

Candidate Handbook

Version 4.0



Revision History

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Purpose of the Handbook

The purpose of this Global Counter-Insider Threat Professional (GCITP) Certification Program candidate handbook is to provide information on the GCITP certification exam. This handbook includes program information, eligibility and maintenance requirements, details on how to register for the GCITP certification exam, and key program policies and procedures. This handbook is updated regularly to reflect the most current program information, policies, and content. If there are any questions about this handbook, the GCITP, or any of the policies, procedures, or content within, please contact the GCITP Program Management Office (GCITP PMO). Contact information for the GCITP PMO can be found in the GCITP PMO Section below.

About the GCITP Certification Program

GCITP Certification

The GCITP is designed for personnel who are working **OR** have experience in a Counter-Insider Threat (C-InT) / Insider Risk Management role or related discipline area. The below table displays example discipline areas.

Example Disciplines	
Behavioral Science Professionals	Behavioral Psychologist Forensic Psychologist Social Psychologist Social Workers
Counterintelligence Professionals	All
Cyber Professionals	Cybersecurity User Activity Monitoring
Human Resources Professionals	HR Generalists HR Managers I-O Psychologists Legal Professionals (J.D., paralegals)
Law Enforcement Professionals	All
Risk Management Professional	All
Security Professionals	Communications Security Industrial Security Information Security Personnel Security Physical Security Special Access Program Threat Assessment and Mitigation

NOTE: If you do not see your specific discipline area but believe it should be included in the above table please reach out to the GCITP PMO and ask if your discipline is applicable.

Exam Specifics: The GCITP certification exam consists of 124 multiple-choice questions and candidates will have 150 minutes (2 hours and 30 minutes) to complete the exam. An additional 15 minutes will be allotted for instructions, the signing of a Non-Disclosure Agreement (NDA) and a brief system tutorial.

Prerequisites to Test: Personnel interested in attaining the GCITP certification must meet the following prerequisites:

1. Must have 4 or more years of experience in a C-InT / Insider Risk Management role **OR** related discipline area.
2. Must have completed 20 or more hours of C-InT / Insider Risk Management specific training.

C-InT / Insider Risk Management Capability: The GCITP recognizes that the overall C-InT / Insider Risk Management capability is divided into three (3) primary Critical Mission Areas as depicted.

1. Asset Identification, Threat Assessment, and Industry Engagement
2. Monitor, Investigate, Mitigate
3. Training and Awareness Campaigns

This certification covers each of the three Critical Mission Areas, with its greatest emphasis on Mission Area 2. Mission Area 2 is currently the most well defined and codified area within the C-InT community, and it is where the bulk of the C-InT work occurs.

For more information on the Critical Mission Areas, please refer to the GCITP certification exam Guide.

GCITP Certification Fee Structure:

Fee Type	Fee	Timeline	Notice
Initial Test	\$650	365 days	Forfeit all fees if candidate fails or does not test within 1-year window
Retest #1	\$325	90 days after first failure	Forfeit all fees if candidate fails
Retest #2	\$425	180 days after second failure	Forfeit all fees if candidate fails
No-Show	\$650	N/A	Forfeit fees if candidate does not show

Fee Type	Fee	Timeline	Notice
Recertification	\$500 (+PDUs)	If late w/in 30 days: \$100 late fee added; if late w/in 60 days: \$100 late fee and \$50 reactivation fee; if late past the 60 days, account will be closed and require re-registration	Must be completed every four (4) years

FOR COMPANIES: Please reach out to the GCITP PMO to discuss group discounts.

Conferral: UMD serves as the conferral authority of the GCITP certification. All individuals who pass the GCITP certification exam will be awarded the GCITP credential upon conferral. Conferral will occur on the month following the date of exam completion (e.g., a candidate who takes and passes the exam on any day during the month of March will be conferred and receive their credential in April.). Once a candidate has been conferred and received their credential, they are allowed to use the GCITP designation, and the four (4) year certification maintenance window begins.

Upon completing and passing the exam, candidates will be able to download a printable certificate from their profile in the candidate management system, Credicycle. Candidates will also receive a digital badge via email to signify the GCITP credential. Information on how to access the certificant's digital badge is provided in the conferral email sent to the certificant.

The GCITP PMO maintains a registry of all conferred certificants. Confirmation of an individual's conferral status will be provided to interested parties upon written request, but an individual's score will not be provided.

