CITP credential handbook

A guide to the AICPA Certified Information Technology Professional credential
What is the CITP credential?

The AICPA® Certified Information Technology Professional (CITP®) credential represents the intersection of technology and finance. The CITP credential is granted exclusively to CPAs and recognized equivalents who specialize and demonstrate specific skills, expertise and experience in areas that include:

• Information security and cyber risks
• Business intelligence, data management and analytics
• IT governance, risks and controls

CITPs understand the impact of these areas on financial reporting and overall business operations, positioning them as trusted advisers for clients and employers alike.

The CITP credential program has several key objectives:

• Achieve public recognition of the CITP as a preferred service provider.
• Enhance the quality of services that CITP professionals provide.
• Promote members’ services through the AICPA Information Technology Center website.
• Increase practice development and career opportunities for CITP credential holders.

How the CITP will enhance the value of your CPA

CPAs and recognized equivalents obtain the CITP credential because it:

• Positions them as a premier business adviser with proficiency in technology, business and finance
• 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
• 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 community of professionals with similar technology expertise and interests

CITP pathway — your professional development roadmap

Use the following steps to guide your thinking as you approach the CITP credential. This handbook and aicpa.org/CITP provide more information on the CITP credential requirements and body of knowledge.

1. Develop specialized knowledge through education
   The AICPA offers in-depth learning and education resources, spanning across all areas of the CITP body of knowledge.

2. Prepare for and pass the CITP Exam
   The AICPA offers the Complete Guide to the CITP Body of Knowledge, self-study CPE course. Candidates also use the exam’s Content Specification Outline to learn more about the topics covered (aicpa.org/CITPexam).
   The CITP Exam is a four-hour comprehensive multiple-choice exam focusing on the CITP body of knowledge. The exam is offered at about 300 test center locations across the United States and Canada.

3. Apply for the CITP credential
   Verify the experience requirement has been met and apply for the credential at aicpa.org/CITP.

4. 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 the following premium resources:

- Free access to four AICPA IMTA Section webcasts (up to eight hours of CPE) annually
- 20% discount off all other AICPA IMTA Section webcasts
- Free access to the full library of IMTA Section webcast archives
- Discounts at the following AICPA conferences/events:
  - AICPA ENGAGE (including Practitioners Symposium and TECH+ and NAAATS)
  - AICPA Controllers Conference
  - Digital CPA Conference
- Discounts for the following AICPA Certificate Programs:
  - SOC for Cybersecurity Certificate Program
  - Cybersecurity Fundamentals for Finance and Accounting Professionals Certificate Program
  - Cybersecurity Advisory Services Certificate Program
  - Blockchain Fundamentals for Accounting and Finance Professionals Certificate Program
  - Robotic Process Automation Fundamentals for Accounting and Finance Professionals Certificate Program

- Valuable resources and information
  - CITP Marketing Toolkit — A collection of tools to help CITPs gain exposure in their local media and market their skills to prospective clients and employers
  - Find a CITP directory — Advertises CITP services through inclusion in a directory where the public is able to search for a CITP in their state
  - CITP Mentor Program — Designed to support the professional growth of new and prospective CITP credential holders
  - CITP Champion Program — Offers CITPs the support, structure and resources to collaborate with state societies to promote and expand awareness of the CITP credential, and educate the professional accounting community on the vital role of the CITP professional in today’s marketplace, and the pathway to becoming a CITP credential holder

CITP application process
(It’s easy to apply!)

Apply online:

1. Go to aicpa.org/CITP and click on the Apply button.
2. Check off the boxes for the examination, experience and attestations.
3. Include payment information for your application fee and submit the application.

Initial certification requirements

- Regular AICPA membership in good standing
- Valid and unrevoked CPA permit, license or certificate (whether active or inactive) issued by a legally constituted state authority
- Completed CITP application indicating fulfillment of all requirements
- Payment of CITP application fee
To maintain an active CITP credential, CITP credential holders must pay an annual renewal fee and meet the following CITP recertification requirements annually:

1. Maintain AICPA membership in good standing.
2. Hold a valid and unrevoked CPA permit, license or certificate issued by a legally constituted state authority.
3. Complete 20 hours of continuing professional development within the CITP credential body of knowledge annually:
   • Continuing professional development may include structured learning activities approved by NASBA or a legally constituted state authority, other professional body, or unstructured learning activities as outlined by the AICPA.
   • Unstructured learning activities may constitute up to 50% (10 hours annually) of a credential holder’s CPD to meet credential renewal requirements.
4. Payment of current-year credential fees includes attestation to comply with all CITP credential recertification requirements.
5. Credential holders will be notified in writing when selected for audit, and be instructed to report their recertification requirements at the appropriate time.

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 registration information, review material and the Content Specification Outline (CSO), go to aicpa.org/citpexam.

# CITP recertification requirements

## CITP Body of Knowledge

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

**Information Security Governance**
- Information security strategy
- Policy, procedures, processes and standards
- Logical access controls
- Hardware and physical access controls
- Security authorization and authentication
- Business continuity and disaster recovery

**Cybersecurity Risk Management**
- Cybersecurity threats
- Data breaches and privacy
- Vulnerability management

**Soc for Cybersecurity**
- Purpose
- Content
- Target audiences
- How to use in conjunction with cybersecurity risk mitigation

**Data Management**
- Information lifecycle management
- Infrastructures and platforms
- Data preparation/manipulation
- Data governance

**Data Analysis and Reporting**
- Data analytics
- Predictive analytics
- Audit data analytics

**Business Intelligence Management**
- Digital transformation & technology disruptors
- Data integration
- Data warehousing

**IT Governance and Strategy**
- Role of IT governance within an organization
- IT governance principles
- IT governance roles and responsibilities
- IT governance implementation
- Benefits of effective IT governance

**IT Risks, Process and Controls**
- IT risk identification and assessment
- IT control frameworks
- IT general controls
- Application controls
- Business process management
- Change management
- Assessment of IT controls

**System and Organization Controls Reporting**
- System and Organization Controls Reporting Overview
- Types of Reporting

# 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 and Business Experience.
2. Hold a valid and unrevoked CPA permit, license or certificate (whether active or inactive) 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. Pay the annual fee with the associated attestation of your intent to comply with all the credential recertification requirements.

The examination requirement

Candidates must pass the four-hour CITP Examination. Register online at 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):
- $300 for AICPA members
- $375 for non-AICPA members

**Standard pricing** (within 30 days of registration deadline):
- $400 for AICPA members
- $500 for non-AICPA members

Have questions? Call 888.777.7077 (Monday–Friday, 9am–6pm ET) or submit an email to citp@aicpa.org.

For information about the AICPA’s CITP Examination, including registration information, review material and the Content Specification Outline (CSO), go to 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 the CITP credential body of knowledge 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.
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.

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.

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

For more information about the CITP credential program, contact the AICPA.
Call: Member Service at 888.777.7077 (Monday–Friday, 9am–6pm ET)
Write: AICPA CITP credential
Program Administration
American Institute of CPAs
220 Leigh Farm Road
Durham, NC 27707
Email: CITP@aicpa.org
Visit: aicpa.org/CITP