



# Certified Information Technology Professional

## APPLICATION FORM

### PART A APPLICANT PROFILE This information will appear in our CITP referral database.

Applicant Name: \_\_\_\_\_ AICPA Membership No. \_\_\_\_\_

Firm or Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: ( ) \_\_\_\_\_ Business Fax No. ( ) \_\_\_\_\_ Business E-mail Address: \_\_\_\_\_

How did you learn about CITP?  Advertisement  Referral Source: \_\_\_\_\_  E-mail  Web site  Other: \_\_\_\_\_

### PART B APPLICANT QUALIFICATIONS (Must be an active AICPA member in good standing)

CITP candidates must accumulate a minimum of 100 points in Sections 1 – 4, below, to qualify for the CITP Credential. If all 100 points are from one section, please include documentation with your application.

#### Section 1. CISA Certification

CISA Certification (100 points)\* CISA Certificate No. \_\_\_\_\_

<b>Subtotal for Section 1: CISA Certification</b>	
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\*Add 100 points to Grand Total and proceed to Part C: Declaration of Intent.

#### Business Experience and Lifelong Learning

To be eligible for the 100-point requirement, Business Experience and Lifelong Learning must have 1) occurred over the last five years and 2) been relevant to one of the following CITP **Body of Knowledge Areas**:

- Technology Strategic Planning
- IT Architecture
- Business Process Enablement
- IT Governance and Regulation
- System Development, Acquisition, Implementation and Project Management
- Information Systems Management
- Systems Security, Reliability, Audit and Control

#### Section 2. Business Experience

Check the box that best reflects the number of hours over the last five years that you have devoted to work related to the 7 **Body of Knowledge Areas**, and enter the appropriate point totals in the Points column. **Example:** If 25% of your position has been dedicated to IT Architecture and System Security over the last five years, calculate 25% of 10,400 (40 hrs/wk x 52 weeks x 5 years), check the appropriate box, and total your Business Experience points.

✓	Hours of Business Experience in Last 5 Years	Enter Points
	1,400 hours (25 points)	
	1,600 hours (30 points)	
	1,800 hours (35 points)	
	2,000 hours (40 points)	
	2,200 hours (45 points)	
	2,400 hours (50 points)	
Do you have Business Experience in 5 or more Body of Knowledge Areas? If yes, add 10 points.		
<b>Subtotal for Section 2: Business Experience</b> <small>(Min. 25 points, Max. 60 points)</small>		

#### Section 3. Lifelong Learning

Identify all Lifelong Learning activities in which you have participated in the last five years, and perform the calculation indicated to determine the number of points awarded. *(Must achieve at least 25 points, 60 maximum.)*

✓	Qualifying Educational Activities	Credits or Hours	Determining Points <small>(from Body of Knowledge Areas listed above)</small>	Enter Points	Maximum Allowable Points
	CPE credits excluding any below	_____ (enter credits)	/ 3 =		60
	College semester credits	_____ (enter credits)	x 5 =		60
	College quarter credits	_____ (enter credits)	x 3.33 =		60
	Other education courses with no CPE	_____ (enter hours)	x .4 =		60
	Trade conferences with no CPE	_____ (enter hours)	x .4 =		60
	Presenting with CPE credit granted	_____ (enter credits)	=		50
	Presenting with no CPE credit granted	_____ (enter hours)	x 1.2 =		50
	Self-directed reading	_____ (enter hours)	x .4 =		50
	Authoring	_____ (enter hours)	x .4 =		25
	Related committee service	Committee service <input type="checkbox"/> 1 year = 5 points <input type="checkbox"/> 2 years = 10 points	_____ Specify _____ Committee		10
<b>Subtotal for Section 3: Lifelong Learning</b> <small>(Min. 25 points, Max. 60 points)</small>					

**Section 4. Qualifying Certifications/Degrees**

**QUALIFYING CERTIFICATIONS**

Check all the certifications/degrees that apply, and total your points below.

- Associate Computing Professional (ACP) (5 points)
- Certified Information Systems Security Professional (CISSP) (15 points)
- Certified Computing Professional (CCP) (10 points)
- Certified Lotus Professional (CLP) (10 points)
- Certified Lotus Specialist (CLS) (5 points)
- Certified Lotus Instructor (CLI) (15 points)
- Certified Novell Administrator (CNA) (5 points)
- Certified Novell Engineer (CNE) (10 points)
- Certified Novell Instructor (CNI) (15 points)
- Master Certified Novell Engineer (MCNE) (15 points)
- Master Certified Novell Instructor (MCNI) (15 points)
- Certified Directory Engineer (CDE) (15 points)
- ISACA Certified Information Security Manager (CISM) (15 points)
- ISACA's Certified in the Governance of Enterprise IT™ (CGEIT) (15 points)
- GIAC Security Essentials Certification (GSEC) (15 points)
- CompTIA's A+ (5 points)
- CompTIA's Certified Document Imaging Architect (CDIA) (5 points)
- CompTIA's Certified Technical Trainer (CTT+) (15 points)
- CompTIA's e-Biz+ (10 points)
- CompTIA's I-Net+ (5 points)
- CompTIA's IT Project+ (10 points)
- CompTIA's Server+ (10 points)
- CompTIA's Linux+ (5 points)
- CompTIA's Network+ (10 points)
- CompTIA's Security Certification (5 points)
- Microsoft Certified Trainer (MCT) (15 points)
- Microsoft Certified Database Administrator (MCDA) (15 points)
- Microsoft Certified Professional (MCP) (5 points)
- Microsoft Certified Professional (MCP) + Internet (10 points)
- Microsoft Certified Professional (MCP) + Site Building (10 points)
- Microsoft Certified Solutions Developer (MCSA) (15 points)
- Microsoft Certified Systems Administrator (MCSA) (10 points)
- Microsoft Certified Systems Engineer (MCSE) (15 points)
- Project Management Professional (PMP) (15 points)

