



IT COMMUNITY



Thank you for your interest in the CITP credential. We appreciate you taking a few moments to respond to tell us about yourself. Upon submitting this survey, you will be taken directly to the CITP Handbook.

- | | | |
|---------------------------------------------------|-----|----|
| 1. Are you a CPA? | Yes | No |
| 2. If not, do you work in an accounting firm? | Yes | No |
| 3. Are you an AICPA Member? | Yes | No |
| 4. Please provide your contact information below. | | |

First Name

Initial

Last Name

Address

City

State

ZIP

Telephone

Email



CITP Credential

Application Kit



A Guide to the AICPA
Certified Information Technology Professional Credential



Table of Contents

Introduction	3
Objectives of the Program	4
Why Obtain the CITP Credential?	4
The Value of your IT Membership and CITP Credential . . .	4
Initial Certification Requirements	5
CITP Application Process	5
CITP Point System	5
CITP Body of Knowledge	6
Business Experience Requirement	7
Lifelong Learning (LL)	7
Advanced Degrees and Other Certifications/Credentials . .	8
CITP Application Audit	11
Earning the Credential	11
Maintaining the CITP Credential	11
Additional Information	11
Frequently Asked Questions	11



aicpa.org/CITP



888.777.7077
(M – F 9am – 6pm ET)

@ITinfo@aicpa.org

Introduction

The American Institute of Certified Public Accountants (AICPA) offers the Certified Information Technology Professional (CITP) Credential exclusively to CPAs who specialize in business technology, information management and assurance. This credential is granted to CPAs who demonstrate broad-based business technology expertise through their knowledge, skill and experience.

This application kit provides information on the CITP Credential program. Additional information can be found online at aicpa.org/CITP.



Objectives of the Program

The CITP Credential program has several key objectives:

- To encourage and recognize excellence in the delivery of technology-related services by CPAs
- To achieve public recognition of CITP Credential holders as premium providers of Information Technology (IT) services
- To provide tools, training and support to help CITP Credential holders expand their IT-related services and provide greater benefits to the business and academic communities they serve
- To promote CITP Credential holders' services through outreach and the development of marketing materials
- To increase practice development and career opportunities for CITP Credential holders

Why Obtain the CITP Credential?

CPAs who provide IT services should consider obtaining the CITP Credential because it:

- Enhances your image as an expert business technologist
- Distinguishes you from non-CPA IT professionals and other CPAs who lack IT expertise
- Affirms your value to employers as well as current and potential clients, and inspires in them a greater level of confidence in your expertise
- Demonstrates your commitment to continually improving your IT skills and expertise
- Demonstrates your commitment to staying informed about emerging technologies and technology-related trends
- Increases opportunities for client referrals from other practitioners and consumers
- Affords access to a community in which you can share, debate, network and communicate with other CPA business technology experts with similar interests and practices

The Value of Your IT Membership & CITP Credential

The CITP Credential distinguishes you as a CPA who specializes in IT. It signifies your superior knowledge and expertise, enhances your marketing efforts and supports your career goals. As a member of the CITP community, you also receive the following benefits:

Free Membership in the AICPA IT Section

As a CITP Credential holder you can take advantage of the wealth of communications, tools and practice aids the IT Section offers, including:

- **Top Technology Initiatives** – Participation in the AICPA's annual Top Technology Initiatives project, and access to exclusive companion materials related to the initiatives identified
- **Member Communications**
 - ITEC Chair Letters – Monthly electronic letters from the chair of the IT Executive Committee (ITEC)
 - InfoTech Update – A bi-monthly, quick-read newsletter focusing entirely on business-technology issues
 - IT E-News – A monthly newsletter with articles on IT issues and trends, and member news and events
 - Web Seminars – Regular online presentations about important technology-related issues and trends, hosted by accomplished IT and accounting professionals
- **The CPA Technology Advisor** - A bi-monthly newsmagazine created to assist public accountants in selecting software solutions and advising clients on accounting and business management software decisions (\$49.95 value)
- **IT Center website** - Access to valuable IT tools, resources and guidance on the IT Center website

Additional benefits available exclusively to CITPs

- **The CITP Marketing Toolkit** – Valuable tools to help you market your CITP Credential to prospective employers and potential clients. The toolkit includes customizable Hire a CITP brochures that explain your unique blend of business and technology expertise in multiple industry sectors including business consulting, public accounting, and business and industry.