GCITP Program Management Office

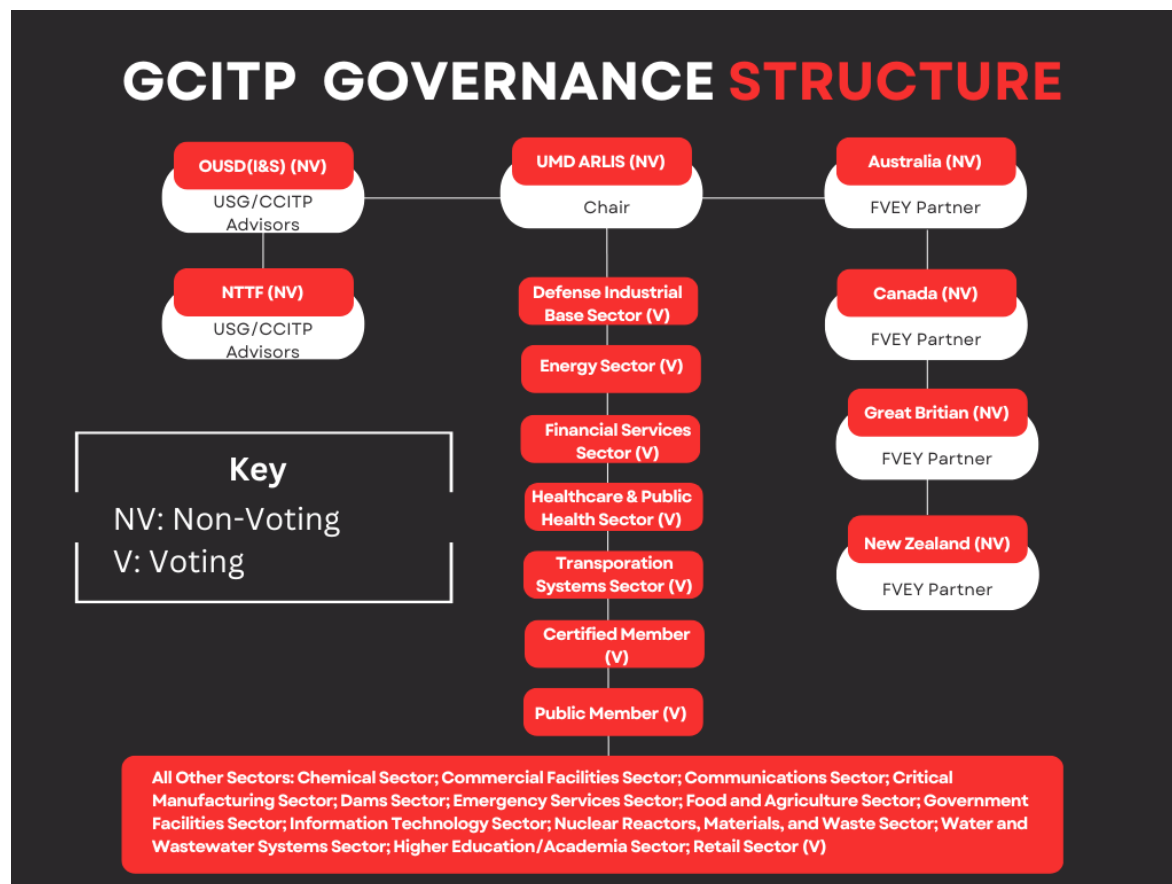
The GCITP PMO is responsible for establishing and implementing policies and procedures to support the GCITP, including the application processes, certification assessments and testing protocols, and candidate records retention.

If you have any questions about the GCITP, or need to contact the GCITP PMO for any reason, please contact the GCITP PMO at gcitp@umd.edu or 703-653-0240.

GCITP Governance

Governance and oversight of the GCITP Certification Program will be provided by the GCITP Governance Council (GCITP GC). The new GCITP GC is an autonomous body comprised of C-InT / Insider Risk Management professionals from across various industry and critical infrastructure sectors. The GCITP GC is responsible for discussing and coordinating policies, standards, and professional development metrics, making all essential certification

administration decisions, and ensuring all certifications within the program meet and maintain third-party accreditation standards.¹



NOTE: As of this revision, the certified member, public member, FVEY advisors and all other sectors are vacant positions.

