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# FITSI Certification Verification Handbook



An overview of how to  
validate a FITSI  
certification

Version 1.0

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## 1. Overview

This handbook provides individuals with the process and procedures on how to verify the certification status of a Federal IT Security Institute (FITSI) certification holder via the FITSI website (<http://www.fitsi.org>).

Certification Holders and other interested parties can obtain this FITSI Certification Verification Handbook free of charge at the following website:  
<http://www.fitsi.org/documents>.

This document may be forwarded to professional colleagues but must be kept in its original form.

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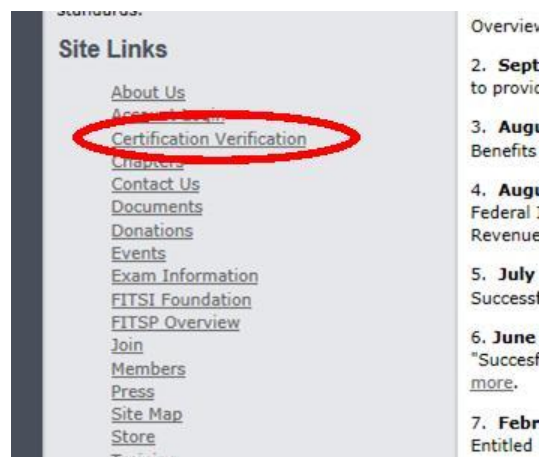
### 3. Procedures for Certification Verification

A certification holder's certification status can be verified by following the procedures listed below. Before verifying a certification holder's status the person making the inquiry must first obtain two pieces of information: 1) The certification holder's last name and 2) The certification ID found on the certification holder's certificate. Below is a visual of where the certification ID is located on the certification holder's certificate.



Perform the following steps:

1. **Open up** a browser and connect to the FITSI site at <http://www.fitsi.org>.
2. In the bottom left of the screen under "Site Links" **click** the link labeled "Certification Verification."



3. A page labeled "Certification Verification" will appear.
4. In the box labeled "Name" **type** in the certification holder's last name.
5. In the box labeled "Certification #" **type** in the certification ID found on the certificate provided by the FITSI certification holder.

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6. *Click* Search.
  7. The results will show you the following details regarding the certification status:

<b>Search Results</b>		
Member Name: Jim Wiggins		
<b>Certification</b>	<b>Certificate #</b>	<b>Expiration Date</b>
Manager	1	3/11/2016
Designer		
Operator		
Auditor		

8. This information can be used to verify which certifications a certification holder has with FITSI as well as the expiration date.