- **Monthly Chair Letters** – Monthly electronic letters from the Chair of the AICPA CITP Credential Committee containing important news about technology and professional issues that impact the community
- **Money-Saving Discounts** – Vendor discounts and special offers on products, publications and events to enhance your practice
- **Exclusive TECH+ Conference Discount** – Enjoy the opportunity to network with your peers at the AICPA’s annual TECH+ Conference (and a \$125 discount off the registration fee)
- **Special Recognition at the AICPA TECH+ Conference** – Exclusive CITP-only and CITP-sponsored events during the annual AICPA TECH+ Conference
- **Special Gifts** – Including a CITP business-card holder, CITP lapel pin and pen set

CITP Referral Program

Clients can visit the IT Center website at aicpa.org/CITP to learn more about the CITP Credential, including why they should choose a CITP. The site also contains an online database of credential holders. Potential clients can search for CITP Credential holders by geographic location by visiting infotech.aicpa.org/community/FIND+A+CITP.htm.

Initial Certification Requirements

The CITP Credential is only granted to qualified CPAs. To qualify, a new CITP applicant must:

- Be a member in good standing of the AICPA
- Hold a valid and unrevoked CPA certificate issued by a legally constituted state authority
- Complete the CITP application and meet the 100-point requirement described below
- Sign a Declaration of Intent to comply with the CITP requirements
- Pay the CITP application fee of \$350 (CITP renewal dues are \$350 per year.)

Note: CITP Credential holders are required to recertify every three years. See “Maintaining the CITP Credential” for more details.

CITP Application Process – It’s Simple!

1. Obtain a copy of the CITP application – use the one in the back of this application kit, or download a copy by visiting aicpa.org/infotech and clicking on “Apply for the CITP Credential” under the Membership tab.
2. Complete the application form by itemizing your IT-related Business Experience, Lifelong Learning and Advanced Degrees and Other Qualifying Certifications/Credentials, and performing the simple calculations provided to receive your preliminary point total. A total of 100 points is required.
3. Submit your completed application and \$350 CITP application fee (payable by check or credit card).

Once your application is received, it will be reviewed and processed. Shortly thereafter, you will receive notification of your application status. In some cases, you may be asked to provide documentation to support the information contained in your application. If you meet the CITP Business Experience and Lifelong Learning requirements, your application will be approved and you will receive notification of your approval.

CITP Point System

To earn the CITP Credential, candidates must accumulate at least 100 points from a combination of three categories: Business Experience, Lifelong Learning, and Advanced Degrees and Other Certification/Credentials. Applicants are given some flexibility in how they earn their points – a minimum and maximum number of points for each category is shown below. *To be eligible for points on the CITP application, Business Experience and Lifelong Learning must have occurred in the five-year period prior to the application date. (The five-year rule does not apply to qualifying Advanced Degrees and Other Certifications/Credentials.)*

Required Category	Minimum Points	Maximum Points
Business Experience	25	60
Lifelong Learning	25	60
Advanced Degrees and Other Certifications/Credentials	0	25

Streamlined CITP Application for CPAs with the CISA Credential

The experience, education and testing demonstrated by your CPA and CISA certifications satisfy the full 100-point requirement. Simply check the CISA certification box at the top of the application, note your CISA certificate number and proceed to the declarations portion of the application. The requirements for initial certification still apply. See Initial Certification Requirements.

CITP Body of Knowledge

Eligible Business Experience and Lifelong Learning must fall within the seven IT practice areas comprising the CITP Body of Knowledge:

1) Technology Strategic Planning

- Develop an organization's IT strategy aligned with its business strategy
- Identify technology requirements for an organization
- Define strategies and prioritize options for mitigating risk to employees, systems and technology, and keep up with emerging technology

2) Information Systems Management

- Establish and maintain information technology policies that support business goals and objectives
- Develop risk management processes
- Ensure that services provided by other enterprises, including outsourced providers, are consistent with established information technology policies

3) IT Architecture

- Evaluate needs and select appropriate infrastructure
- Examine an organization's adherence to and use of accepted protocols, standards and enabling technologies as part of its communications, connectivity, applications integration and application deployment
- Develop business rules and procedures for IT architecture to ensure compliance with an organization's IT policies

4) Business Process Enablement

- Document an organization's business processes
- Identify key business processes and the technological barriers or enablers of these processes
- Evaluate the impact of technology and business trends on key business processes
- Reengineer key business processes

5) Systems Security, Reliability, Audit and Control

- Develop procedures and policies to ensure that business processes are designed to minimize security risk
- Develop and maintain disaster recovery and contingency plans
- Participate in internal audits of systems (e.g., data controls)
- Ensure that services provided by outsourced providers are consistent with the organization's security policies
- Develop or monitor redundancy and backup strategy

