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# FITSI Certification Verification Handbook



Procedures for  
Verifying the status of  
Certification Holders  
of The Federal IT  
Security Institute  
(FITSI) Sponsored  
Certifications

Version 2.2

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## 1. Overview

The *FITSI Certification Verification Handbook* outlines the procedures for verifying the status of a FITSP Certification Holder via the FITSI website at <https://www.fitsi.org>. This handbook allows FITSI to provide public access to verify and provide information on whether an individual holds a current, valid certification and the scope of that certification, except where the law requires such information not to be disclosed.

These procedures comply with FITSI's privacy policy. Specifically:

*"FITSI safeguards all individual records and information obtained related to a FITSP Certification Program Certification Candidate, FITSP Certification Applicant, FITSP Certification Holder, FITSI Founding Member, FITSI Associate Member, FITSI Certified Member, FITSI Employee, FITSI Consultant, or FITSI Volunteer. Except as required in the FITSI Policies and Procedures Handbook, all individual records and information obtained are considered confidential and will not be disclosed to a third party by FITSI without the individual's prior written consent, except as outlined below in the Use of Data section (of the FITSI privacy policy). Where the law requires disclosing such information to a third party, FITSI will notify the individual before releasing the information when reasonably possible."*

FITSP Certification Holders must provide their last name and FITSI certification identification number to the person verifying the certification. This tool allows the FITSI Certification Holder to control who can verify their FITSI certification status.

FITSP Certification Holders and other individuals can obtain this *FITSI Certification Verification Handbook* free of charge at the following website: <https://www.fitsi.org/fitsidocuments.html>.

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

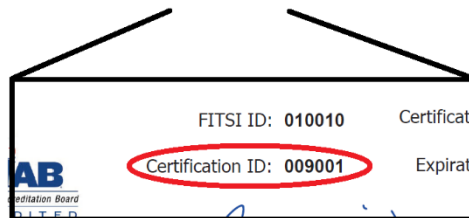
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## **2. Applicability**

This handbook applies to all persons interested in verifying the certification status of FITSP Certification Holders.

### 3. Procedures for Certification Verification

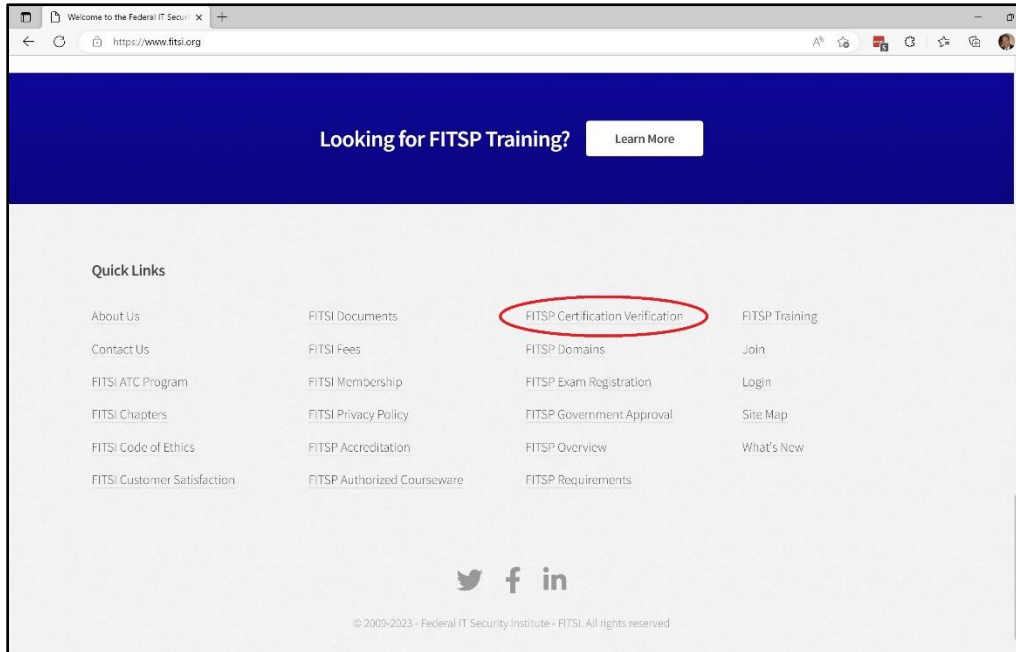
The FITSP Certification Holder's last name and certification identification (ID) number are needed to verify the Certification Holder's status. The certification ID number is ITSP Certification Holder's certification certificate, as shown in Figure 1.



