education
 Unique Work Experiences

Search

Search Results

Event Type	Category	
CCITP Related Certification	Training and Education	+ Select
Conference	Training and Education	+ Select
Non-CCITP Related Certification	Training and Education	+ Select
Training Event	Training and Education	+ 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.

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 participant 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. Participants 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

PDUs 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.

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

PDUs 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](#)

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.

Select Areas of Expertise

▶ Technical

▶ Non-Technical

[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,

The user will select the appropriate 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?”

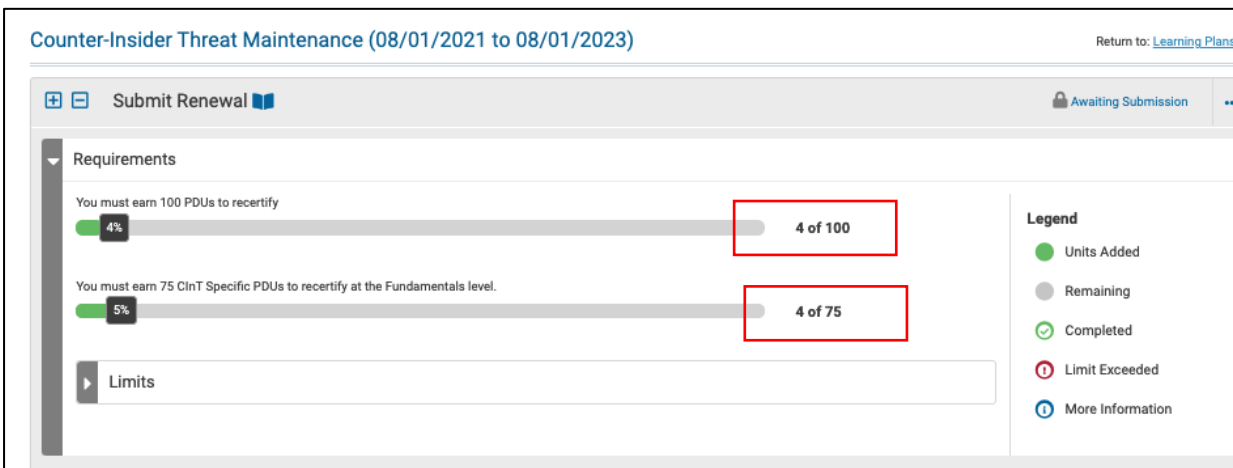
Once all of the required information has been added, select **Submit**.

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.

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)				
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 ...
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	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.

Pre-Approved Activities			
Please add preapproved Training Events, Conferences, and Certifications by clicking the 'Add Activity' button . (show more)			
Activity	Completion Date	PDU's	Activity Type
▶ CCITP Program Support			CCITP Program Support
▶ Behavioral Science in Insider Threat			Training Event
▶ test			Training Event
▶ Training 101			Training Event

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**.

Counter-Insider Threat Maintenance (07/26/2021 to 07/25/2023)
Return to: Learning Plans

Submit Renewal

Requirements

You must earn 100 PDUs to recertify

112 of 100

You must earn 75 CInT Specific PDUs to recertify at the Fundamentals level

87 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 . [\(show more\)](#)

Activity	Completion Date	PDU's	Activity Type
▶ Industry and Insider Threat	7/29/2021	1	Training Event

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. [\(show more\)](#)

Activity Title	Completion Date	PDU's	Activity Type
▶ My Conference	7/28/2021	42	Training and Education

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