
FITSI Logo and Mark Usage Requirements Handbook

Policy on the Usage
Requirements of
FITSI Logos and
Marks by FITSI
Stakeholders

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TABLE OF CONTENTS

1. OVERVIEW	4
2. APPLICABILITY	5
3. TYPES OF FITSI LOGOS AND MARKS	6
A. FEDERAL IT SECURITY INSTITUTE (FITSI) LOGO	6
B. FEDERAL IT SECURITY PROFESSIONAL (FITSP) LOGO	6
C. FITSI TEXT MARK.....	6
D. FITSP TEXT MARK	6
E. TRADEMARK PROTECTION.....	6
4. FEDERAL IT SECURITY INSTITUTE LOGO AND MARK USAGE REQUIREMENTS	8
A. OWNERSHIP	8
B. CONDITIONS FOR USE	8
C. RIGHTS FOR USAGE AND REPRESENTATION.....	8
D. TECHNICAL REQUIREMENTS	8
E. CORRECTIVE MEASURES OF MISUSE.....	9
5. FITSP CERTIFICATION LOGO AND MARK USAGE REQUIREMENTS	10
A. OWNERSHIP	10
B. CONDITIONS FOR USE	10
C. RIGHTS FOR USAGE AND REPRESENTATION.....	10
<i>Example #1 – Using the FITSP Certification Text Mark.....</i>	<i>11</i>
<i>Example #2 – Using FITSP Certification Text Mark for Next Generation Certifications.....</i>	<i>11</i>
<i>Example #3 – Using the FITSP Certification Logo.....</i>	<i>12</i>
D. SUSPENSION AND WITHDRAWAL OF CERTIFICATION	12
E. FITSP CERTIFICATION LOGO ON THE FITSP CERTIFICATION CERTIFICATE	13
F. TECHNICAL REQUIREMENTS	13
G. CORRECTIVE MEASURES OF MISUSE.....	13
APPENDIX – USPTO CERTIFICATES PROTECTING FITSI LOGOS AND MARKS.....	15
A. FEDERAL IT SECURITY INSTITUTE (FITSI) LOGO REGISTERED TRADEMARK CERTIFICATE.....	15
B. FEDERAL IT SECURITY PROFESSIONAL (FITSP) LOGO REGISTERED TRADEMARK CERTIFICATE	16
C. FITSI TEXT REGISTERED TRADEMARK CERTIFICATE.....	17
D. FITSP TEXT REGISTERED TRADEMARK CERTIFICATE	18

1. Overview

The Federal IT Security Institute (FITSI) is a 501c6 non-profit certification body accredited by the ANSI National Accreditation Board (ANAB) under ISO 17024:2012. FITSI manages and administers the Federal IT Security Professional (FITSP) certification program. FITSP is broken into four individual IT security certification programs targeted at the federal workforce based upon role.

This Handbook provides the policy on the usage requirements of FITSI Logos and Marks by FITSI stakeholders.

FITSI Certification Holders and other interested parties can obtain this *FITSI Logo and Mark Usage Requirements Handbook* at the following website:
<http://www.fitsi.org/documents.html>.

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

2. Applicability

This Handbook applies to all FITSI Certification Holders and persons or organizations who have established a partnership with FITSI via a formal agreement that uses or plans to use a FITSI logo or mark to identify or promote their professional association with FITSI.

3. Types of FITSI Logos and Marks

FITSI has four prominent logos and marks utilized by the organization.

A. Federal IT Security Institute (FITSI) Logo

This is the primary logo used to identify the organization. Below is a standard exemplar of the logo in its most common full-color form:



B. Federal IT Security Professional (FITSP) Logo

This is the primary logo used to identify the personal certification program developed and administered by the organization. Below is a standard exemplar of the logo in its most common full-color form:



C. FITSI Text Mark

This is the main standard text mark used to identify the organization. It represents the acronym of the Federal IT Security Institute. The text is the following:

FITSI

D. FITSP Text Mark

This is the main standard text mark used to identify the certification program. It represents the acronym of the Federal IT Security Professional. The text is the following:

FITSP

E. Trademark Protection

FITSI has registered and received trademark protection for the Federal IT Security Institute, Federal IT Security Professional, FITSI, and FITSP logos and names with the United States Patent and Trademark Office. FITSI reserves all rights provided to it as an owner and by the applicable trademark law as further memorialized and included by the protection established as a result of the grant of these Registrations. The Trademarks can be verified by the following certificates listed as an appendix at the back of this Handbook.