The Council is required to convene at least two times annually. For more information the GCITP GC, please contact the GCITP PMO.

Application & Payments

Application Processing

Candidates interested in taking the GCITP certification exam must first register online via the following link <https://gsx.assess.com/dashboard>. The GCITP Program uses Credicycle as the certification management system. Candidates will be required to create an account within the Credicycle and complete a series of demographic questions. After completing the

¹ The GCITP is **not** currently accredited by any third-party accreditation body, however it has been built following best industry standards and practices to make the program legally defensible and with the intent of seeking third-party accreditation once it is eligible.

demographic questions, candidates will submit the GCITP application to the GCITP PMO for review. Step by step instructions on how to register and apply for the GCITP certification program can be found in [Appendix A](#).

To be eligible to sit for the GCITP certification exam, candidates will be required to show they have met the prerequisites to test and pay the GCITP certification exam fee.

The GCITP PMO will validate that all information provided within the application meets the requirements and payment has been received. Candidates will then be approved to test and will be provided with instructions for scheduling their exam. Candidates will have 365 days from the day they receive their exam registration confirmation to schedule and take the exam. Please refer to the GCITP certification exam fee structure for pricing, timeline, and requirements.

NOTE: Candidates who do not register and take the exam or if they do not successfully pass the exam within the 365-day timeline will lose their registration fee, will no longer be able to schedule or take the exam, and will have to submit full payment at \$650 to schedule and attempt the exam. The candidate should notify the GCITP PMO as soon as possible if this is the case.

How to Submit Payment

Candidate's whose application have been reviewed and meet the requirements will receive an email from the GCITP PMO with a link to pay the exam fees.

Follow the link in the email to our third-party system, NelNet to submit payment. Candidates will follow the prompts within the system to successfully pay the exam fees. Once fees are paid, the GCITP PMO office will confirm receipt of payment and approve the candidate's application.

GCITP Certification Exam Policies

Non-Disclosure Agreement

All candidates are required to sign a Non-Disclosure Agreement (NDA) prior to beginning the GCITP certification exam. This agreement is to ensure the security of the GCITP certification exam and prohibits the discussion or sharing of all exam-related content.

The GCITP certification exam shall be conducted in appropriate facilities and in a proctored environment. Proctors are responsible for ensuring consistent testing environments and exam security and will also be required to sign an NDA.

Non-Discrimination Policy

The GCITP Certification Program does not discriminate on the basis of race, color, national origin, sex (including pregnancy or childbirth), religion, age, disability (physical or mental), sexual orientation, marital status, parental status, political affiliation, genetic information, or retaliate for participating in protected activities. The GCITP Certification Program complies with all applicable jurisdictional laws and regulations related to protection against discrimination in access to GCITP certification exams.

Exam Security and Confidentiality

To ensure the integrity of the GCITP certification exam, all questions and answers developed for the exam are confidential proprietary information and are not authorized for public release. Individuals found to be in violation of the GCITP Certification Program security and confidentiality policies for exam-related content will be subject to program discipline, which could include termination of the violating party's certification and that individual potentially being barred from future participation in the GCITP Certification Program.

Requests for Reasonable Accommodations

If a candidate requires any special accommodations to take the GCITP certification exam, they must contact the GCITP PMO to request those accommodations. The GCITP PMO will work with testing centers to provide reasonable accommodations in compliance with the Americans with Disabilities Act (ADA).

It is the responsibility of the candidate to seek accommodations in advance of his/her exam date. Candidates must provide verification of the disability and a statement of the specific type of assistance needed to the GCITP PMO at least 30 days prior to the desired exam date. Requests must be sent to the GCITP PMO at gcitp@umd.edu. It is recommended that candidates requiring accommodations coordinate with the GCITP PMO in advance of their registration and payment to ensure that the program is going to be able to approve and support the specific accommodation, as last-minute accommodations on the day of testing are not going to be able to be provided, even with the proper medical documentation. The ability to provide a specific accommodation is also based on the capabilities available at the testing center administering the exam for the requesting party.

The GCITP PMO may request documentation from an appropriate healthcare or rehabilitation professional about a disability and functional limitations when the disability and need for accommodation is not obvious.

Examination Report

A score report will be generated 24 hours after completion of the exam. The report includes two sections of information. Candidates will receive a copy of their score report via email be able to access it in their Credicycle account.

