

# Application Kit

A guide to the AICPA **Certified Information Technology Professional** credential



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# What is the CITP credential?

The AICPA's Certified Information Technology Professional (CITP) credential encourages and recognizes CPAs' unique abilities to provide business insight by leveraging knowledge of information relationships and supporting technologies. The CITP credential is granted exclusively to CPAs and recognized equivalents who specialize and demonstrate specific skills, expertise and experience in the following areas: IT assurance, IT risks, data analytics, security and privacy, business solutions and emerging IT trends.

**The CITP credential program has several key objectives:**

- ▶ Achieve public recognition of the CITP as the preferred provider of information assurance services
- ▶ Enhance the quality of information assurance services that CITP professionals provide
- ▶ Promote members' services through the Information Management and Technology Assurance (IMTA) website
- ▶ Increase practice development and career opportunities for CITPs

# How the CITP will enhance the value of your CPA

**CPAs who provide information management and technology assurance services obtain the CPA/CITP credential because it:**

- ▶ Positions the credential holder as a premier information assurance provider
- ▶ Promotes a greater level of confidence amongst employers and clients
- ▶ Illustrates proficiency in assessing technology risk and information management, supporting system implementations, and evaluating security and privacy programs
- ▶ Demonstrates commitment to continuously improving IT skills and expertise, resulting in increased professional competency
- ▶ Confirms value in the credential holder's ability to perform Service Organization Control (SOC) Reports and related information assurance engagements
- ▶ Displays an ability to develop and maintain information governance, perform data analytics, provide insight for business decisions, and support financial reporting system implementations
- ▶ Expands opportunities for referrals from other practitioners, strategic partners, consumers and clients
- ▶ Includes you in a CPA community of information assurance professionals with similar interests and practices

# CITP pathway — your professional development roadmap

Use the following steps as a guide to obtaining the CITP credential. Depending on your experience level, you may need specialized knowledge (Step No. 2) or in-depth education (Step No. 3) or a combination.

## 1. Join the Information Management and Technology Assurance (IMTA) Section

The IMTA Section provides discounts on the education, review and exam materials that exceed the membership price. IMTA Section members have access to an impressive array of resources to help them as they strive to support their clients and employers operational, compliance and assurance needs. Additionally, IMTA section membership provides access to a community of like-minded peers with similar information management and technology assurance interests.

## 2. Develop Specialized Knowledge Through Education

The IMTA Section offers various educational tools and resources covering the fundamental concepts of the CITP body of knowledge. Additional choices include webcasts, select AICPA conferences, AICPA IT audit and SOC schools.

## 3. Prepare for and Pass the CITP Exam

The AICPA offers the *Complete Guide to the CITP Body of Knowledge*, available as a guide and self-study course with CPE. IMTA Section members receive a copy of Section 1 for free download. Candidates may also use the exam's Content Specification Outline to learn more about the topics covered ([aicpa.org/CITPexam](https://aicpa.org/CITPexam)).

The CITP Exam is a four-hour comprehensive multiple-choice exam focusing on the CITP body of knowledge. It is offered at various testing centers nationwide.

## 4. Apply for the CITP Credential

Verify the education and experience requirements have been met and apply for the credential at [aicpa.org/CITP](https://aicpa.org/CITP).

## 5. Succeed as a CITP Credential Holder

Take advantage of the many resources available to you as a credential holder to market your expertise and add or enhance services offered by your organization.

# Valuable resources and information

As a CITP credential holder you have access to IMTA member resources, which include:

- ▶ **Safari Books Online** — 400 titles cover various information management and technology assurance topics including Privacy and Security, IT Risk and Assurance, Data Analytics and more
- ▶ **Money-Saving Discounts** — 10% discount on new purchases of IDEA — Data Analysis Software, IDEA components, 25% discount on InformationActive Inc. ActiveData products and public and/or on-site training courses
- ▶ **Exclusive AICPA Conference Discount** — Enjoy this opportunity to network with your peers at the AICPA's annual Practitioners Symposium and TECH+ Conference, the National Advanced Accounting and Auditing Technical Symposium (NAAATS) Conference, IT Audit Schools, Controllers Workshops, Digital CPA, SOC School and receive additional discount off registration
- ▶ **Webcasts** — Presentations on information management and technology assurance issues and trends, hosted by subject matter experts and CITPs, if applicable
- ▶ **Member Communications**
  - **InfoTech Update** — Monthly e-newsletter focusing on industry news, tools and ideas for CPA professionals in the information management and technology assurance field
  - **IMTA News** — Periodic e-news with insight on latest business trends, regulatory updates, upcoming events, networking opportunities and more
- ▶ **Networking** — Interact with information management and technology assurance professionals via in-person (conferences) and online events



