Certified Information Technology Professional (CITP) credential handbook
A guide to the AICPA CITP
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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

CITP credential holders 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 credential holder 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 credential 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
- Provides 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 CITP Exam is a four-hour comprehensive multiple-choice exam focusing on the CITP body of knowledge. Offered year-round, on a continuous testing basis, CITP candidates can take the exam online in a remote-proctored environment or at one of 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 TEC+ 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 CITP credential holders gain exposure in their local media and market their skills to prospective clients and employers
- Find a CITP directory — CITP services advertised in a directory where the public is able to search for a CITP credential holder in their state
- CITP Mentor Program — Designed to support the professional growth of new and prospective CITP credential holders
- CITP Champion Program — Offers CITP credential holders 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

- AICPA member 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
**CITP recertification requirements**

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

1. Be an AICPA member 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 CPE to meet credential renewal requirements.
4. Pay of current-year credential fees including attestation to comply with all CITP credential recertification requirements.
5. Report recertification requirements at the appropriate time. Credential holders will be notified in writing when selected for audit.

**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
  - Data warehousing
  - Business Intelligence 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

For more detailed information on the credential body of knowledge, please look at the Preparation tab at aicpa.org/citpexam.

**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.

**The examination requirement**

Candidates must pass the four-hour CITP Examination. Register online at aicpa.org/citpexam. The registration fee for first-time registrants is as follows:

- $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, 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 a full-time professor who has taught at least four accredited college courses, with 50% of the material included in the CITP body of knowledge.
Additional information

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

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.

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 CPE 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.