1. Federal IT Security Institute (FITSI) Logo Registered Trademark Certificate
2. Federal IT Security Professional (FITSP) Logo Registered Trademark Certificate

-
3. FITSI Text Registered Trademark Certificate
 4. FITSP Text Registered Trademark Certificate

4. Federal IT Security Institute Logo and Mark Usage Requirements

This section discusses the requirement for using the Federal IT Security Institute Logo and FITSI Text marks.

A. Ownership

The Federal IT Security Institute Logo and FITSI Text marks discussed in this Handbook are the property of the Federal IT Security Institute (FITSI). Permission to use the organization's mark or logo is granted to certain business partners and individuals at the discretion of FITSI for permissible uses only.

B. Conditions for Use

Permission to use the Federal IT Security Institute Logo and FITSI Text marks is limited to those persons or organizations who have established a partnership with FITSI via a formal agreement. Examples include organizations that have become a FITSI Authorized Training Center (FATC), content publishing partners, or professional testing companies that provide outsourcing services.

Permission for use via such an agreement shall not be transferred to, assigned to, or otherwise used by any other individual, organization, or entity.

Use of the Federal IT Security Institute Logo and FITSI Text marks by individuals or organizations who have not established a partnership with FITSI via a formal agreement is expressly prohibited.

C. Rights for Usage and Representation

The Federal IT Security Institute Logo and FITSI Text marks may not be revised or altered in any way. They must be displayed in the same form as produced by FITSI and cannot be reproduced unless such reproduction is identical to the mark provided by FITSI.

Authorized FITSI partners may list the Federal IT Security Institute Logo and FITSI Text marks on stationery, websites, resumes, business cards, and similar documents on which the name of the authorized FITSI partner is prominently displayed. The Federal IT Security Institute Logo and FITSI Text marks may not be more significant than the Authorized FITSI partner's logo or mark.

The Federal IT Security Institute Logo and FITSI Text marks may not be used in any manner that could bring FITSI into disrepute or in any way be considered misleading or unauthorized.

D. Technical Requirements

The Federal IT Security Institute Logo can be requested in several formats. Current file formats include: .ai, .eps, .gif, .jpg, .png, .psd, .ttf. To request an image file in one of these formats please send an email to contactus@fitsi.org.

E. Corrective Measures of Misuse

FITSI will take corrective measures when it learns from a formal complaint that a FITSI Partner or other industry player violates the terms of use for the FITSI Logo or Text Mark. FITSI will follow its internal documented complaint process to identify and research the issue to take appropriate actions. The corrective measures will be tracked separately on a *FITSI Logo and Mark Usage Corrective Measures Log Sheet*.

Possible corrective measures include:

1. Formal notification to the FITSI Partner of the FITSI Logo and Mark Usage Requirements violation.
2. Termination of the relationship with the FITSI Partner based upon the terms of the formal agreement executed with the FITSI Partner.
3. Possible pursuit of legal actions against the FITSI partner or other industry player.

5. FITSP Certification Logo and Mark Usage Requirements

This section discusses the requirements for using the FITSP Certification Logo and FITSP Certification Text marks. These requirements apply to Certification Holders granted the Next Generation (and non-Next Gen) FITSP certifications.

A. Ownership

The FITSP Certification Logo and FITSP Certification Text mark are the property of the Federal IT Security Institute (FITSI). Permission to use the certification mark or logo is granted to FITSP Certification Holders at the discretion of FITSI for permissible uses only.

B. Conditions for Use

Permission to use the FITSP Certification Logo and FITSP Certification Text mark is limited to those persons who have been granted the certification by FITSI and who satisfy all maintenance and recertification requirements established by FITSI.

Permission to use as the FITSP Certification Holder shall not be transferred to, assigned to, or otherwise used by any other individual, organization, or entity.

Use of the FITSP Certification Logo and FITSP Certification Text mark by individuals who have not been granted and maintained the certification is expressly prohibited.

C. Rights for Usage and Representation

The FITSP Certification Logo and FITSP Certification Text mark may not be revised or altered in any way. They must be displayed in the same form as produced by FITSI and cannot be reproduced unless such reproduction is identical to the mark provided by FITSI.

