


FITSI Certification Holder Handbook



Requirements for
Maintaining
The Federal IT
Security Institute
(FITSI) Sponsored
Certifications

Version 2.0

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TABLE OF CONTENTS

1. OVERVIEW	4
2. APPLICABILITY	5
3. ONGOING CERTIFICATION REQUIREMENTS	6
4. USING THE PRIVATE PORTAL	7
5. CERTIFICATION MAINTENANCE	9
A. NON-COMPLIANCE	9
6. USE OF THE FITSI CERTIFICATION LOGO	10
7. REQUEST FOR CERTIFICATION DUPLICATES	11
8. FITSI CODE OF ETHICS.....	12
9. RECERTIFICATION REQUIREMENTS	13
10. REINSTATEMENT AFTER A VOLUNTARY LAPSE	14
11. RESIGNATION OF CERTIFICATION	15
12. APPEALS	16
13. FORMS.....	17
APPENDIX A, FITSI CONTACT INFORMATION	18

Figure 1: The FITSI Private Portal Login Screen.....	7
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1. Overview

Congratulations on earning your Federal IT Security Professional (FITSP) Next Generation Certification! We welcome you to the FITSP Next Generation Certification Program. The Federal IT Security Institute (FITSI) was founded in 2009 to help secure the Nation's federal information systems by certifying that the federal workforce (civilian personnel, military, and contractors) understands and can apply appropriate federal Information Technology (IT) security standards. FITSI has many certification holders and members around the world and we are pleased you are a part of this exciting group. While it is not a requirement to become a FITSI member to hold a FITSP Next Generation certification, we recommend you consider the benefits of membership. More information can be found at <http://www.fitsi.org>.

FITSI is an Internal Revenue Service (IRS) Code section 501(c)(6) non-profit membership organization that is supported by exam and annual maintenance fees (AMF) from its certification holders and members. FITSI was established to help provide a certification scheme for the federal IT security workforce in the United States. Candidates can pursue up to four certification roles that are commonly found in federal agencies in the United States government (Manager, Designer, Operator, and Auditor).

2. Applicability

This handbook applies to all FITSP Next Generation certification holders and provides pertinent information regarding the management and maintenance of your FITSP Next Generation certification.

The most up-to-date *FITSI Certification Holder Handbook - NG* can be found at <http://www.fitsi.org/documents>.

3. Ongoing Certification Requirements

Your FITSP Next Generation certification is valid for six years from the date of issue. The issue date can be found on the certification and FITSI identification (ID) card. To maintain the currency of a FITSP Next Generation certification, the certification holder must:

- Abide by the FITSI Code of Ethics
- Pay an AMF. The *FITSI Fee Schedule* can be found at <http://www.fitsi.org/documents>.

4. Using the Private Portal

As a FITSP Next Generation certification holder you will have access to the FITSI private portal. You will receive your unique login information to the portal around the time you receive your Certification Packet welcome packet. The login information will be sent to the email address that was entered during exam registration. If you fail to receive this email, please contact FITSI at contactus@fitsi.org with the words PORTAL LOGIN in the subject area. You will need to provide the following information:

- Full Name
- Mailing address used for registration
- FITSI ID and Certification numbers (found on your FITSI ID card)
- Preferred email address for FITSI use

Once you receive your private portal login information, you can access the FITSI private portal via the *Account Login* section of <http://www.fitsi.org>. The login screen will look like this:

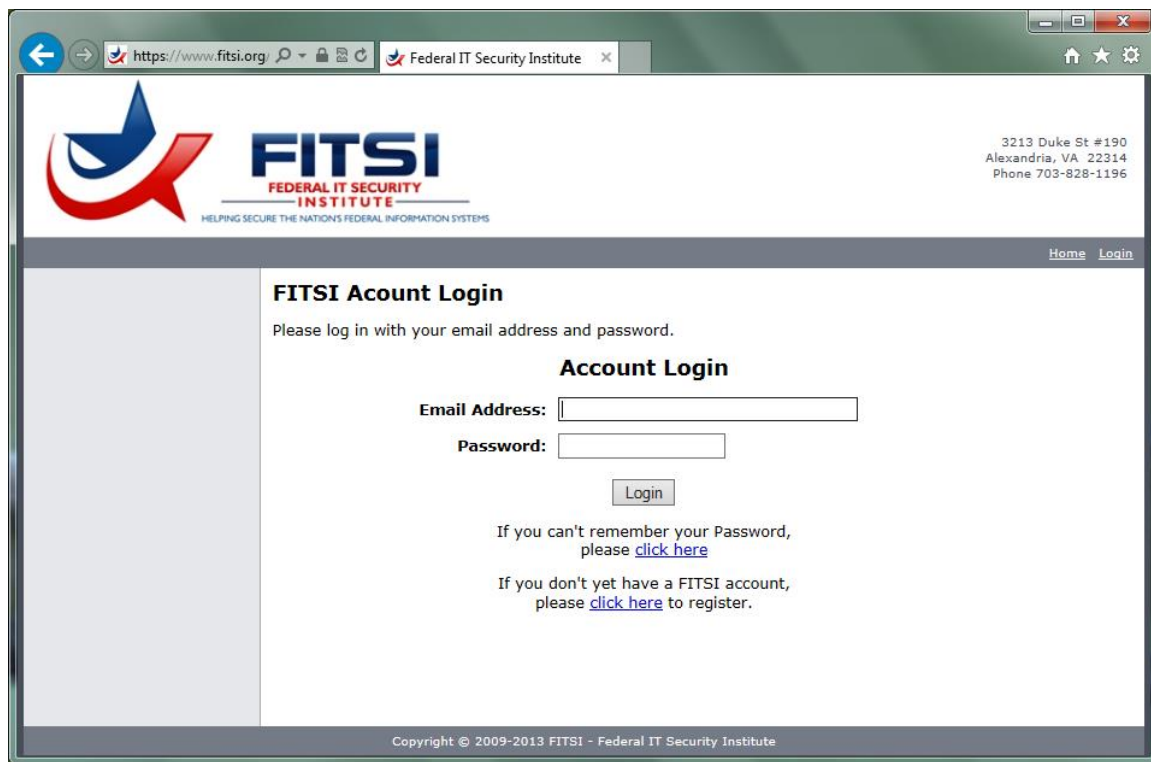


Figure 1: The FITSI Private Portal Login Screen

The *Member and Certification Holder Services* section allow the certification holders to complete a host of services items. Such items include, but are not limited to:

- Update profile information
- Record CPE units (not applicable for FITSP Next Generation certification holders).

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- Join the FITSI evangelist program

FITSI provides certification holders and members the option to include contract information in an online directory via the FITSI private portal. The type and scope of information published is controlled by the certification holder or member through their online account profile. When a new online account is created, the default policy is set to "Not Published." The user can indicate the type of information they wish published in the directory.

FITSI may, from time to time, employ a third-party vendor to provide information to the FITSI certificant base. In this event, FITSI will only authorize the vendor a one-time use privilege regarding certificant data. FITSI does not sell, rent, or distribute personal information at any time.

No person may solicit for or use the official FITSI certificant list for any commercial purpose. This action is in direct violation of the FITSI Privacy Policy. Failure to follow this policy will result in a revocation of certification. The FITSI Privacy Policy can be found at <http://www.fitsi.org/documents>.

Individuals who feel personal information has been misused should contact the FITSI Corporate Office immediately. Contact information for FITSI can be found in Appendix A.

5. Certification Maintenance

As stated above, each FITSP Next Generation certification holder must do a couple of things to maintain their certification during the six-year cycle. This section provides details about the requirements.

A. Non-Compliance

A certification holder will be declared to be in a non-compliant state for failure to abide by the FITSI Code of Ethics or failure to pay the necessary AMF.

If a certification holder is determined to be in a non-compliant state, the certification holder has 90 calendar days to rectify the non-compliant state. Failure to rectify the non-compliant state within the 90 calendar days will result in revocation of the related certification. After 90 calendar days, FITSI will not reinstate the certification status even if the certification holder is able, at that point, to achieve compliance. FITSI may make exceptions to this policy for documented hardship cases.

6. Use of the FITSI Certification Logo

An individual who has been granted a FITSP certification may list the specific certification on stationary, websites, resumes, business cards, and other promotional materials. Certification should appear as:

First name, Last name, Federal IT Security Professional-*Role-NG*
or

First name, Last name, FITSP-*Role-NG*

Where *Role* indicates the area of expertise certified in: Designer, Operator, Manager or Auditor.

For example, if Mary Jones earned her FITSP certification as an Operator, she would indicate it by:

Mary Jones, Federal IT Security Professional-Operator-NG
or

Mary Jones, FITSP-Operator-NG

7. Request for Certification Duplicates

A certification holder may request additional copies of a certificate or FITSI ID card. The *FITSI Fee Schedule* provides the most current duplicate copy fees and can be found at <http://www.fitsi.org/documents>. The request for a duplicate should be emailed to contactus@fitsi.org.

Requests for duplicates will be fulfilled within 30 calendar days of receipt.

8. FITSI Code of Ethics

All FITSP Next Generation certification holders must abide by the FITSI Code of Ethics which can be found in the *FITSI Code of Ethics Handbook* at <http://www.fitsi.org/documents>. Violations of any tenet of the FITSI Code of Ethics may be grounds for revocation of a certification holder's FITSP Next Generation certification(s) and possibly FITSI membership (where applicable).

