


FITSI Member Handbook



Membership Benefits
of The Federal IT
Security Institute
(FITSI)

Version 2.0

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1. Overview

Congratulations on joining the Federal IT Security Institute (FITSI). 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) understand 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.

This *FITSI Member Holder Handbook* contains pertinent information regarding your FITSI Membership.

The most up-to-date *FITSI Member Handbook* can be found at <http://www.fitsi.org/document>.

2. Applicability

This handbook applies to all three categories of FITSI members, Associate Members, Certified Members, and Founding Members and provides pertinent information regarding FITSI Membership.

3. FITSI Memberships

FITSI offers three categories of memberships: Associate Members, Certified Members, and Founding Members. The Associate Membership is available for individuals who do not currently hold a Federal IT Security Professional (FITSP) certification but still wish to be an integral part of the organization. Associate Members can take advantage of a number of benefits. The Certified Membership is a membership category for individuals who are FITSI members and hold a current FITSP certification.

This handbook focuses mainly on Associate Member benefits which will be referred to as Member Benefits in the remainder of this document. Certified Members should also refer to the *FITSI Certification Holder Handbook* for additional certification requirements for FITSP Certification Holders.

4. Ongoing Requirements

Your FITSI Membership is good for one year. Associate Members must be in good standing regarding the annual maintenance fee (AMF). Failure to pay the AMF will result in revocation of membership.

Members must adhere to the FITSI Code of Ethics, detailed in Section 6 below.

5. The Private Portal

As a FITSI Associate Member, you have access to the FITSI private portal. You should have created your login credential when you signed up for membership at the FITSI website. If needed, you can contact FITSI and have your credentials emailed to you. The login information will be electronically sent to the email address that was entered when you signed up for FITSI Membership. 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 identification (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:

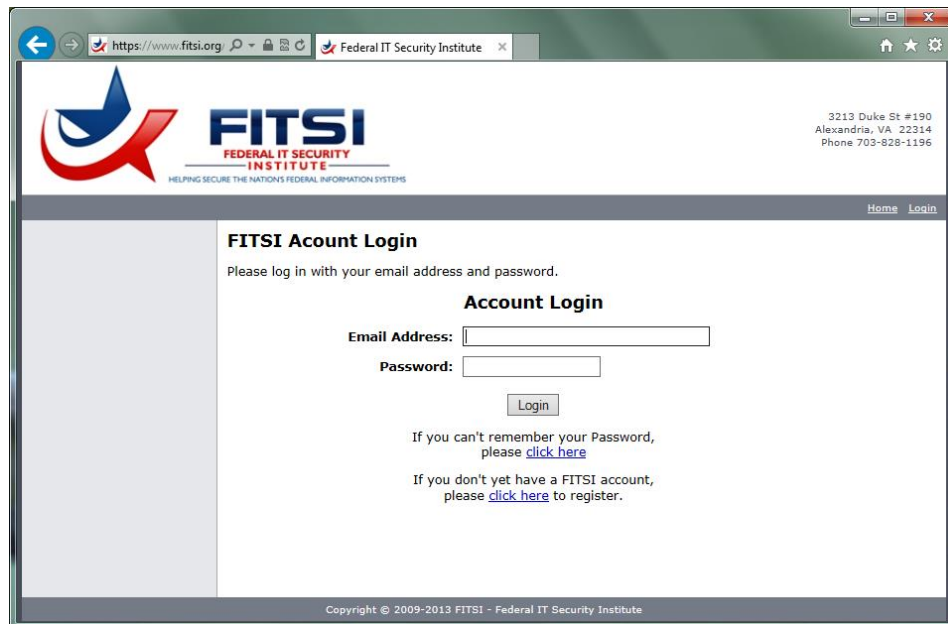


Figure 1: The FITSI Portal Login Screen

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

- Update profile information
- Report Continuing Professional Education (CPE) units
- Join the FITSI evangelist program

FITSI provides 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 member through their online account profile. When a new online account is created, the default policy is set to “Not Published.” The member can indicate the type of information they wish published in the directory. Members can access the most current listing of FITSI Professionals using the Member Directory section.

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

No person may solicit for or use the official directory of FITSI Professionals for any commercial purpose. This is in direct violation of the FITSI Privacy Policy. Failure to follow this policy will result in a revocation of membership. The FITSI Privacy Policy can be found at http://www.fitsi.org/privacy_policy.htm.

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

6. Request for Duplicates

A member may request additional copies of the FITSI ID card. There is a fee per duplicate requested. The *FITSI Fee Schedule* provides the most current duplicate copy fees. The *FITSI Fee Schedule* can be found at <http://www.fitsi.org/documents>. The request for a duplicate ID card should be emailed to contactus@fitsi.org.

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

7. FITSI Code of Ethics

All FITSI members 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 an individual's FITSI membership.

FITSI can only be as good as its representative base. If FITSI member is believed to be in violation of the FITSI Code of Ethics, a complaint may be submitted to the FITSI Corporate Office. Individuals may file a complaint against a FITSI member at any time. FITSI will take all necessary measures to ensure 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:

- Complainant must have personal knowledge of the alleged violation or misbehavior and must be in a position to provide relevant and reliable documentation.
- 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.

8. Membership Renewal

The FITSI Membership is valid for one year. Persons holding a FITSI Membership that is up for renewal may opt to renew the membership. Members must meet the following requirements to be eligible for renewal:

- Member must be current with the AMF.
- Member must not be in violation of any part of the FITSI Code of Ethics or have an active complaint filed in his or her name.

Members who fail to meet these requirements may not be eligible to renew their membership. This decision is the responsibility of the Membership Committee after all extenuating circumstances have been reviewed.

Within 30 days of the membership anniversary date, the member will receive an electronic email notice stating that their membership is about to expire. This email will outline the steps necessary to renew the membership. If you fail to receive this renewal email within 30 calendar days of membership expiration date (found on your FITSI ID card), send an email to contactus@fitsi.org with the words MEMBERSHIP RENEWAL in the subject line. Please include the following information in the email:

- Name as it appears on FITSI ID card
- FITSI ID number (found on FITSI ID card)
- Preferred email address for FITSI use

You will receive an email with instructions on renewing your FITSI membership within 30 calendar days of receipt of the request.

9. Resignation of FITSI Membership

Those who wish for their membership to expire or terminate should send an email to contactus@fitsi.org with the words CANCEL MEMBERSHIP in the subject line. Please include the following information:

- Name as it appears on FITSI ID card
- FITSI ID number (found on FITSI ID card)
- An email address where you can be contacted
- A brief explanation of why you wish to cancel your FITSI membership

A FITSI member may resign by filing a written resignation with the FITSI Corporate Office. Resignation does not relieve a member of unpaid dues or other charges previously incurred. There will be no prorated refund of any fees paid. Any member resigning their membership may be required to return the FITSI ID card.

10. 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	Board of Directors	7/28/2013	7/28/2013
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