FITSP Certification Holders granted a FITSP certification may list the specific certification on stationery, websites, resumes, business cards, and similar documents on which the name of the individual certified is prominently displayed.

The FITSP Certification Logo and FITSP Certification Text may not be used in any manner that could bring FITSI into disrepute or in any way be considered misleading or unauthorized. The mark or logo may not be used in any manner that would imply an invalid connection between FITSI and the FITSP Certification Holder's business. This includes any use of the mark or logo that the public might construe as an endorsement, approval, or sponsorship by FITSI of a FITSP Certification Holder's business or any product or service thereof.

The following represent three examples of how the FITSP Certification Logo and FITSP Certification Text should be used.

Example #1 – Using the FITSP Certification Text Mark

When using the FITSP Certification Text Mark, it should appear as:

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

or

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

Where *role* indicates the certification role of Auditor, Designer, Manager, or Operator.

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

Mary Jones, Federal IT Security Professional-Operator

or

Mary Jones, FITSP-Operator

Example #2 – Using FITSP Certification Text Mark for Next Generation Certifications

When using the FITSP Certification Text Mark, it 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 certification role of Auditor, Designer, Manager, or Operator.

For example, if John Smith earned his next-generation FITSP certification as a Manager, he would indicate it by:

John Smith, Federal IT Security Professional-Manager-NG

or

John Smith, FITSP-Manager-NG

Example #3 – Using the FITSP Certification Logo

When using the FITSP Certification Logo, the FITSP Certification Holder's name must be used in conjunction with the FITSP Text Mark, including their certification role.

Below is an example of this.