FITSI can only be as good as its representative base. If a FITSP Next Generation Certification Holder is believed to violate the FITSI Code of Ethics, a complaint may be submitted to the FITSI Corporate Office. Individuals may file a complaint against a certification holder at any time. FITSI will take all necessary measures to ensure the anonymity of the complainant, but cannot guarantee it. The complaint will be reviewed by the Certification Director to ascertain if the criteria for acceptance of a complaint are met. The acceptance criteria are as follows:

- The complainant must have personal knowledge of the alleged violation or misbehavior and must be in a position to provide relevant and reliable documentation.
- The complainant must demonstrate by documentation and factual evidence that the complaint involves an issue directly related to the certification standards or FITSI Code of Ethics. Matters of a personal nature not related to the criteria will not be considered.

Complaints can be submitted using the *Appeals and Complaint Application* found at <http://www.fitsi.org/documents>. Instructions for submission are included in the application package.

9. Recertification Requirements

Federal standards are constantly changing which requires a candidate to maintain knowledge currency. The FITSP Next Generation certification is valid for six years. FITSP Next Generation certification holders may renew a certification by passing the latest version of the exam within six months of the expiration date.

Certification holders must meet the following requirements to be eligible for recertification:

- Candidates must not violate any part of the FITSI Code of Ethics or have an active complaint filed in his or her name.
- Candidates must be current with their Annual Maintenance Fees (AMF).

Certification holders that meet the requirements above can retest at no charge up to six months before the original date of expiration. If the certification holder does not retest in the six months before the date of expiration, they are not considered certified after the expiration period has passed. At that point, they will have to retest and reapply for the FITSP Next Generation certification as if they were a new FITSI candidate.

10. Reinstatement after a Voluntary Lapse

An individual who has voluntarily allowed a certification to lapse is not certified and may not use any certification designation. The certified status may be reinstated with the following actions if the certification lapse is within the 18-month recertification cycle:

- Submit the *FITSI Certification Reinstatement Application* and any outstanding AMF fees

Certifications which have been expired for more than 18 months cannot be reinstated. Candidates in this situation must reapply using the FITSI examination and application process. The *FITSI Certification Reinstatement Application* can be found at <http://www.fitsi.org/documents>.

11. Resignation of Certification

A FITSP Next Generation certification holder may resign by filing a written resignation with the FITSI Corporate Office. Resignation does not relieve an individual of unpaid dues or other charges previously incurred. Any person resigning a certification may be required to return the FITSI ID card, challenge coin, and certification certificate.

12. Appeals

A FITSP Next Generation certification holder has the right to appeal a decision to revoke certification. An *Appeals Form* must be filed with the Appeals Committee within 30 calendar days of receiving notification the decision to revoke certification. The *Appeals Form* is included in the *FITSI Appeals and Complaint Application* and can be found at <http://www.fitsi.org/documents>. The completed form should be emailed to FITSI at contactus@fitsi.org.

Once an *Appeals Form* is received, FITSI will carry out the following steps:

1. **Initial Appeal Acknowledgement.** The Appeals Committee will acknowledge receipt of the appeal within 30 calendar days of receipt. The email acknowledgement will include:
 - Explanation of the appeals process for the issue at hand
 - The Appeals Committee member point of contact
 - A timeline for response and decision by the Appeals Committee
2. **Appeals Review.** The Appeals Committee will render a decision within 30 calendar days of receipt of the appeal unless additional information is required. In the event additional information is required, the Appeals Committee will render a decision within 30 calendar days of receipt of the required information. The decision will be provided via email to the appellant.
3. **Appeals Decision/Response.** The Appeals Committee response will be either appeal denied or appeal accepted. All responses will include a detailed explanation of the decision.
4. **Appeals Escalation.** All decisions made by the Appeals Committee are considered final.

13. Forms

The most current version of the forms referenced in this handbook can be downloaded from <http://www.fitsi.org/documents>.

Appendix A, FITSI Contact Information

FITSI Corporate web site address:

<http://www.fitsi.org>

FITSI Corporate Office:

Federal IT Security Institute (FITSI)

3213 Duke St.

Suite 190

Alexandria, VA 22314

Phone: 703-828-1196

Fax: 703-754-8215

Web site: <http://www.fitsi.org>

General Email: contactus@fitsi.org

Revision History					
Version	Description of Change	Author	Approved By	Approval Date	Effective Date
1.0	Initial Release	Maribeth Kuzmicki Jim Wiggins	Scheme Committee	6/13/2013	6/13/2013
2.0	Revised to comply with new FITSI Style Guide and ensure consistency with other handbooks	Maribeth Kuzmicki Jim Wiggins Alana McCullough	Board of Directors	12/19/2019	12/19/2019