Section 1 provides information on a candidate's overall exam performance compared to the passing standard. Candidates are provided the passing standard (known as the performance threshold), their exam score, and a pass/did not pass result. Candidates' exam score and pass/did not pass results are based on their performance on the 84 scored questions only.

Section 2 provides information on candidate performance on the exam's topic areas. To increase the reliability of feedback provided to candidates, topic areas are grouped into the following feedback groups:

- Feedback Group 1: Topic Area 1
- Feedback Group 2: Topic Areas 2
- Feedback Group 3: Topic Areas 3

Candidates should not view the feedback provided in Section 2 of their score report as definitive due to the small number of questions per section. Rather, candidates should use this as additional information to decide what next steps should be taken for professional development.

Establishing the Passing Score: The passing score of the GCITP certification exam is determined by the Modified Angoff method, a widely used standard-setting approach in exam development. The process of setting the passing standards for the exam was performed by SMEs, guided by exam development experts, and approved by the GCITP GC.

Exam Audit and Maintenance

Exam Audit: The GCITP certification exam results will be audited and reviewed by the GCITP PMO, I/O psychologists, and psychometricians. Audits will be looking for any discrepancies or anomalies between candidates' performance on the exam and the score reports that were generated and provided to those candidates. If any discrepancies or anomalies are identified, the first step is to identify the level of impact that issue had on individual candidates and correct the issue with those candidates. Next, is to identify the cause of the issue and mitigate the issue. All discrepancies and anomalies reported to the GCITP GC for guidance.

Exam Maintenance: GCITP certification exam data will be collected and analyzed on a quarterly basis to ensure that all items as well as the overall exam are continuing to perform to standard. Any items identified in a quarterly review that appear to be performing poorly

will be flagged as items of concern and monitored closely. Any items that are flagged two (2) quarters in a row will be recommended for removal and replaced by another item. All items pulled from the item-bank to replace an existing exam item must be pre-piloted exam items from the same exam blueprint area. The GCITP PMO will also conduct item writing events as needed to support the exam and to ensure that the GCITP certification exam item test bank is full of new items ready to be tested. All new items for the exam test bank will be drafted by C-InT SMEs under the guidance and supervision of the GCITP PMO, I/O psychologists, and psychometricians.

Rescheduling and No-Show Policy

Candidates who cannot attend their scheduled GCITP certification exam should reschedule their exam by contacting the Assessment Systems Corporation (ASC) support team (testcenters@assess.com) at least 48 hours before the appointment time. If the candidate has not rescheduled their exam within the 48-hour window prior to the original scheduled exam, or if the candidate is a no-show for the exam, for any reason, the system will record the candidate as a “No-Show.”

NOTE: Candidates who no-show will be required to re-register and pay the full fee of \$650. Under emergency circumstances, the candidate can work with the GCITP PMO to waive fees. This is done on a case-by-case basis.

Exam Failure & Retesting

Candidates who do not pass the GCITP certification exam must retake the exam to get certified. Candidates will get three (3) attempts within a 365-day window to pass the certification exam. If a candidate fails three (3) times within the 365-day period, they must wait one year to re-apply.

Retest Schedule & Fees		
First Failure	Retest no earlier than 90-days after 1 st attempt.	\$325
Second Failure	Retest no earlier than 180-days after 2 nd attempt.	\$425
Third Failure	Retest no earlier than 1-year after 3 rd attempt.	\$650

GCITP Certification Policies

Use of the GCITP Credentials

Conferred Certificants are authorized to use the designation “GCITP” or “Global Counter Insider Threat Professional,” as well as display their digital badge. This designation signifies that the certificant has met all the requirements for the GCITP certification. Certificants may use this credential on business cards, resumes, and signature lines for as long as they maintain their certification. “GCITP” and “Global Counter Insider Threat Professional” are the only designations approved for use and should appear after a comma following the certificant’s name. No other designator and no other usage are approved.

Examples of correct use:

- Jessica A. Smith, GCITP
- Joseph A. Smith, certified Global Counter-Insider Threat Professional

If a certificant allows their certification to expire, they will no longer be allowed to use the designation until he or she has recertified. Use of the credential beyond the authorized period is a violation of the program and can lead to revocation of the certification.

NOTE: The GCITP GC can revoke the use of the credential if an individual exhibits signs of misconduct or violation of policies.