## CITP application process (It's easy to apply!)

Apply with paper application:

1. Obtain a copy of the CITP credential application using the one in the back of this application kit or download one from [aicpa.org/CITP](http://aicpa.org/CITP)
2. Complete and sign the application form
3. Submit your completed application and application fee (payable by check or credit card)

### Initial certification requirements

- ▶ Regular AICPA membership in good standing
- ▶ Valid and unrevoked CPA permit, license or certificate (whether active or inactive) issued by a state authority
- ▶ Complete CITP credential application indicating fulfillment of all requirements
- ▶ Payment of CITP credential application fee



# CITP credential recertification requirements

To maintain an active CITP credential, CITP credential holders must pay an annual renewal fee of \$380 and meet the following CITP recertification requirements annually:

1. Regular AICPA membership in good standing
2. Valid and unrevoked CPA certificate issued by a legally constituted state authority
3. Complete 20 hours of continuing professional development within the credential body of knowledge annually:
  - Continuing professional development may include structured learning activities approved by NASBA or a legally constituted state authority, or unstructured learning activities
  - Unstructured learning activities may constitute up to 50% (10 hours annually) of a credential holder's CPD to meet credential renewal requirements
4. Submission of a signed Statement of Intent to comply with all recertification requirements

*CITP credential holders will be instructed to report their recertification requirements online at the appropriate time.*



# CITP credential annual audit

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

## CITP Body of Knowledge

Eligible experience and education must fall within the following areas comprising the CITP body of knowledge.

### INFORMATION MANAGEMENT

- ▶ Data management
- ▶ Information lifecycle management
- ▶ System development/capital acquisition and improvement
- ▶ Application integration
- ▶ Business performance, management
- ▶ Solution administration, monitoring and governance

### INFORMATION GOVERNANCE

- ▶ Policies, procedures and standards
- ▶ Access
- ▶ Software and other process controls
- ▶ Security authorization and authentication
- ▶ Encryption
- ▶ Business continuity and disaster recovery
- ▶ Regulatory compliance (privacy and cybersecurity)

### ACCOUNTING OPERATIONS TECHNOLOGY SERVICES

- ▶ Solution implementation and delivery
- ▶ Business process design and engineering

### INFORMATION TECHNOLOGY RISK AND ADVISORY SERVICES

- ▶ IT considerations to the financial statement audit
- ▶ IT reviews and consulting engagements
- ▶ Considerations for businesses using vendors
- ▶ Internal audit

### ENGAGEMENT COMPLIANCE

- ▶ Techniques and procedures
- ▶ Evidence-gathering
- ▶ Planning
- ▶ Sampling
- ▶ Risk
- ▶ Fraud considerations
- ▶ Scope
- ▶ Reporting

### IT CONTROLS AND ASSESSMENT

- ▶ IT controls
- ▶ Assessment of IT controls

# CITP credential requirements

**THE CITP CREDENTIAL IS EXCLUSIVELY GRANTED BY THE AICPA TO QUALIFIED CPAs.  
TO QUALIFY, A CITP APPLICANT MUST:**

1. Maintain AICPA membership in good standing, and meet minimum qualification requirements, which are based on the CITP Examination, Business Experience and Education
2. Hold a valid and unrevoked CPA certificate or license issued by a legally constituted state authority
3. Pass the CITP Examination
4. Complete the CITP credential application and pay the credential fee upon successfully passing the CITP Examination
5. Sign a Declaration of Intent to comply with the requirements of CITP credential recertification

## THE EXAMINATION REQUIREMENT

Candidates must pass the four-hour CITP Examination.