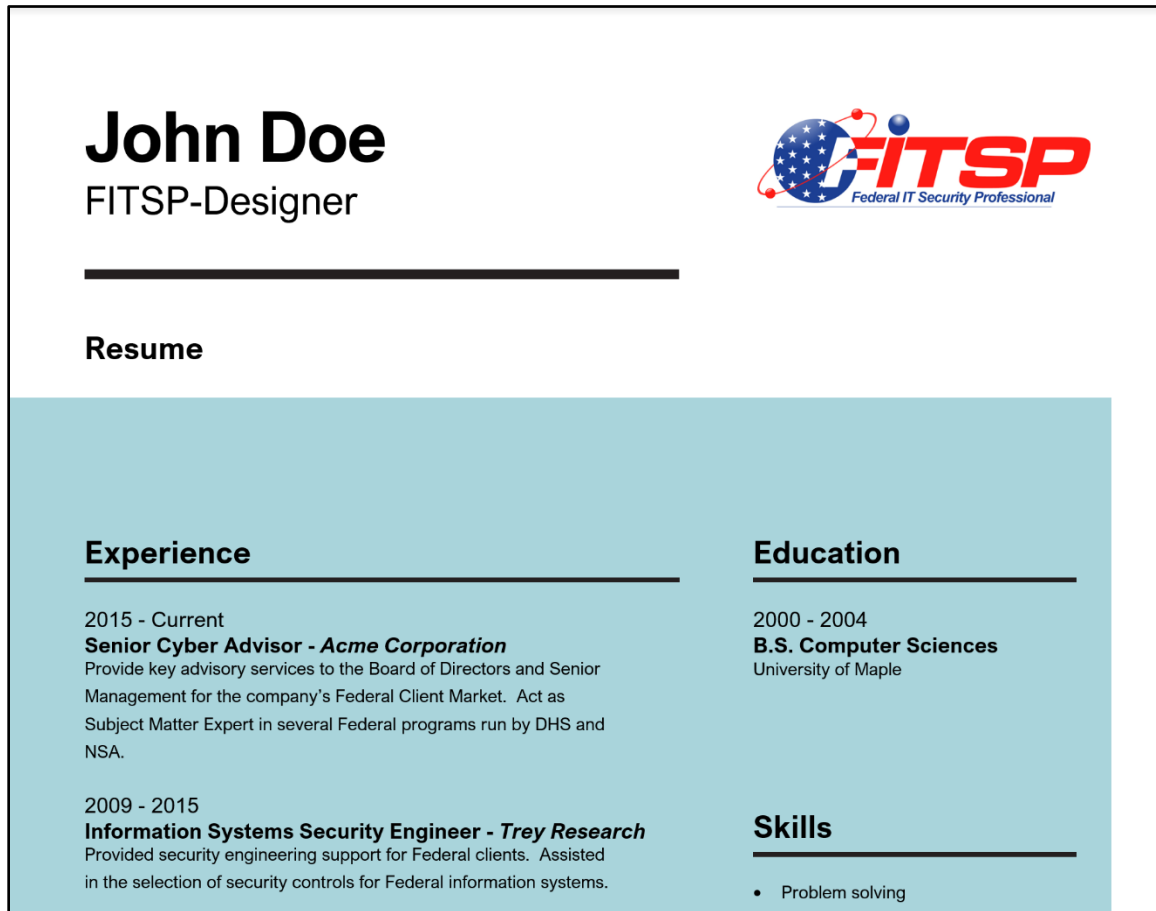


Figure 1: Sample Resume with FITSP Certification Logo Usage

D. Suspension and Withdrawal of Certification

Any individual who has a FITSP certification suspended must discontinue using the FITSP Certification Logo or FITSP Certification Text Mark immediately while the certification is in a suspended status. If their certification is reinstated during the suspension period, they can resume utilizing the FITSP Certification Logo and FITSP Certification Text Mark. If they are unsuccessful in having their certification reinstated, the certification status is moved to a withdrawn state.

Any individual who has a FITSP certification withdrawn must discontinue using the FITSP Certification Logo or FITSP Certification Text Mark immediately once they are notified about the withdrawal. The FITSP Certification Logo and FITSP Certification Text Mark must be removed from any stationery, websites, resumes, business cards, and

other promotional materials, and not utilize the certification again unless notified in writing from FITSI that their withdrawal has been lifted.

E. FITSP Certification Logo on the FITSP Certification Certificate

The FITSP Certification Logo is provided on the FITSP Certification Certificate for all FITSP Certification Holders. All FITSP Certification Applicants (who become a FITSP Certification Holder) must complete the FITSI Certification Application Form as part of the certification application process. This application includes a formal agreement that must be signed by the FITSP Certification Applicant whereby the applicant agrees to the following terms:

1. The FITSP Certification Applicant agrees to comply with the relevant provisions of the FITSP certification scheme.
2. The FITSP Certification Applicant agrees to make claims regarding their FITSP certification only with respect to the scope for which certification has been granted.
3. The FITSP Certification Applicant agrees not to use the FITSP certification in such a manner as to bring FITSI into disrepute and not to make any statement regarding the certification that FITSI considers misleading or unauthorized.
4. The FITSP Certification Applicant agrees to discontinue the use of all claims to their FITSP certification that contain any reference to FITSI or the FITSP certification upon suspension or withdrawal of their certification and to return any certificates issued by FITSI.
5. The FITSP Certification Applicant agrees not to use the FITSP certificate in a misleading manner.
6. The FITSP Certification Applicant agrees to always comply with the most current policies documented in the *FITSI Logo and Mark Usage Requirements Handbook* when using the FITSP Certification Logo or FITSP Certification Text Mark. This Handbook can be found at <http://www.fitsi.org/documents.html>.

For any of these reasons, violations are grounds for immediate certification suspension/withdrawal and require the discontinued use of the FITSP Certification Logo and FITSP Certification Mark.

F. Technical Requirements

The FITSP Certification Logo can be requested in several formats. Current file formats include: .ai, .eps, .gif, .jpg, .png, .psd, .tff. To request an image file in one of these formats please send an email to contactus@fitsi.org.

G. Corrective Measures of Misuse

FITSI will take corrective measures when it learns from a formal complaint that a FITSP Certification Holder violates the terms of use for the FITSP Logo or Text Mark. FITSI will follow the organization's documented complaint process to identify and research the issue to take appropriate actions. The correct measures will be tracked separately on a *FITSI Logo and Mark Usage Corrective Measures Log Sheet*.


Possible corrective measures include:

-
1. Formal notification to the FITSP Certification Holder of the FITSI Logo and Mark Usage Requirements violation.
 2. Suspension of the FITSP Certification Holder's certification until corrective actions have been addressed.
 3. Withdrawal of the FITSP Certification Holder if steps are not taken in time to address the suspension.
 4. Pursuit of legal actions against the FITSP Certification Holder for failure to correct the violation.