Certification Maintenance

The purpose of the GCITP maintenance requirements is to ensure that certificants maintain and/or improve the level of knowledge and skill in the C-InT mission. The requirements listed below ensure certificants continue to be active in the C-InT mission space. Each of the GCITP maintenance requirements were developed and recommended by a group of senior C-InT SMEs from across the enterprise.

The GCITP certification is valid for a period of four (4) years from the date of conferral. Certificants must complete 100 Professional Development Units (PDUs) and pay a recertification fee to maintain their certification. The details of what constitutes a PDU and how PDUs are tracked is outlined below:

Professional Development Units (PDUs): The 100 PDUs are divided between C-InT specific activities and other professional growth activities in the following manner:

- 60 PDU: C-InT specific (minimum)
- 40 PDU: Professional Growth (maximum)

Categories: There are three (3) categories in which a certificant can earn PDUs:

1. Training, education, additional certification(s)

2. Giving back to the community (e.g., leadership in teaching, mentoring, conferences, workshops, papers)
3. Unique work experiences (e.g., special projects, job shadowing/rotations, achievements, professionalization projects)

NOTE: Certain PDU activities have limits for how many PDUs can be claimed within a PDU category or specific PDU event. Please refer to [Appendix B](#) for the full PDU reference table.

Recertification

For a certificant to adequately demonstrate that they have met the GCITP maintenance requirements, they must obtain 100 PDUs within their maintenance cycle. Certificants will reach out to the GCITP PMO to request the GCITP certification maintenance PDU Tracking Form. Candidates should submit their completed GCITP certification maintenance PDU Tracking Form to the GCITP PMO no later than 30 days prior to their GCITP certification expiration date. The GCITP PMO will review all GCITP PDU Tracking Forms to ensure they are complete and verified. If the candidate has met all certification maintenance requirements, they will be recertified for another four years.

Recertification Fee: Like with initial registration, the GCITP certification exam has a recertification fee that certificants will need to pay along with completing their 100 PDUs. Candidates who wish to recertify will be expected to pay \$500 which is used for the processing of their application and helps support the ongoing maintenance and growth of the program.

Failure to Recertify: If a certificant fails to submit their GCITP Maintenance Application and pay the recertification fee prior to the last day of their four-year maintenance cycle, their certification will go into “inactive status.” When the certification enters the “inactive” status, certificants will no longer be authorized to use the GCITP credential. Certificants will have two (2) additional opportunities to submit their certification maintenance application once their certification expires. Each opportunity incurs additional late fees.

- **Opportunity 1: Initial 30-day Grace Period.** The certificant will have an initial 30-day grace period following their certification expiration date to submit their GCITP maintenance application and pay the **recertification fee (\$500)** as well as a **late fee (\$100)**.
- **Opportunity 2: Secondary 30-day Grace Period.** If certificant fails to submit their maintenance application within the initial 30-day grace period, the certificant's account will be deactivated. The certificant will be granted a secondary 30-day grace period and will be required to pay the **recertification fee (\$500)**, the **late fee (\$100)**, and a **reactivation fee (\$50)** to reopen their application. Following submission of fees, the certificant must submit their certification maintenance application.

If a certificant fails to meet the above requirements, after the secondary 30-day grace period (**total 60 days**) has concluded, their account will be closed and they must re-register to take the GCITP exam and pay the exam fees (**\$650**) **registration fee**.

Expiration Schedule & Fees			
Initial 30-day grace period	Account inactive; must submit maintenance requirements	Candidates are provided a 30-day grace period once their certification expires. Candidates must submit the appropriate fees and maintenance application within the 30-day grace period.	Recertification fee (\$500) + Late fee (\$100)
Secondary 30-day grace period	Account inactive; must submit maintenance requirements	If candidates are unable to submit fees and the maintenance application within the initial 30-day grace period, candidate are provided a secondary 30-day grace period, which requires submission of associated fees.	Recertification fee (\$500) + Late fee (\$100) + Reactivation fee (\$50)
After 60 days	Account will be closed; must register and take the GCITP exam	If candidates do not meet the certification maintenance requirements during the 60-day total grace period, they are unable to maintain their certification and must re-register and take the GCITP exam and pay the exam fees.	\$650

Other Program Policies

Candidate and Certificant Confidentiality

The GCITP PMO recognizes the importance and the occasional sensitive nature of the C-InT work and the individuals performing that work. As such, the GCITP PMO strives to maintain candidate and certificant confidentiality as much as possible. Personally identifiable information (PII) and exam results are protected and will not be disclosed without the written consent of a candidate, unless when necessary to comply with a compulsory, legally authorized demand, or order of a court of competent jurisdiction. Data gathered and distributed as part of exam studies or reports will be aggregated and PII redacted.

