



Counter-Insider Threat (C-InT) Professional Certification Program

Eligibility and Maintenance Guidelines



DATE: 01 October 2019
UPDATED: 22 July 2021

1. **PURPOSE:** The purpose of this manual is to provide guidance to the Counter-Insider Threat Workforce on all of the eligibility and maintenance requirements associated with each of the certifications in the Counter-Insider Threat Professional Certification Program (hereafter referred to as “the Program”). There are five (5) criteria associated with each certification within the Program: *Eligibility*, *Prerequisites*, the *Exam*, the *Maintenance Cycle*, and the *Maintenance Requirements*.
 - a. **Eligibility:** Eligibility defines *who* is allowed to challenge the certification exam(s).
 - b. **Prerequisites:** Prerequisites define *what* the eligible Candidates must do prior to being allowed to take the certification exam(s).
 - c. **Exam:** Passing the exam is required by all Candidates before they can be conferred their certification credentials. Passing the exam is defined as meeting, or exceeding, the exam’s established cut-score.
 - d. **Maintenance Cycle:** The maintenance cycle defines the duration that the credentials remain active before they must be renewed or expire.
 - e. **Maintenance Requirements:** The maintenance requirements define the number and the type of activities that must be completed in order for a Certificant to maintain their credential.
2. **PROGRAM STRUCTURE:** The Program consists of two certifications the C-InT Fundamentals Certification and the C-InT Analysis Certification. Each certification has its own set of eligibility and prerequisite requirements, as well as their own maintenance cycles and maintenance requirements. See the table below for the specific requirements associated with each certification within the Program.

3. CERTIFICATION REQUIREMENTS TABLE:

	Eligibility	Pre-Reqs	Exam	Maintenance Cycle	Cert Maintenance
	Who can participate in the certification program?	What must candidates do prior to sitting for the certification exam?		How long is the certification valid?	What must individuals do to keep their certification valid?
C-InT Fundamentals Certification	<ul style="list-style-type: none"> Hub/Program and Affiliated Personnel Only 	<ul style="list-style-type: none"> 6 months working in/with a Hub/Prog. 10 hours C-InT Training Program Manager/Hub Chief Approval 	Pass the Exam	2 years	<p><u>PDU:</u></p> <ul style="list-style-type: none"> 75 - C-InT specific 25 -Personal & Professional Growth <p><u>Categories</u> (with set Minimums & Maximums):</p> <ul style="list-style-type: none"> Unique Work Experiences, Training/Education, Giving back to the Community
C-InT Analysis Certification	<ul style="list-style-type: none"> Passed C-InT Fundamentals Hub/Prog. Personnel only 	<ul style="list-style-type: none"> 12 months working in Hub/Prog. 40 hours (minimum) Analysis-related training 8 hours (minimum) User Activity Monitoring (UAM) policy and/or tool-related training Review Case Studies Program Manager/Hub Chief Approval 	Pass the Exam	3 years	<p><u>PDU:</u></p> <ul style="list-style-type: none"> 50 - C-InT specific 50 -Personal & Professional Growth <p><u>Categories</u> (with set Minimums & Maximums):</p> <ul style="list-style-type: none"> Training, Education, & Presentations Giving back to the Community, Unique Work Experiences

4. C-InT FUNDAMENTALS:

- a. Eligibility:** For the C-InT Fundamentals Certification, the eligible population is defined as those personnel working within, in support of, or actively affiliated with a C-InT program or hub. It is up to the Organization’s C-InT Program Manager or Hub Chief (PM/HC) to determine who is considered a program/hub member or affiliate.
- i. NOTE: C-InT PM/HCs must be registered with the C-InT Certification Program Management Office (PMO) as the official approval authority for their respective organization. C-InT PM/HC’s are accountable for ensuring that individuals meet both the eligibility and prerequisites for each Certification.
- b. Prerequisites:** For the C-InT Fundamentals Certification all eligible Candidates must meet the following prerequisites:
- i. Have a minimum of six (6) months experience working in or with a C-InT Program or Hub.
- ii. Complete at least ten (10) hours of C-InT related training. This training can take place at any location, in person or online, and may be formal or

informal training; however, it must be C-InT specific, as defined by the competency areas within the C-InT Essential Body of Knowledge (EBK).

