



703-653-0240



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gcitp.umd.edu

Global Counter Insider Threat Professional (GCITP) Application Instructions

Application Overview

To apply to take the GCITP assessment, candidates must complete two-step registration as outlined on the following page.

The GCITP exam is delivered via two delivery methods: 1) in-person at a test center or 2) via remote proctoring with MonitorEDU. More information about both options are provided [here](#). The GCITP Program uses Credicycle as the certification management system, which is where candidates will create an account and complete the online registration.

Note: Once the application is submitted, the GCITP PMO will review it and notify the candidate via email if it meets the requirements. The GCITP PMO will provide the candidate with instructions to submit payment for the exam fees. All exam fees are collected outside of the Credicycle. Once the exam fees have been submitted and verified, the GCITP PMO will approve the application

More information about payment, registration, and test taking can be found in the program candidate handbooks and on the GSX Credicycle [FAQ page](#).



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Application Instructions Steps:

Step 1 - Create an Account with Credicycle

1. Visit <https://gsx.assess.com/dashboard>
2. Click “Sign-Up” in the top right-hand corner of the screen.
3. Fill out the contact information form (Name, phone number, email address, password, confirm password) and select “GCITP” from the “Select Institution” drop down menu.
4. Click “Sign up”.

Step 2 - Completing GCITP Application

Once you’ve created an account in Credicycle, you’ll select how you’d like to take the GCITP exam, either 1) in-person at a test center or 2) via remote proctoring with MonitorEDU

1. In your Credicycle account, click “Store”.
2. Select “Learn More” next to the Global Counter-Insider Threat Professional (GCITP) delivery method you are choosing (i.e., GCITP Test Center or GCITP Virtual Proctoring via MonitorEDU).
3. Complete all required fields within the GCITP application and click “Send Request” once completed.
4. Once you’ve submitted your eligibility request, notify the GCITP PMO (gcitppmo@gsxcorp.com)

The GCITP PMO will review the application to determine if it meets the GCITP eligibility requirements. If it has met the requirements, you will receive an email with instructions on how to submit payment for the GCITP exam fees.

Once your eligibility has been approved:

- **If taking the exam at a test center**, candidates will receive a separate email from the Assessment Systems Corporation (ASC) team requesting three options of their preferred date/time/location. The ASC team will coordinate with the test centers and send a confirmation email with the appointment details.
- **If taking the exam via virtual proctoring with MonitorEDU**, candidates do not schedule an appointment to take the exam, rather they can connect to an on-demand proctor at any time they desire to take the exam. The exam day preparation instructions for MonitorEDU are [provided below](#).



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Exam Delivery Methods

The Global Counter-Insider Threat Professional (GCITP), exam is offered via two different delivery methods.

Method 1 – Test Centers:

Candidates have the option to take an exam in-person at a physical test center. Prior to selecting this delivery method, candidates should review the available test centers to determine if there is one within an appropriate proximity to their location.

If taking the exam at a test center, candidates will receive a separate email from the Assessment Systems Corporation (ASC) team requesting three options of their preferred date/time/location. The ASC team will coordinate with the test centers and send a confirmation email with the appointment details.

Method 2 – Virtual Proctoring:

Candidates have the option to take an exam via virtual/remote proctoring from their home. This option is offered through MonitorEDU.

If this delivery method is preferred, candidates who select to take their exam via MonitorEDU do not schedule an appointment to take the exam, rather they can connect to an on-demand proctor at any time they desire to take the exam. The exam day preparation instructions for MonitorEDU are provided on the [next page](#) to assist you in selecting the appropriate test method to take the GCITP exam.



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GCITP MonitorEDU Preparation Instructions

Before Exam Day

- Watch the [Prep Video](#).
- Download **Google Meet app** to your mobile device (free, usually pre-installed).
- **Practice mobile setup** – Phone/tablet must show you, your workspace, and computer screen. Keep the device plugged in and charging (extension cord if needed).

On Exam Day

Room Setup

- Quiet, well-lit room; no one else present.
- Only allowed materials or items on the desk (allowed per your organization).
- No headsets or extra devices may be used during your proctoring session.

Connect on Your Computer

- Go to: ascproctor.com and select your **organization** GSX (Global Skills X-Change)
- Review rules & tutorial video.
- Fill in your information
- Take a photo of your ID and yourself.
- Click **Open Chat** → **Start Chat** to receive your Google Meet code from the proctor.

Join Google Meet on Your Phone

- Open Google Meet app.
- Enter code from proctor.
- Tap **Join** and allow camera/mic access.

Just Before the Test

- Proctor will ask for a room scan using your mobile device to inspect your work area
- Position the phone to the side so the proctor can see you, your desk, and your screen.
- The proctor will give the next steps to connect webcam and screenshare.
- The proctor will ask to see and inspect any allowed materials.
- Follow proctor's instructions to launch your exam.



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During the Test

- No talking unless reporting a technical issue.
- Stay in view and keep the phone connected for the entire test.
- No unauthorized materials or websites.
- No breaks allowed.

If Disconnected

- Stay calm, keep working on the exam.
- Try to refresh/rejoin Google Meet.
- If out for 5+ minutes, connect to [backup chat support](#).

End of Exam

- Always verbally alert your proctor you have finished, show exam submission, tear notes or erase whiteboard, and complete the check-out steps with your proctor before disconnecting.