Employing organizations/companies may inquire with the GCITP PMO about the certification status of an employee or a candidate for employment. The GCITP PMO is required to respond to conferral verification requests that are made to the GCITP PMO in writing and provide one of the following two (2) responses:

- “Yes, (Individual) currently holds an active GCITP Credential.”
- “No, (Individual) does not currently hold an active GCITP Credential.”

Personal scores will not be provided to anyone but the candidate. Lastly, no information will be provided by the GCITP PMO about those candidates who take the exam and do not pass.

Waiver Policy

The waiver policy governs the process for providing a temporary suspension of a policy or procedure. Waivers may be appropriate in cases when circumstances outside of the control of the individual prevent the candidate/certificant from meeting specific certification requirements.

Waivers may be filed in cases such as:

- Special Accommodation Request:
 - a. **EXAMPLE:** a candidate is blind and requests either a special text reading software or another individual to read the items and responses out loud.
- Extension Request:
 - a. **EXAMPLE:** The certificant requests a time extension due to extenuating circumstances (e.g., a residential move, or a medical hardship) that would prohibit an individual from meeting the requirement for maintaining a current GCITP certification.
- Other Waiver Request:
 - a. **EXAMPLE:** The candidate is being deployed and would like to retake the exam prior to deploying and would like the 90-day waiting period to be waived.

Waiver Process and Procedures: An applicant or certificant can submit a [Waiver Request Form](#) to the GCITP PMO mailbox (gcitp@umd.edu). Each waiver will be reviewed by the GCITP

PMO. Decisions are made on a case-by-case basis. A written response will be provided to the individual within 30 days from the request. If a candidate or certificant has any issues with the results of their waiver request, they can contact the GCITP PMO to discuss the decision. If after speaking with the GCITP PMO they are still not satisfied with the outcome, they can submit a formal appeal (see [Appeals Policy](#)) to the GCITP GC. Once the GCITP GC reviews the waiver request and decides, that decision is final.

Appeals Policy

The GCITP Appeals Policy governs the process for reviewing decisions made by the GCITP PMO about registration, eligibility, exams, or any other registration/exam-related certification issues or challenges.

Grounds for Appeal: An appeal may be filed based on all decisions relating to:

- Candidate registration protocols (that is determination of eligibility).
- Certification renewal requirements, such as completion of approved PDUs or timeliness of completing and reporting PDUs.
- Findings by the GCITP PMO related to alleged cheating, violations of rules of conduct or law, or inaccurate application information.
- Certification status (e.g., date of certification expiration or renewal).

Decisions Not Eligible for Appeal: Matters not described in “Grounds for Appeal” above are not within the purview of the GCITP and are not appealable to the GCITP PMO:

- Examination results and/or criteria for obtaining a passing score on GCITP certification exams.
- Employment policy.
- Eligibility criteria for identifying billets or individuals requiring GCITP certification.
- Exam content.

NOTE: Individuals should contact their employing organizations with questions or appeals of decisions outside the purview of the GCITP.

Appeals Process: Upon receiving a decision from the GCITP PMO, a candidate/certificant has up to 15 business days to submit an appeal. All appeals must be submitted in writing using the [Appeals Request Form](#) to the GCITP PMO at gcitp@umd.edu. Individuals submitting an appeal must provide their contact information (phone number and email address), specific grounds for appeal, and evidence in support of the appeal.

Appeals Review: The GCITP PMO conducts a preliminary review of all appeals within five (5) business days of receipt to ensure the appeal is timely, contains all required and pertinent information, and is allowable/meets grounds for appeals. A Certification Appeals Board (CAB) will be created to review all allowable appeals. The CAB will consist of the GCITP Program

Manager (PM) and two (2) GCITP GC members (unaffiliated with the individual or the organization involved in the appeal).

Appeals that are not allowable or are received outside the 15-business day window, will be dismissed without referral to the CAB. The candidate will be notified in writing of the dismissal.