1. Register online at [aicpa.org/CITPexam](https://aicpa.org/CITPexam) during the registration window. The registration fee for new registrants is as follows:

**Early Bird Pricing** (*available up to 30 days prior to the registration deadline*):

- \$225 for IMTA Section members
- \$300 for AICPA members
- \$375 for non-AICPA members

**Standard Pricing** (*within 30 days of registration deadline*):

- \$300 for IMTA Section members
- \$400 for AICPA members
- \$500 for non-AICPA members

2. Have questions? Call 888.777.7077 (M–F 9am–6pm ET) or submit an email to [CITP@aicpa.org](mailto:CITP@aicpa.org)
3. After receiving notification of successfully passing the exam, apply for the CITP credential by completing the application found in this application kit

For information about the AICPA's CITP Examination, including registration information, review material and the Content Specification Outline (CSO), go to [aicpa.org/CITPexam](https://aicpa.org/CITPexam).

## EXPERIENCE REQUIREMENTS

There are two ways a CITP credential candidate may successfully fulfill the business experience requirement:

1. A CITP credential candidate must have a minimum of 1,000 hours of business experience in information management and technology assurance within the five-year period preceding the date of the CITP credential application
2. For candidates in academia, a qualified credential holder would be a full-time professor and have taught at least four accredited college courses, with 50% of the material included in the CITP body of knowledge



## EDUCATION REQUIREMENTS

A CITP credential candidate must have a minimum of 75 hours of information management and technology assurance related continuing professional development (CPD). All hours must have been obtained within the 5-year period preceding the date of the credential application.

CPAs are responsible for complying with all applicable CPD requirements, rules and regulations of state boards of accountancy, as well as those of membership associations and other professional organizations. Visit [aicpa.org/cpe](http://aicpa.org/cpe) and the FAQ section on the [aicpa.org/IMTA](http://aicpa.org/IMTA) website to become familiar with the CPE Standards issued by AICPA and NASBA, learn the continuing professional development requirements for AICPA members, and find out the specific CPE requirements for each state board and society. The following categories of education are eligible:

### 1. Continuing Professional Education (CPE)

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

University or college courses taken in topics relevant to the CITP body of knowledge

### 3. Presenting

Instructors receive credit for preparation and presentation of CPE or college credit courses on topics within the CITP body of knowledge

### 4. 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

### 5. Unstructured Learning

May include activities such as coaching, mentoring, peer-to-peer learning and on-the-job training. These expanded opportunities allow you to develop professional competencies necessary to support continued success in your area of specialization.



## Reporting requirements to support CITP credential education

A certain percentage of CITP credential applications are subjected to random audits. Therefore, the AICPA recommends applicants maintain the following records:

### Authoring

- Work title
- Related body of knowledge area
- Publisher
- Publication type
- Date published
- Hours of preparation

### Presenting

- Program/session title area
- Related body of knowledge area
- CPE credits or presentation length
- Date(s)
- Location of presentation

### Unstructured Learning

- Date(s) of activities
- Title of activity
- Format and length of activity
- How the activity supports your continued development

### Approved College Coursework, Advanced Degrees, Other Continuing-Education Courses and Trade-Association Conferences

- Course/session title
- Related body of knowledge area
- Course sponsor, college/university
- Course format
- Advanced degree applicable
- Date(s), hours attended

## Additional information

For more information about the CITP credential program, contact the AICPA.

**Call:** Member Service at 888.777.7077 (M–F 9am–6pm ET)

**Write:** AICPA CITP credential  
Program Administration  
American Institute of CPAs  
220 Leigh Farm Road  
Durham, NC 27707

**Email:** [CITP@aicpa.org](mailto:CITP@aicpa.org)

**Visit:** [aicpa.org/CITP](http://aicpa.org/CITP)



## FAQs

### **Q. How does the CITP credential differ from other IT credentials?**

A. The evolving complexities of technology and increased need for information management and technology assurance make this platform an exciting field and one in demand — whether you are in public accounting, business and industry or consulting. The CITP credential is awarded only to AICPA-member CPAs; thus, it mandates the highest professional standards of any IT credential. Other technology certifications tend to be product-specific, skill-specific or highly technical. The CITP credential, on the other hand, is a long-term, broad-based credential. It builds on the CPA's strategic and general business skills, plus his or her unique ability to provide business insight by leveraging knowledge of information relationships and supporting technologies.