**QUALIFYING DEGREES**

- Master of Business Administration (10 points)
- Master of Accounting – Information Systems (10 points)
- Master of Computer Science (10 points)

**Subtotal for Section 4: Qualifying Certifications/Degrees (Min. 0 points, Max. 25 points)**

**Grand Total of Sections 1, 2, 3 and 4:**

**PART C DECLARATION OF INTENT (Please read and indicate agreement by signing below)**

**DECLARATION**

I hereby affirm that my statements given in the CITP Application (and any attachments and additional information I provided) are true and complete to the best of my knowledge and freely given. I understand that any misrepresentation or omission of facts therein is cause for denial or revocation of the right to use the CITP Credential and logo.

**MAINTENANCE OF THE CREDENTIAL**

To maintain the CITP Credential, credential holders must pay annual dues (currently \$350) and must comply with the following requirements:

- 1) Maintain membership in good standing in the AICPA.
- 2) Hold a valid and un-revoked CPA certificate issued by a legally constituted state authority.
- 3) Recertify every three years. Recertification currently requires that CITP Credential holders:
  - a) Earn 60 hours of continuing education related to Body of Knowledge Areas during the three-year period preceding recertification and b) Submit a written statement of their intent to continue to comply with all of the conditions required to maintain the credential.

**AGREEMENT**

- 1) I understand that I may not use the CITP Credential or CITP logo or hold myself out as a CITP until I have received official notification of my CITP certification from the AICPA.
- 2) I hereby authorize investigation of all information I provided in this CITP application.
- 3) I understand that permission to use the CITP Credential and CITP logo is granted for a period of three years. At the end of such period, if CITP certification is not renewed, certification expires and any right to use the CITP Credential and CITP logo expires.

- 4) I understand that if I fail to comply with the maintenance of credential requirements, I am required to and I agree to cease use of the CITP Credential and CITP logo immediately, and understand that in order to regain CITP certification, all initial requirements, including completion of the CITP application, must be met again.
- 5) I understand that the recertification requirements noted under Maintenance of the Credential are subject to change as deemed appropriate by the AICPA and the CITP Credential Committee.
- 6) I further understand and agree that the AICPA has the absolute and unrestricted right to revoke any rights I have to use the CITP Credential and CITP logo if I fail to hold a valid and un-revoked CPA certificate issued by a legally constituted state authority and maintain membership in good standing in the AICPA.
- 7) In consideration of the CITP certification granted hereby, I further agree that neither the AICPA, its officers, directors, employees, nor others acting on its behalf, shall be liable to me for any actions taken or omitted to be taken in any official capacity or in the scope of employment, and I hereby release the AICPA and the other persons identified above from any liability for such actions or omissions.
- 8) I affirm that I have read carefully, understand and agree to the items set forth in this Declaration of Intent. I further certify that I understand that a percentage of CITP applications will be randomly selected for further review and that, if selected, I will be required to provide detailed documentation (including specifics of Business Experience and Lifelong Learning as well as proof of any qualifying certification/degrees) to support the assertions of this application. Failure to provide documentation will be considered non-compliance with the requirements for maintenance of the CITP Credential.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Inserting your name here electronically will serve as a valid representation of your signature and will be considered binding.*

**PART D PAYMENT INFORMATION** The application fee for the CITP Credential is \$350 and is due upon the submission of your application. Please indicate your preferred method of payment below. This fee includes complimentary membership in the Information Technology Section.

- Please find the enclosed check made payable to: AICPA/CITP Credential**  
(Please note that you will receive a full refund if your application is not approved)
- Please bill my credit card**  
(Please note that your credit card payment will be processed upon the approval of your application)

Credit Card: (check one)  VISA  MasterCard  Discover  American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Billing Address (if different from address in Part A): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Holder's Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Application and Payment can be mailed to:

**AICPA CITP Credential**  
**220 Leigh Farm Road**  
**Durham, NC 27707-8110**  
**ATTN: Member Service Center**

Or faxed to: **800-362-5066**

Please note: Acceptance of payment does not signify approval of your application. Upon approval, you will receive a welcome kit advising you of your authorization to use the CITP Credential.

**For more information:**

E-mail: [ITInfo@aicpa.org](mailto:ITInfo@aicpa.org)  
 Call: **888-777-7077 option 4**  
 Visit: [aicpa.org/CITP](http://aicpa.org/CITP)