6) System Development, Acquisition and Project Management

- Identify high-level business requirements
- Integrate security requirements into system development and acquisition activities
- Perform needs analyses

7) IT Governance and Regulation

- Obtain senior management commitment and support for IT throughout the organization
- Identify current and potential legal and regulatory issues affecting IT, and assess their impact on the enterprise
- Establish and maintain information technology policies that support business goals and objectives

THE FOLLOWING SECTIONS PROVIDE DETAILED INFORMATION ABOUT THE CITP POINT SYSTEM FOR BUSINESS EXPERIENCE AND LIFELONG LEARNING

Business Experience Requirement

A CITP candidate must earn a minimum of 25 points for business (or teaching) experience within the five-year period preceding the date of application. A maximum of 60 points can be earned for business experience over the same five-year period. (If you have business experience in five or more areas of the CITP Body of Knowledge, you are eligible for an additional 10 points.)

Lifelong Learning (LL)

To be awarded the CITP Credential, applicants must earn a minimum of 25 points in Lifelong Learning related to the CITP Body of Knowledge within the five-year period preceding the date of application. A maximum of 60 points can be earned for Lifelong Learning for that same five-year period. Instructions on how to calculate points can be found on the CITP website at aicpa.org/CITP.

THE FOLLOWING CATEGORIES OF LIFELONG LEARNING ARE ELIGIBLE FOR A MAXIMUM OF 60 POINTS:

1) Continuing Professional Education

Credit will be given for formal programs of learning in self-study or group-study format in topics relevant to the CITP Body of Knowledge.

2) Approved Courses at an Accredited University or College

Credit will be given for university or college courses related to the CITP Body of Knowledge.

3) Other Continuing Education Courses

Credit for contact hours will be given for other continuing education classes not qualifying for CPE, provided the topics are relevant to the CITP Body of Knowledge.

4) Trade Association Conferences

Credit can be earned for attending trade association conference sessions for which CPE is not given, provided the topics presented are relevant to the CITP Body of Knowledge.

THE FOLLOWING CATEGORIES OF LIFELONG LEARNING ARE ELIGIBLE FOR A MAXIMUM OF 50 POINTS:

5) Self-directed Reading

Self-directed reading of professional journals, technical bulletins, releases and research projects, and Internet research is eligible for credit as long as the material is related to one or more of the CITP Body of Knowledge areas.

6) Presenting

Instructors receive credit for preparation and presentation of CPE and other courses on topics related to the CITP Body of Knowledge. Under CPE guidelines, preparation time up to two times the number of presentation hours, plus presentation time for the first time a course is presented, is allowed. For repeat presentations, instructors receive no credit unless they can demonstrate that the program content involved was substantially revised and that the revision required significant additional study or research.

THE FOLLOWING CATEGORY OF LIFELONG LEARNING IS ELIGIBLE FOR A MAXIMUM OF 25 POINTS:

7) Authoring

Writers of published articles, books or CPE programs in topics related to the CITP Body of Knowledge will be given credit for their research and writing time if this time increases professional competence. Under CPE guidelines, credit for writers is measured in contact hours. For a writer to receive credit, the article, book or CPE program must be formally reviewed and published by a publisher not under control of the writer.

THE FOLLOWING CATEGORY OF LIFELONG LEARNING IS ELIGIBLE FOR A MAXIMUM OF 10 POINTS:

8) Committee Service

Five points will be awarded for each year of participation on committees concerned with one or more of the CITP Body of Knowledge areas.

Advanced Degrees and Other Certifications/Credentials

THE FOLLOWING ADVANCED DEGREES AND OTHER CERTIFICATIONS/CREDENTIALS ARE ELIGIBLE FOR A MAXIMUM OF 25 POINTS:

Advanced Degrees

Ten points will be awarded for any one of the following degrees: Master of Computer Science, Master of Business Administration, or Master of Accounting — Information Systems.*

Other Certifications/Credentials

Five to 15 points, depending upon the level of difficulty, will be awarded for each of the following technology-related certifications/credentials:

CREDENTIALS ELIGIBLE FOR LIFELONG LEARNING POINTS	
CATEGORY I	15 POINTS
Microsoft Certified Systems Engineer (MCSE)	
Microsoft Certified Database Administrator (MCDA)	
Microsoft Certified Trainer (MCT)	
Microsoft Certified Solutions Developer (MCSD)	
Certified Novell Instructor (CNI)	
Certified Directory Engineer (CDE)	
Master Certified Novell Engineer (MCNE)	
Master Certified Novell Instructor (MCNI)	
CompTIA's Certified Technical Trainer (CTT+)	
Certified Lotus Instructor (CLI)	
ISACA's Certified in the Governance of Enterprise IT™ (CGEIT)	
ISACA's Certified Information Security Manager (CISM)	
GIAC's Security Essentials Certification (GSEC)	
Project Management Professional (PMP)	
Certified Information Systems Security Professional (CISSP)	
CATEGORY II	10 POINTS
Microsoft Certified Professional (MCP) + Internet	
Microsoft Certified Professional (MCP) + Site Building	
Microsoft Certified Systems Administrator (MCSA)	
Certified Novell Engineer (CNE)	
CompTIA's e-Biz+	
CompTIA's IT Project+	
CompTIA's Network+	
CompTIA's Server+	
Certified Computing Professional (CCP)	
Certified Lotus Professional (CLP)	

* Other degrees may qualify; please contact ITinfo@aicpa.org to inquire if you have a degree that is not listed.

CREDENTIALS ELIGIBLE FOR LIFELONG LEARNING POINTS

CATEGORY III

5 POINTS

Microsoft Certified Professional (MCP)
 Certified Novell Administrator (CNA)
 CompTIA's A+
 CompTIA's Certified Document Imaging Architect (CDIA)
 CompTIA's Security Certification
 CompTIA's i-Net+
 CompTIA's Linux+
 Associate Computing Professional (ACP)
 Certified Lotus Specialist (CLS)

REPORTING REQUIREMENTS TO SUPPORT LIFELONG LEARNING

Because a certain percentage of CITP applications are subjected to random audits, the AICPA recommends that applicants maintain the following records related to Lifelong Learning experience:

Approved college coursework, other continuing education courses and trade association conferences:

- Course/Session Title
- Related Body of Knowledge Area
- Course Sponsor, College/University
- Course Format
- Date(s)
- CPE credits, semester hours, hours attended

Presenting:

- Program/Session Title
- Related Body of Knowledge Area
- CPE Credits or Presentation Length
- Date(s)
- Location of Presentation

Self-Directed Reading

- Publication Name
- Related Body of Knowledge Area
- Publisher
- Number of Issues Read
- Publication Type
- Dates

Authoring:

- Work Title
- Related Body of Knowledge
- Publisher
- Publication Type
- Date Published
- Hours of Preparation

Advanced Degrees:

- Degree Received
- Date Received
- College/University

Committee Service:

- Organization Name
- Committee Name
- Description of Service
- Related Body of Knowledge Area
- Dates of Service



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: _____ Email Website 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. _____ **Subtotal for Section 1: CISA Certification** _____

*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.	
	Subtotal for Section 2: Business Experience <i>(Min. 25 points, Max. 60 points)</i>	

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
	Subtotal for Section 3: Lifelong Learning <i>(Min. 25 points, Max. 60 points)</i>				

Section 4. Qualifying Certifications/Degrees

QUALIFYING CERTIFICATIONS

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

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> Associate Computing Professional (ACP) (5 points) <input type="checkbox"/> Certified Information Systems Security Professional (CISSP) (15 points) <input type="checkbox"/> Certified Computing Professional (CCP) (10 points) <input type="checkbox"/> Certified Lotus Professional (CLP) (10 points) <input type="checkbox"/> Certified Lotus Specialist (CLS) (5 points) <input type="checkbox"/> Certified Lotus Instructor (CLI) (15 points) <input type="checkbox"/> Certified Novell Administrator (CNA) (5 points) <input type="checkbox"/> Certified Novell Engineer (CNE) (10 points) <input type="checkbox"/> Certified Novell Instructor (CNI) (15 points) <input type="checkbox"/> Master Certified Novell Engineer (MCNE) (15 points) <input type="checkbox"/> Master Certified Novell Instructor (MCNI) (15 points) <input type="checkbox"/> Certified Directory Engineer (CDE) (15 points) <input type="checkbox"/> ISACA Certified Information Security Manager (CISM) (15 points) <input type="checkbox"/> ISACA's Certified in the Governance of Enterprise IT™ (CGEIT) (15 points) <input type="checkbox"/> GIAC Security Essentials Certification (GSEC) (15 points) <input type="checkbox"/> CompTIA's A+ (5 points) <input type="checkbox"/> CompTIA's Certified Document Imaging Architect (CDIA) (5 points) | <ul style="list-style-type: none"> <input type="checkbox"/> CompTIA's Certified Technical Trainer (CTT+) (15 points) <input type="checkbox"/> CompTIA's e-Biz+ (10 points) <input type="checkbox"/> CompTIA's I-Net+ (5 points) <input type="checkbox"/> CompTIA's IT Project+ (10 points) <input type="checkbox"/> CompTIA's Server+ (10 points) <input type="checkbox"/> CompTIA's Linux+ (5 points) <input type="checkbox"/> CompTIA's Network+ (10 points) <input type="checkbox"/> CompTIA's Security Certification (5 points) <input type="checkbox"/> Microsoft Certified Trainer (MCT) (15 points) <input type="checkbox"/> Microsoft Certified Database Administrator (MCDA) (15 points) <input type="checkbox"/> Microsoft Certified Professional (MCP) (5 points) <input type="checkbox"/> Microsoft Certified Professional (MCP) + Internet (10 points) <input type="checkbox"/> Microsoft Certified Professional (MCP) + Site Building (10 points) <input type="checkbox"/> Microsoft Certified Solutions Developer (MCSD) (15 points) <input type="checkbox"/> Microsoft Certified Systems Administrator (MCSA) (10 points) <input type="checkbox"/> Microsoft Certified Systems Engineer (MCSE) (15 points) <input type="checkbox"/> Project Management Professional (PMP) (15 points) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