**Figure 1:** Certification ID Number Location

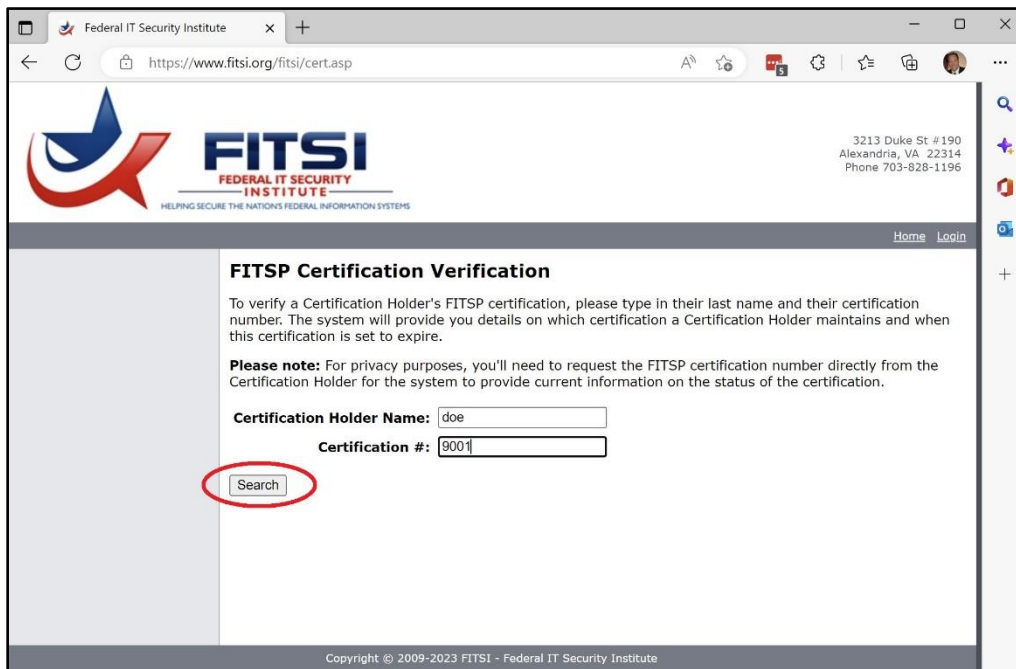
A FITSP Certification Holder's certification status can be verified by performing the following steps:

1. **Open** a browser and connect to the FITSI site at <https://www.fitsi.org>.
2. **Scroll** to the bottom of the homepage, and under "Quick Links," **click** the "FITSP Certification Verification" link, as shown in Figure 2.



**Figure 2:** FITSP Certification Verification Site Link

3. On the FITSP Certification Verification page, ***type in*** the FITSP Certification Holder's last name and the certification ID number found on the certificate provided by the FITSP Certification Holder.
4. ***Click*** Search, as shown in Figure 3.



**Figure 3:** FITSP Certification Verification Page

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5. The results will provide the details shown in Figure 4 regarding the certification status. The information includes a FITSP Certification Holder's certifications and the expiration date.

| <b>Search Results</b>              |                        |                        |
|------------------------------------|------------------------|------------------------|
| Certification Holder Name: Joe Doe |                        |                        |
| <b>Certification</b>               | <b>Certification #</b> | <b>Expiration Date</b> |
| Manager-NG                         | 9001                   | 3/11/2027              |
| Designer-NG                        |                        |                        |
| Operator-NG                        |                        |                        |
| Auditor-NG                         |                        |                        |

**Figure 4:** Certification Status Search Results