



AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
CERTIFIED INFORMATION TECHNOLOGY PROFESSIONAL
APPLICATION FORM



APPLICANT PROFILE HOME BUSINESS

Applicant Name: _____ AICPA Membership No. _____

Firm or Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax No. () _____ E-mail Address: _____

APPLICANT QUALIFICATIONS

A CITP candidate must receive a minimum of 100 points from Sections 1, 2A and 2B to qualify for the CITP credential.

1. Qualifying Certifications/Degrees

QUALIFYING CERTIFICATIONS

CISA (100 points)*

**Add 100 points to Grand Total and proceed to Declaration Section.*

Check all certifications/degrees that apply, and then total your points for maximum allowable of 25 points.

- | | |
|--|---|
| <input type="checkbox"/> Associate Computing Professional (ACP) (5 points) | <input type="checkbox"/> CompTIA's I-Net+ (5 points) |
| <input type="checkbox"/> Certified Lotus Instructor (CLI) (15 points) | <input type="checkbox"/> CompTIA's IT Project+ (10 points) |
| <input type="checkbox"/> Certified Information Systems Security Professional (CISSP) (15 points) | <input type="checkbox"/> CompTIA's Server+ (10 points) |
| <input type="checkbox"/> Certified Computing Professional (CCP) (10 points) | <input type="checkbox"/> CompTIA's Linux+ (5 points) |
| <input type="checkbox"/> Certified Lotus Professional (CLP) (10 points) | <input type="checkbox"/> CompTIA's Network+ (10 points) |
| <input type="checkbox"/> Certified Lotus Specialist (CLS) (5 points) | <input type="checkbox"/> CompTIA's Security Certification (5 points) |
| <input type="checkbox"/> Certified Directory Engineer (CDE) (15 points) | <input type="checkbox"/> Master Certified Novell Engineer (MCNE) (15 points) |
| <input type="checkbox"/> Certified Novell Administrator (CNA) (5 points) | <input type="checkbox"/> Master Certified Novell Instructor (MCNI) (15 points) |
| <input type="checkbox"/> Certified Novell Engineer (CNE) (10 points) | <input type="checkbox"/> Microsoft Certified Trainer (MCT) (15 points) |
| <input type="checkbox"/> Certified Novell Instructor (CNI) (15 points) | <input type="checkbox"/> Microsoft Certified Database Administrator (MCDA) (15 points) |
| <input type="checkbox"/> Certified Web Designer (CWD) (5 points) | <input type="checkbox"/> Microsoft Certified Professional (MCP) (5 points) |
| <input type="checkbox"/> Certified Web Manager (CWM) (5 points) | <input type="checkbox"/> Microsoft Certified Professional (MCP) + Internet (10 points) |
| <input type="checkbox"/> Certified Web Technician (CWT) (5 points) | <input type="checkbox"/> Microsoft Certified Professional (MCP) + Site Building (10 points) |
| <input type="checkbox"/> CompTIA's A+ (5 points) | <input type="checkbox"/> Microsoft Certified Solutions Developer (MCSA) (15 points) |
| <input type="checkbox"/> CompTIA's Certified Document Imaging Architect (CDIA) (5 points) | <input type="checkbox"/> Microsoft Certified Systems Administrator (MCSA) (10 points) |
| <input type="checkbox"/> CompTIA's Certified Technical Trainer (CTT+) (15 points) | <input type="checkbox"/> Microsoft Certified Systems Engineer (MCSE) (15 points) |
| <input type="checkbox"/> CompTIA's e-Biz+ (10 points) | <input type="checkbox"/> Project Management Professional (PMP) (15 points) |

QUALIFYING DEGREES

- Masters in Business Administration (10 points) Masters in Computer Science (10 points)

Total for Section 1: Qualifying Certifications/Degrees

2. Business Experience and Life Long Learning

The following are the Body of Knowledge areas that CITPs are expected to have in both business experience and life long learning. Please reference the past five years when you are completing sections 2A and 2B.

- 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

2A. Business Experience

Check one box that reflects the number of business experience hours from the above listed areas. This includes billable and non-billable time in the past five years. Example: 25% of your position has been dedicated to IT Architecture and System Security over the past five years. Calculate 25% of 2080 (number of hours in a standard 40/hr./week position) equals 416 * 5 years = 2600. (Must achieve at least 25 points, 60 points maximum.)

✓	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 5-7 Body of Knowledge Areas? If yes, 10 points		
Subtotal for Section 2A: Business Experience Points		

2B. Lifelong Learning

Check all applicable boxes AND enter all information to reflect your Lifelong Learning in the last 5 years. (Must achieve at least 25 points, 60 maximum.)

Qualifying Educational Activities	Credits or Hours	Determining Points (from above listed Body of Knowledge areas.)	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	<input type="checkbox"/> Committee service <input type="checkbox"/> 1 year = 5 points <input type="checkbox"/> 2 years = 10 points	_____ Specify _____ Committee		10
Subtotal for Section 2B: Lifelong Learning Points				

* Examples: 24 CPE credits equal 8 points. Reading IT related articles for a total of 20 hours equals 8 points.

Grand Total of Sections 1, 2A and 2B:

DECLARATION AND INTENT (Please read and indicate agreement 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 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) Recertification currently requires that the credential holder earn a combined total of 60 hours of continuing education during the three-year period preceding recertification.
- 4) Submit a written statement of intent to continue to comply with all requirements to maintain the credential during the recertification period.

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 the 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 have read the recertification requirements stated here and understand that they 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, or 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 Statement 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) to support the assertions of this application. Failure to provide documentation will be considered as 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 _____

PAYMENT INFORMATION

The program enrollment fee for the CITP Credential is \$550 and due upon your approval and notification. Please select which option below you would prefer to pay for your program enrollment fee.

- Please invoice me for payment upon my acceptance**
(You will be faxed an invoice for payment upon approval of your application.)
- Please bill my credit card upon my acceptance**
(Please note that your credit card payment will be processed upon approval of application. Please do not email your application if paying by credit card.)

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

Card number: _____ Expiration Date: _____

Billing Address (If different from address above):

—

City: _____ State: _____ Zip: _____

Print Name: _____

Sign Name: _____

Application and Payment can be mailed to:

CITP Credential Coordinator—SCC Team
American Institute of Certified Public Accountants
Harborside Financial Center
201 Plaza Three, Jersey City, NJ 07311-3881

Or faxed to: **201-938-3823**

Please Note: This application can be completed while opened on your desktop, and then printed and/or faxed. If you have Acrobat Professional, you can save the completed file and email it to citp@aicpa.org.

Questions about this application can be emailed to citp@aicpa.org or call 201-938-3828, option 3. Thank you for your application to become a CITP!