Upon receipt of a valid appeals request, the CAB shall have 30 days to review relevant information, request additional information, and decide. The CAB may grant or deny the appeal request. CAB decisions shall be made by consensus; if consensus is unattainable, a majority vote by CAB members shall prevail. The CAB shall provide a written response to the individual documenting the basis for the decision.

NOTE: Appeals that require additional information will be referred to the appealing individual to provide further information before a determination on the validity of the appeal is made.

If, after the CAB review, the individual would like a second appeal, the individual has 15 business days from when they receive their initial verdict to submit a second appeal in writing to the GCITP PMO.

Upon receipt of the second appeal, the GCITP PMO will inform the GCITP GC Chair. The GCITP PMO will ensure that the appeal is on the agenda at the next regularly scheduled GCITP GC meeting. If there is not a GCITP GC meeting scheduled within a reasonable timeframe, the GCITP GC Chair will direct the GCITP PMO to distribute all evidence to GCITP GC members and facilitate a remote (i.e., electronic) review and vote on the appeal.

The GCITP GC may grant or deny a second appeal. Appeals decisions by the GCITP GC shall be made by consensus; where consensus is not attainable, decisions supported by at least 60% of the GCITP GC voting members shall prevail. The second appeal constitutes the final decision, and no further consideration will be given to the appeal.

Disciplinary Policy and Procedures

The GCITP GC is the authoritative body for standards of conduct, and policies and procedures governing disciplinary action for the GCITP. On disciplinary matters, the GCITP PMO may only address the conferral and certification aspects of the violation as approved by the GCITP GC, and may include loss of the credential, being barred from participation in the program, and possible litigation (depending on the severity of the violation.)

Unethical or unprofessional behavior may be cause for the GCITP PMO to deny a candidate's admission to the GCITP, to terminate participation at any stage throughout the conferral process, or to invalidate the result of an exam. In the case of a certificant, the individual may have their certification revoked and be barred from re-entry into the GCITP for a period of up to two (2) years.

Grounds for disciplinary action include, but are not limited to the following:

Cheating. Cheating on an exam consists of willfully consulting a notebook, textbook, or any other source of information not specifically authorized by the proctor during the exam; willfully aiding, receiving aid, or attempting to aid or receive aid from another candidate, certificant or any other individual during an exam; obtaining or attempting to obtain copies of the exam before it is given; or any act or attempt made with the intent of violating or circumventing the stated conditions governing the administration of an exam.

Exam Compromise: Exam compromise includes those actions that compromise the integrity of the GCITP certification exam, including but not limited to unauthorized possession of or access to real exam questions; copying any portion of a GCITP certification exam (this includes any portion of the exam questions or answers); or the sharing or the receipt of exam information before, during, or after the exam session that gives any tester an unfair advantage over other candidates.

Misrepresentation or False Statements: Misrepresentation is a false or misleading statement or a material omission which renders other statements misleading, with intent to deceive (i.e., claiming to hold a GCITP credential when the credential has not been conferred, or claiming to hold the credential after it has expired but was not renewed in accordance with the GCITP certification exam guidelines. Falsification is the act of deliberately lying about or misrepresenting something.

Non-Compliance: Refusal by the candidate or certificant to comply with their organization's Code of Ethics, standards of conduct, rules, or professional behavior. This particularly includes any violation of any part of their signed GCITP NDA.

Request by Company and/or Parent Organization: If a company and/or parent organization requests a certificant's credential be revoked, the GCITP PMO may conduct inquiries in direct coordination with the individual candidate's and/or certificant's employer into suspected violations of the GCITP Certification Disciplinary Policy.

Process for Reporting Suspected Violations: Suspected violations may be submitted using the [Suspected Violation Report](#) by any interested party to the test proctor if the violation occurred during an exam, or the GCITP PMO, in all other situations. The complainant's name, witnesses, and the content of the complaint will remain confidential, unless legal requirements mandate disclosure. All investigations into suspected violations will be completed within 60 days.

Appendix A: GCITP Exam Registration and Application Instructions

Overview

To apply to take the GCITP assessment, candidates must complete the two-step registration process 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 is provided [here](#). The GCITP Program uses Credicycle as the certification management system, which is where candidates will create an account and complete the online.

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](#).

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](#).

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.

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.

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.