- iii. The Candidate must be recommended/approved by their PM/HC. As part of the application process, a Candidate must identify the program or hub that they work for, or are affiliated with. Their name and application will be sent to their PM/HC for eligibility vetting and final approval before the Candidate can continue onto the exam registration process.

1. NOTE: The PM/HC has final approval authority over a candidate's eligibility. If a candidate feels that they have met the eligibility and all of the other prerequisites but are for some reasons *not* being approved by their PM/HC, they should contact their PM/HC and discuss the issue with them. If they are unable to resolve the issue with their PM/HC, the candidate may submit an appeal to the C-InT PMO in writing (for further details on this process, see the appeals section of the C-InT Candidate Handbook).

- c. **The Exam:** Candidates will be required to achieve a score of 650 (out of a possible 800) or higher on the C-InT Fundamentals Certification Exam. Candidates will have two and half (2.5) hours to complete 115 multiple choice questions. The questions are divided into five (5) different topic areas that align to the C-InT Fundamentals EBK.

- i. Topic Areas:

- Topic Area 1: Policy and Directives
- Topic Area 2: Social and Behavioral Science
- Topic Area 3: Researching
- Topic Area 4: Synthesis
- Topic Area 5: Tools and Methods

- ii. Feedback Areas: After completing the exam, Candidates will receive feedback based on their performance in the following combined topic areas.

- Group 1: Topic Area 1
- Group 2: Topic Areas 2 & 3
- Group 3: Topic Areas 4 & 5

- d. **The Maintenance Cycle:** Once Candidates have successfully passed the C-InT Fundamentals Exam, they will be awarded the C-InT Fundamentals Credential.

The C-InT Fundamentals Credential is valid for a period of two (2) years during which the Candidate is required to demonstrate that they have successfully maintained their fundamental C-InT knowledge and skills through the completion of Professional Development Units (PDUs) or achieving a higher-level certification. Failure to maintain their certification will result in the expiration of their C-InT Fundamentals credentials.

- i. Extensions & Waivers: Candidates who experience extenuating circumstances during their maintenance cycle that negatively impact their ability to achieve the required number of PDUs in order to successfully recertify, may submit a formal request to the C-InT PMO for an extension. The C-InT PMO will review all Extension and Waiver Requests and will determine if and how long of an extension is appropriate. If the Certificant has any issues with the C-InT PMO's decision they can submit a formal appeal by following the appeals process in the C-InT Certification Program Candidate Handbook.
- e. **Maintenance Requirements:** There are two (2) ways for a Certificant to recertify their C-InT Fundamentals Credential: 1) achieve a higher-level certification (e.g., C-InT Analysis), OR 2) complete 100 PDUs within their two-year maintenance cycle:
- i. PDU Types: The C-InT PDU requirements are split up into two (2) different PDU Types and there is a minimum and maximum number of PDUs for each:
 1. C-InT Specific Activities: A minimum of 75 PDUs is required for recertification
 2. Professional Growth Activities: A maximum of 25 PDU's are allowed for recertification
 - ii. PDU Categories: The C-InT specific PDUs are divided into different categories and sub-categories, and there are different minimum and maximum limits for the number of PDUs that can be achieved within each. For more information on the specific types of PDU activities and their limits for each category see *Appendix A: PDU Matrix*.
 - Category 1: Training & Education
 - Category 2: Giving Back to the Community
 - Category 3: Unique Work Experiences

