



Apply for the  
**CITP Credential before  
 7/31/08 for just \$350!**  
 (That's \$200 off the regular fee!) Promo Code: RON

# APPLICATION FORM

## PART A APPLICANT PROFILE

HOME  BUSINESS

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

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

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

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

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

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

## PART B APPLICANT QUALIFICATIONS

CITP candidates must accumulate a minimum of 100 points in Sections 1 – 4, below, to qualify for the CITP Credential.

### 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 Declaration 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 past 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 past 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 past 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 Points</b> (Min. 25 points, Max. 60 points)		

### Section 3. Lifelong Learning

Identify all Lifelong Learning activities in which you have participated in the past 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 (from Body of Knowledge Areas listed above)	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 Points</b> (Min. 25 points, Max. 60 points)					

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

### QUALIFYING DEGREES

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

**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.
- 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 \_\_\_\_\_

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

Date \_\_\_\_\_

## PART D PAYMENT INFORMATION

The program enrollment fee for the CITP Credential is \$550 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: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Application and Payment can be mailed to:

**AICPA**

**ATTN: SCO Membership – CITP Credential Coordinator  
PO Box 52403  
Durham, NC 27717-9924**

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**

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