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

A. Yes. You must be a regular member in good standing 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 credential holder?**

A. No. To qualify for the CITP credential, you must hold a valid and unrevoked CPA permit, license or certificate (whether active or inactive) issued by a state authority, and be an active member of the AICPA.

### **Q. Do I have to take an examination to qualify for the CITP credential?**

A. Yes. To earn the CITP credential, a candidate must pass the CITP Examination. More information about the exam can be found at [aicpa.org/CITPexam](http://aicpa.org/CITPexam).

### **Q. How much will it cost to apply for the CITP credential?**

A. Once you have met all of the requirements to become a CITP credential holder, the standard initial pricing is \$380. However, if you already hold the ABV, CFF or PFS credentials, then the cost of the CITP credential is reduced to \$210. If you are an IMTA Section member when you purchase your credential, you will receive an additional credit for the pro rata portion of your remaining unused annual IMTA Section membership fee (causing your actual cost for the first year to range between \$145 and \$380 if this is your only credential, and \$0 and \$210 if you hold the other AICPA credentials noted).

### **Q. Do I need to be a member of the IMTA Section in order to apply to become a CITP credential holder?**

A. No. You need to be an AICPA member in good standing and meet the unrevoked CPA certificate requirement. CITP credential holders receive complimentary IMTA Section membership.

### **Q. If I don't meet the requirements to become a CITP credential holder, is there another way to get into the IMTA Section?**

A. Yes. You may join the IMTA Section — the only requirement is AICPA membership in good standing. Non-CPAs working in public accounting, business and industry or consulting may join the section as a Non-CPA Associate Member and be sponsored by a current regular member (voting) of the AICPA.

### **Q. Does the AICPA audit CITP applications?**

A. Yes. A percentage of approved applications are selected for random audit. Any misrepresentations or incorrect information may result in disciplinary action, including suspension or revocation of CITP eligibility and/or credential.





**Q. I have applied for the CITP credential. What happens next?**

- A. Once documentation and payment have been submitted and approved, the AICPA will review and issue an approval letter. At this time:
1. Individuals may 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.
  2. At the applicant's request, their state society will be notified so the information can be promoted in state society newsletters.
  3. A CITP credential certificate and welcome kit will be sent to the successful candidate under separate cover.

*Note: In some cases, applicants may be required to provide additional information in support of their application.*

**Q. What is required to maintain the CITP credential?**

- A. Credential holders must pay an annual fee and meet CITP credential recertification requirements (subject to change) annually:
1. AICPA membership in good standing
  2. Valid and unrevoked CPA certificate issued by a legally constituted state authority
  3. Complete 20 hours of continuing professional development within the credential body of knowledge annually:
    - Continuing professional development may include structured learning activities approved by NASBA or a legally constituted state authority, or unstructured learning activities
    - Non-traditional learning activities may constitute up to 50% (10 hours annually) of a credential holder's CPD to meet credential renewal requirements
  4. Submission of a signed statement of intent to continue to comply with all recertification requirements

*Note: CITP credential holders will be instructed to report their recertification requirements at the appropriate time.*



This application can be completed while opened on your desktop, printed then faxed, emailed or mailed.  
**All applicants must be AICPA members in good standing.**

**APPLICANT PROFILE**

HOME  BUSINESS

Member name \_\_\_\_\_ AICPA membership No. \_\_\_\_\_

Firm or organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_

Email address \_\_\_\_\_

Mail application and payment to:  
**ATTN: Member Service  
CPA/CITP credential  
AICPA  
220 Leigh Farm Road  
Durham, NC 27707  
Or fax to: 800.362.5066**

Please check here if you do not want your information to appear in the CITP referral database. ([findaCITP.com](http://findaCITP.com))

Referring credential holder \_\_\_\_\_  
Name: \_\_\_\_\_  
AICPA member No. \_\_\_\_\_