QUALIFYING DEGREES

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <input type="checkbox"/> Master of Business Administration (10 points) <input type="checkbox"/> Master of Accounting – Information Systems (10 points) | <ul style="list-style-type: none"> <input type="checkbox"/> 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:

Email: ITInfo@aicpa.org
 Call: **888.777.7077 option 4**
 Visit: aicpa.org/CITP



CITP Application Audit

A percentage of approved applications are selected for random audit by the AICPA. Any misrepresentations or incorrect information provided to the AICPA may result in disciplinary action, including suspension or revocation of CITP eligibility and/or CITP Credential.

Earning the Credential

Once documentation and payment have been submitted and approved by the AICPA, a letter will be sent notifying the CITP applicant of their approval. At this time, individuals will be eligible to use the CITP Credential in accordance with the rules of the state in which they practice. Members are not authorized to use the credential until they receive this notice. At an applicant's request, their state society will be notified that they have been granted the CITP Credential so that this information can be promoted in the state societies' newsletters. A CITP certificate and welcome kit will be sent to the successful candidate under separate cover.

Maintaining the CITP Credential

To maintain the CITP Credential, credential holders must pay an annual fee of \$350 and meet these CITP recertification requirements every three years. Current recertification requirements include:

- 1) Membership in good standing in the AICPA.
- 2) A valid and unrevoked CPA certificate issued by a legally constituted state authority.
- 3) 60 hours of Lifelong Learning activities credit over the preceding three years in topic areas related to the CITP Body of Knowledge.
- 4) Submission of a written statement of intent to continue to comply with all recertification requirements.

CITP Credential holders will be instructed to report their recertification requirements at the appropriate time.

Additional Information

For more information about the CITP Credential Program:

- A. Write to: **AICPA Member Services**
CITP Credential Program Administration
220 Leigh Farm Road
Durham, NC 27707
- B. Call the AICPA Service Center Help Line at 888.777.7077, Option 4
- C. Email ITinfo@aicpa.org
- D. Visit the CITP website at aicpa.org/CITP

Frequently Asked Questions Regarding the CITP Credential

Q. How does the CITP Credential differ from other information technology credentials, such as the Microsoft Certified Professional (MCP)?

A. CITP, unlike other IT credentials, is awarded only to CPAs who are members of the AICPA. Accordingly, this credential mandates the highest professional standards of any information technology credential. Other technology certifications tend to be product-specific, skill-specific or highly technical and thus delineate only a very narrow skill set. The CITP, on the other hand, is a long-term, broad-based credential. The CITP serves as the bridge between business and technology by leveraging the CPA's strategic and general business skills.

Q. Do I have to be a CPA and a member of the AICPA to apply?

A. Yes. The CITP Credential is granted only by the AICPA. To qualify for the CITP Credential, you must be a member in good standing of the AICPA and hold a valid and unrevoked CPA certificate issued by a legally constituted state authority.

Q. Do I need an active license to practice public accounting to become a CITP?

A. No. To qualify for the CITP Credential, you must hold a valid and unrevoked certified public accountant certificate issued by a legally constituted state, and active member of the AICPA. You need not have been an active CPA license.

Q. The material I've read discusses a point system. How many points do I need to qualify?

A. To be awarded the CITP Credential, a CPA must earn 100 total points, which will be awarded based on Business Experience and Lifelong Learning relevant to the CITP Body of Knowledge. Please read this CITP Application Kit for a more detailed description of the point system.

Additional FAQs can be found on the CITP website at aicpa.org/CITP.



American Institute of Certified Public Accountants
220 Leigh Farm Road
Durham, NC 27707-8110