Appendix – USPTO Certificates protecting FITSI Logos and Marks

A. Federal IT Security Institute (FITSI) Logo Registered Trademark Certificate

United States of America
United States Patent and Trademark Office


**FITSI**
FEDERAL IT SECURITY
INSTITUTE
HELPING SECURE THE NATION'S FEDERAL INFORMATION SYSTEMS

Reg. No. 4,651,159 FEDERAL IT SECURITY INSTITUTE (VIRGINIA CORPORATION)
3213 DUKE STREET #190
Registered Dec. 9, 2014 ALEXANDRIA, VA 22314

Int. Cls.: 35, 41, 42 and 45 FOR: CONSULTING SERVICES IN THE FIELD OF TESTING TO DETERMINE PROFESSIONAL COMPETENCY; TESTING TO DETERMINE PROFESSIONAL COMPETENCY; BUSINESS CONSULTATION SERVICES; BUSINESS CONSULTING SERVICES; INFORMATION COMPILING RELATING TO BUSINESS MANAGEMENT; PROVIDING BUSINESS INFORMATION OVER GLOBAL, LOCAL AND INTERNAL COMPUTER NETWORKS ON THE SUBJECTS OF BUSINESS PLANNING, BUSINESS REENGINEERING, ON-LINE COMMERCE AND E-COMMERCE; PROVIDING BUSINESS INFORMATION VIA THE INTERNET ON THE SUBJECTS OF BUSINESS PLANNING, BUSINESS REENGINEERING, ON-LINE COMMERCE AND E-COMMERCE; BUSINESS CONSULTANCY SERVICES IN THE FIELD OF BUSINESS PLANNING AND BUSINESS ADMINISTRATION; BUSINESS PLANNING SERVICES; BUSINESS ADMINISTRATION AND MANAGEMENT SERVICES; ASSOCIATION SERVICES, NAMELY, PROMOTING THE INTERESTS OF INFORMATION TECHNOLOGY PROFESSIONALS IN THE FIELDS OF CREATING STANDARDS AND PRACTICES FOR BUSINESS ETHICS AND CONFORMING TO LEGAL AND REGULATORY STANDARDS AND REQUIREMENTS IN THE AREAS OF ANTI-CORRUPTION, PRIVACY AND PROTECTION OF PERSONAL DATA AND CONFIDENTIAL INFORMATION, CONDUCTING INTERNAL BUSINESS COMPLIANCE INVESTIGATIONS AND DUE DILIGENCE; CONSULTATION IN THE FIELD OF BUSINESS RECORD-KEEPING FOR REGULATORY COMPLIANCE PURPOSES; CONSULTATION IN THE FIELD OF BUSINESS INVESTIGATIONS, IN CLASS 35 (U.S. CLS. 100, 101 AND 102).

SERVICE MARK

PRINCIPAL REGISTER



Michelle K. Lee
Deputy Director of the United States
Patent and Trademark Office

FIRST USE 5-11-2012; IN COMMERCE 5-11-2012.

FOR: CONSULTING SERVICES IN THE FIELD OF EDUCATIONAL TESTING; EDUCATIONAL SERVICES, NAMELY, DEVELOPING COURSES OF INSTRUCTION AND TRAINING COURSES IN THE FIELD OF BUSINESS ETHICS AND CONFORMING TO LEGAL AND REGULATORY STANDARDS AND REQUIREMENTS IN THE AREAS OF ANTI-CORRUPTION, PRIVACY AND PROTECTION OF PERSONAL DATA AND CONFIDENTIAL INFORMATION, CONDUCTING INTERNAL BUSINESS COMPLIANCE INVESTIGATIONS, AND DUE DILIGENCE, AND CONSULTING RELATED THERETO; EDUCATIONAL SERVICES, NAMELY, DEVELOPING COURSES OF INSTRUCTION AND TRAINING COURSES IN THE FIELD OF CREATING STANDARDS AND PRACTICES FOR BUSINESS ETHICS AND CONFORMING TO LEGAL AND REGULATORY STANDARDS AND REQUIREMENTS IN

B. Federal IT Security Professional (FITSP) Logo Registered Trademark Certificate

United States of America
United States Patent and Trademark Office



Reg. No. 4,651,160

Registered Dec. 9, 2014

Int. Cls.: 35, 41, 42 and 45

SERVICE MARK

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C. FITSI Text Registered Trademark Certificate

United States of America

United States Patent and Trademark Office

FITSI

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Registered Dec. 9, 2014

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D. FITSP Text Registered Trademark Certificate

United States of America

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