Appendix B: PDU Activity & Limits Table

GCITP- PDU Reference Table				
Category	Event Type	PDU Rate	Max PDU/Event	Max PDU/Category
Training & Education	Training events	1 PDU per contact hour	45 PDUs per event	100 PDUs
	Conferences	1 PDU per contact hour	45 PDUs per event	100 PDUs
	Certifications:			
	- GCITP related Certification	45 PDUs per certification	45 PDUs per certification	100 PDUs
	- Non-GCITP related Certification	45 PDUs per certification	45 PDUs per certification	40 PDUs
Giving Back to the Community	Teaching, Training & presenting	3 PDU per contact hour	45 PDUs per event	100 PDUs
	Mentoring	3 PDU per contact hour	45 PDUs per event	100 PDUs
	Workshops & Working Groups	3 PDU per contact hour	45 PDUs per event	100 PDUs
	GCITP Program Support	Event Specific	45 PDUs per event	100 PDUs
Unique Work Experiences	Cross-Hub Experience	1 PDU per contact hour	45 PDUs per event	100 PDUs
	Publications:			
	- Monographs / Scholarly Book	45 PDUs	45 PDUs	100 PDUs
	- Dissertation/Thesis	50 PDUs	50 PDUs	100 PDUs
	- Chapter of a Book	25 PDUs	25 PDUs	100 PDUs
	- Publication Article	25 PDUs	25 PDUs	100 PDUs
	- Book Review	25 PDUs	25 PDUs	100 PDUs
	- Newsletter Article	10 PDUs	10 PDUs	100 PDUs
	- Newsletter Editor	5 PDUs	5 PDUs	100 PDUs
	Special Projects	1 PDU per contact hour	45 PDUs per event	45 PDUs



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Global Counter Insider Threat Professional Waiver Request Form

Name:			
Employer:			
Work Email:			
Current Expiration Date (for time extension request):		New Expiration Date Requested (for time extension request):	
Date Waiver Submitted:			
REASON FOR WAIVER REQUEST			
Extension Request	Accommodation Request	Other Request	
Explain the reasons for the request for this waiver. (Limit 1,000 words) (Please attach all pertinent documentation with the initial submission so your waiver request can be properly reviewed.)			
ACTION TAKEN (For GCITP PMO Only)			
Waiver is approved			
Waiver is rejected			
Return – Incomplete information in the waiver request/additional information is requested.			
Submit no later than:			
Comments:			

GCITP PMO Signature: _____ Date: _____



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Global Counter Insider Threat Professional Appeal Request Form

Name:			
Employer:			
Work Address:			
City/State/Zip:			
Employer:		Work Telephone #:	
Work Email:		Employer POC:	
Employer POC Email:		Employer POC Phone #:	
REASON FOR APPEAL			
Date of appealable event:			
Examination Results	Certification maintenance and professional development units (PDUs)		
Candidate Registration/Eligibility	Certification disciplinary matters		
Test-Taking Protocols	Decisions related to alleged cheating, alleged violation of professional rules of conduct, or inaccurate information on the application form		
Explain the basis of the appeal. (Limit 1,000 words; continue writing on back of page if needed)			
Attach all pertinent documentation with the initial submission so your appeal can be properly reviewed. (Please indicate the type of documentation submitted – check all that apply.)			
Score Report	Disciplinary Violation Report		
Medical Form	Alleged Cheating Defense		
Complaint Form	Other		
ACTION TAKEN (For GCITP PMO Only)			
Forward to the Certification Appeals Board			
Reject the appeal: Insufficient ground for appeal Missed deadline for appeals submission			
Return – Incomplete information in the appeals submission			
Comments:			

GCITP PMO Signature: _____ Date: _____



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Global Counter Insider Threat Professional Suspected Violation Form

Subject Name:			
Subject Employer:			
Subject Work Address:			
City/State/Zip:			
Employer POC Email:		Employer POC Phone #:	
Reporting Official Name:		Work Telephone #:	
Work Email:		Employer POC:	
REASON FOR Violation			
Date of violation event:			
Cheating	Misrepresentation or false statements		
Exam compromise	Non-compliance		
Revocation request by the certificate's company and/or parent organization			
Explain the basis of the violation. (Limit 1,000 words; continue writing on back of page if needed)			
ACTION TAKEN			
Violation confirmed; revoke certification			
Violation not confirmed			
Return – Incomplete information in the report			
Comments:			

GCITP PMO Signature: _____ Date: _____