5. **C-InT ANALYSIS:**

- a. Eligibility:** For the C-InT Analysis Certification the eligible population is defined as those personnel currently working within a C-InT program or hub. Each Organization's C-InT PM/HC is responsible for determining who is considered a program/hub member.
- i. NOTE: C-InT PM/HCs must be registered with the C-InT Certification Program Management Office (PMO) as the official approval authority for their respective organization.
- b. Prerequisites:** For the C-InT Analysis Certification all eligible Candidates must meet the following prerequisites:
- i. Currently hold the C-InT Fundamentals Credential.
 - ii. Have a minimum of one (1) year experience working in or with a C-InT Program or Hub.
 - iii. Complete at least forty (40) hours of analysis-related training. This training can take place at any location, in person or online, and may be formal or informal training; however, it must be analysis-related.
 - iv. Complete at least eight (8) hours of User Activity Monitoring (UAM) training. This training can take place at any location, in person or online, and may be formal or informal training; however, it must be specific to UAM policy and/or tool functionality.
 - v. Review at least ten (10) C-InT case studies from at least five (5) different category types. The purpose of the case studies is to get Candidates exposure to a variety of different cases and outcomes that they might not otherwise receive within their first year working within a C-InT Program or Hub. C-InT case studies can come from anywhere, but Candidates for the C-InT Analysis Certification will be required to identify the following items for each case study they complete:
 - 1. Case Study Title
 - 2. Date Reviewed
 - 3. Case Study Category
 - 4. Creator of the Case Study (e.g., CDSE, or local agency)
 - vi. The Candidate must be recommended/approved by their PM/HC. As part of the application process, a candidate must identify the program or hub that they work for. Their name and application will be sent to their PM/HC for eligibility vetting and final approval before the Candidate can continue onto the exam registration process.

1. NOTE: The PM/HC has final approval authority over a candidate's eligibility. If a Candidate feels that they have met the eligibility and all of the other prerequisites but are for some reasons *not* being approved by their PM/HC, they should contact their PM/HC and discuss the issue with them. If they are unable to resolve the issue with their PM/HC, the Candidate may submit an appeal to the C-InT PMO in writing (for further details on this process, see the appeals section of the C-InT Candidate Handbook).
- c. **The Exam:** Candidates will be required to achieve a score of 650 (out of a possible 800) or higher on the C-InT Analysis Certification Exam. Candidates will have three (3) hours to complete 100 multiple choice scenario-based questions. The questions are divided into six (6) different topic areas that align to the C-InT Analysis EBK.
- i. Topic Areas:
 - Topic Area 1: Policy and Directives
 - Topic Area 2: Social and Behavioral Science
 - Topic Area 3: Researching
 - Topic Area 4: Synthesis
 - Topic Area 5: Tools and Methods
 - Topic Area 6: Vulnerabilities Assessment
 - ii. Feedback Areas: After completing the exam, Candidates will receive feedback based on their performance in the following combined topic areas.
 - Group 1: Topic Area 1
 - Group 2: Topic Areas 2 & 3
 - Group 3: Topic Areas 4 & 5
 - Group 4: Topic Area 6
- d. **The Maintenance Cycle:** Once Candidates have successfully passed the C-InT Analysis Exam, they will be awarded the C-InT Analysis Credential. The C-InT Analysis Credential is valid for a period of three (3) years before a candidate is required to demonstrate that they have successfully maintained their C-InT analytic knowledge and skills through the completion of PDUs. Failure to maintain their certification will result in the expiration of their C-InT Analysis

credential. NOTE: Expiration of the C-InT Analysis credential will automatically cause the C-InT Fundamentals credential to expire as well.

- i. Extensions & Waivers: Candidates who experience extenuating circumstances during their maintenance cycle that negatively impacts their ability to achieve the required number of PDUs in order to successfully recertify may submit a formal request to the C-InT PMO for an extension. The C-InT PMO will review all Extension and Waiver Requests and will determine if and how long of an extension is appropriate. If the Certificant has any issues with the C-InT PMO's decision, they can submit a formal appeal by following the appeals process in the C-InT Certification Program Candidate Handbook

e. Maintenance Requirements: There is one (1) way for a Certificant to recertify their C-InT Analysis Credential: 1) complete 100 PDUs within their three-year maintenance cycle:

- i. PDU Types: The C-InT PDU requirements are split up into two (2) different PDU Types and there is a minimum and maximum number of PDUs for each:
 1. C-InT Specific Activities: A minimum of 50 PDUs is required for recertification
 2. Professional Growth Activities: A maximum of 50 PDU's are allowed for recertification
- ii. PDU Categories: The C-InT specific PDUs are divided into different categories and sub-categories, and there are different minimum and maximum limits for the number of PDUs that can be achieved within each. For more information on the specific types of PDU activities and their limits for each category see *Appendix A: PDU Matrix*.
 - Category 1: Training & Education
 - Category 2: Giving Back to the Community
 - Category 3: Unique Work Experiences

Appendix A: PDU Matrix

1. **Counter-Insider Threat (C-InT) Certification Professional Development Units**

(PDUs) Overview: A total of 100 PDUs are needed for each C-InT Certification within that certification's maintenance window and are divided between the two (2) PDU types:

- C-InT related PDUs
- General Professional Development related PDUs.

As a general rule, activities that are part of an Individual's normal duties and responsibilities are not eligible to be claimed for PDUs (e.g., A C-InT course instructor cannot claim "teaching a C-InT Course" for PDU credits, because teaching is part of their regular duties.). The sections below outline the PDU requirements for each C-InT Certification, as well how to calculate the PDU values for various activities. *Note: PDU values are calculated the same for each certification.*

a. C-InT Fundamentals: For the C-InT Fundamentals Certification a total of 100 PDUs are needed within a two (2) year maintenance period. PDUs can be split between by PDU types in the following manner:

- i. C-InT Related PDUs: 75-100 PDUs
- ii. Professional Growth Related PDUs: 0-25 PDUs

b. C-InT Analysis: For the C-InT Analysis Certification a total of 100 PDUs are needed within a three (3) year maintenance period. PDUs can be split between by PDU types in the following manner:

- i. C-InT Related PDUs: 50-100 PDUs
- ii. Professional Growth Related PDUs: 0-50 PDUs

2. **C-InT PDU Categories:**

a. Category 1: Training & Education:

- i. Training events: For the purposes of the C-InT Certification Program, training events are defined as any event where a certificant 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. Certificants 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.

1. **Formal Training:** For the purposes of the C-InT Certification Program, formal training events are defined as events with clearly defined learning objectives that anyone may sign up to attend. Examples of formal training events include all forms of higher education courses (whether they lead to a degree or not), instructor led courses, computer-based courses, and/or distance learning courses.
 2. **Informal Training:** For the purposes of the C-InT Certification Program, informal training events are defined as those activities that help an individual grow or maintain their knowledge or skills, but may not have clearly defined learning objectives, are often one-off events that happen at a local organization and not everyone in the community has an opportunity to participate in them. Example of informal training events include desk-side training, organizational “brown bag” training events, self-directed study projects, and mentorship sessions (as long as the mentorship session is part of a formalized mentorship program within your organization).
- ii. **Conferences:** For the purposes of the C-InT Certification Program, attendance at a conference is defined as a learning event and Certificants receive one (1) PDU per contact hour with a limit of 45 PDUs per learning event, and there is no limit on how many PDUs can be earned from this category.
- iii. **Certifications:**
1. **C-InT related Certifications:**
 - a. Higher level C-InT Program specific certifications automatically renews and aligns all PDU dates and cycles to the new higher-level certification.
 - b. Certifications related to content found in the C-InT Essential Body of Knowledge (EBK), but are not a part of the C-InT Program, are worth 45 PDUs per certification received during a Certificant’s PDU cycle. Certificants can earn all 100 PDUs in this category.
 2. **Non-C-InT related Certifications:** Non-C-InT program certifications are worth 45 PDUs per certification received during a Certificant’s PDU cycle. *NOTE: Certifications that are non-C-InT related and fall into the category of general Professional Development are still capped at the 25/50 PDUs allowed for the Fundamentals/Analysis certifications respectively.*

b. Category 2: Giving Back to the Community:

- i. **Teaching, Training, & Presenting:** Teaching, training, and presenting are key examples of how a C-InT professional can give back to the C-InT community. Whether teaching, training, or presenting, it is a well-known fact that it takes significantly more time and effort to plan and prepare materials to deliver than it does to simply take a course. Therefore, certified C-InT professionals who teach, formally or informally, any class or training event, or present material at a conference is eligible to earn three (3) PDUs per contact hour they are teaching, training, or presenting, with a maximum of 45 PDUs per event. Certificants can earn all 100 PDUs in this category.
- ii. **Mentoring:** Mentoring is another example of giving back to the C-InT Community. Mentoring, like teaching/training, is a valuable method for more experienced C-InT professionals to share lessons learned, technical skills, and best practices with newer, less experienced C-InT professionals. Certified C-InT professionals who serve as a mentor in a formal mentorship program are eligible to receive three (3) PDUs per contact hour they are actively mentoring others. There is a limit of 45 PDUs which can be earned for each mentoring event. Certificants can earn all 100 PDUs in this category.
- iii. **Workshops and Working Groups:** Workshops and working groups are ways for groups of C-InT professionals to get together physically or virtually to work through a problem, discuss an issue, or develop a new standard of practice (just to name a few examples). Workshops and working groups typically result in C-InT professionals gaining new insights as well as advancing the perspective and understanding of the community as a whole; therefore, certified C-InT professionals who participate in workshops and/or working groups are eligible to receive three (3) PDU per contact hour they are actively participating, with a maximum of 45 PDUs per event. Certificants can earn all 100 PDUs in this category.
- iv. **CCITP Program Support:** CCITP program support events are program specific and are unique to the needs and ongoing maintenance of the CCITP program. CCITP program support activities includes: review of program documents (Essential Body of Knowledge (EBK) or Essential body of Work (EBW)), item development, item review, etc. PDUs are not based on contact hours; instead they are event specific, with a maximum of 45 PDUs per event. Certificants can earn all 100 PDUs in this category.

c. Category 3: Unique Work Experiences:

- i. **Cross-Hub Experiences:** The C-InT Certification Program sees great value in Certified C-InT Professionals getting cross-hub experience. Whether it's a single "Day at the DITMAC" (DoD Insider Threat Management and Analysis Center), a week of shadowing another C-InT professional at

another organization, or a longer Joint Duty Assignment (JDA), the goal of having a cross-hub experience is getting to see different C-InT problems and learn how different organizations approach and resolve those problems. Certified C-InT Professionals who complete a cross-hub experience are eligible to receive one (1) PDU per contact hour, with a maximum of 45 PDUs per event. Certificants can earn all 100 PDUs in this category.

ii. Publications: Publications are another area where Certificants are eligible to earn PDUs. The list below highlights the categories and the PDU rates for each publication type that a certified C-InT Professional is eligible for as an original author:

1. Monographs/Scholarly Book: 45 PDUs
2. Dissertation/Thesis, Author: 50 PDUs
3. Chapter of a book: 25 PDUs
4. Publication Article: 25 PDUs
5. Book Review: 25 PDUs
6. Newsletter Article: 10 PDUs
7. Newsletter Editor: 5 PDUs

iii. Special Projects: Occasionally individuals are tasked with performing special projects that are outside the scope of their normal daily duties. These special projects are unique learning opportunities for the individual and are also eligible for PDUs. Certified C-InT professionals can earn one (1) PDU per contact hour working on the special project, with a maximum of 45 PDUs per project. Certificants can earn a maximum of 45 PDUs in this category.

3. C-InT 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 C-InT Certification	100 PDUs per Certification	100 PDUs per Certification	100 PDUs
	- C-InT related Certification	45 PDUs per Certification	45 PDUs per Certification	100 PDUs
	- Non-C-InT 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 PDUs per Contact Hour	45 PDUs per Event	100 PDUs
	Workshops & Working Groups	3 PDUs 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	