**APPLICANT QUALIFICATIONS**

The qualifications for the CPA/CITP credential are based on the following CITP body of knowledge areas:

- Information Management
- Information Governance
- Accounting Operations Technology Services
- Information Technology Risk and Advisory Services
- Engagement Compliance
- IT Controls and Assessment

**Check all boxes that apply**

**Section 1: CPA certificate/license**

I hold a valid and unrevoked CPA certificate or license issued by a legally constituted state authority. \_\_\_\_\_

**Section 2: Examination Requirement**

I have passed the CITP Exam. \_\_\_\_\_

**Section 3: Experience requirement**

I have met the minimum experience requirement in the topics covered in the CITP body of knowledge areas listed above in the last 5 years. Check the box that applies.

**Business:** I have at least 1,000 hours of CITP-related experience. \_\_\_\_\_

**Academic:** I am a full-time professor and have taught at least 4 accredited college courses with 50% of the material included in the CITP body of knowledge. \_\_\_\_\_

**Section 4: Education requirement**

I have completed at least 75 hours of CPD within the last 5 years from topics covered in the CITP body of knowledge areas listed above. \_\_\_\_\_

Education in the CITP body of knowledge areas may include: completion of continuing education courses, presentation of continuing education, continuing professional development and authoring publications on relevant subjects. More information can be found at [aicpa.org/CITP](http://aicpa.org/CITP).

## DECLARATION OF 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 have 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. If so requested by the AICPA, I will furnish all additional information or documentation as deemed necessary for the verification of the information given here.

### Maintenance of the Credential

To maintain the CITP credential, credential holders must pay annual dues and must comply with the following requirements:

1. Maintain membership in good standing in the AICPA.
2. Hold a valid and unrevoked CPA certificate issued by a legally constituted state authority.
3. Recertify annually. Recertification currently requires that CITP credential holders:
  - a) Complete 20 hours of continuing professional development within the credential body of knowledge annually:
    - Continuing professional development may include structured learning activities approved by NASBA or a legally constituted state authority, or unstructured learning activities
    - Non-traditional learning activities may constitute up to 50% (10 hours annually) of a credential holder's CPD to meet credential renewal requirements

### Agreement

1. I understand that I may not use the CITP credential 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 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 immediately, and understand that in order to regain CITP certification, all initial requirements, including completion of the CITP application, must be met again.
4. 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.
5. 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 if I fail to hold a valid and unrevoked CPA certificate issued by a legally constituted state authority and maintain membership in good standing in the AICPA.
6. 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.
7. I affirm that I have read carefully, understand and agree to the items set forth in the 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 experience and education) to support the assertions of the application. Failure to provide documentation will be considered as 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.*

## PAYMENT INFORMATION

The program enrollment fee for the CITP credential is due upon application submission. Please indicate your credential or membership status, as well as your method of payment below.

Credential or membership status: (Check one)

New CITP credential holder \$380

Current IMTA Section member \$380\*

Current ABV, CFF or PFS \$210

\*Fees may vary as unused portion of section dues will be credited against your credential fee.

PROMOTION CODE: \_\_\_\_\_

Please find the enclosed check made payable to: AICPA/CITP credential.  
(Please note: You will receive a full refund if your application is not approved.)

Please bill my credit card  
(Please note: Your credit card payment will be processed on approval of your application.)

Visa  MasterCard  Discover  American Express  Diners Club

Card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Billing address (if different from address above):  
\_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Print name of credit card holder \_\_\_\_\_

Sign name \_\_\_\_\_

Application and payment can be mailed to:

**ATTN: Member Service**

**CPA/CITP credential**

**AICPA**

**220 Leigh Farm Road**

**Durham, NC 27707**

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.**

Email: [CITP@aicpa.org](mailto:CITP@aicpa.org)

Call: **888.777.7077** (M-F 9am-6pm ET)



## Note

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T: 888.777.7077 | F: 800.362.5066 | E: [CITP@aicpa.org](mailto:CITP@aicpa.org) | W: [aicpa.org/CITP](http://aicpa.org/CITP)