



## **Shared Assessments Program Certified Third Party Risk Professional (CTPRP)**

**AS OF JANUARY 2016**

### **CTPRP EXPERIENCE ELIGIBILITY POLICY**

In addition to attending the Shared Assessments Program Certification Workshop and successfully passing the Shared Assessments CTPRP examination, to earn the CTPRP certification, individuals must hold a minimum of five (5) years experience as a risk management professional, in a position(s) which demonstrates proficiency in assessment, management, and remediation of third party risk issues. (See “*Experience Requirement Defined*” below).

Upon receiving notice of the successful completion of the CTPRP examination, individuals must present the Shared Assessments CTPRP Proof of Experience form (see [Appendix A](#)) signed by a current manager. This form is received upon notification of passing the Shared Assessments CTPRP examination.

#### **Experience Requirement Defined**

CTPRP applicants must have a thorough working knowledge of third party risk management concepts and principles, including:

- Managing the vendor lifecycle
- Vendor risk identification and rating
  - Determining monitoring frequency
- The fundamentals of vendor risk assessment, monitoring and management
  - Effective utilization of third party questionnaires (trust)
  - Conducting onsite assessments (verify)
  - Developing an effective remediation plan and remediation reporting

Among the areas of expertise that qualify for CTPRP experience include some or all of the following areas:

- Third party risk management/assessment (either generally or IT specific)
- Audit and/or compliance
  - Experience with determining whether organizations are executing risk controls against specific standards
- The risk control areas assessed as part of the third party assessment process
  - Business continuity planning (BCP), access control, privacy, etc.

- Knowledge in the importance of risk controls and determining if controls are adequate.

## **Work Experience Substitutions and Waivers**

A maximum of 2 years' work experience may be waived as follows:

- *One year waiver:* The applicant holds a bachelor's or master's in information security or information technology from an accredited university.
- *One year waiver:* The applicant holds an IT or IS certification (i.e., CISA, CISSP, CIPP, CIPM, etc.).

*NOTE: The acceptance of a certification in lieu of one year's work experience is subject to the approval of the CTPRP Certification Committee.*

## **Less Than Five (5) Years Experience**

If an exam taker successfully passes the CTPRP exam but holds less than the minimum required years of experience, they have the option of submitting the Proof of Experience form within three (3) years from the start of the certification period. The certification period begins the subsequent quarter succeeding the exam date. No annual maintenance fee is required until the CTPRP has been awarded.

## **Employer Verification**

A manager at the applicant's current place of employment must sign the CTPRP Proof of Experience form and attest to holding the minimum required experience.

For those who are self-employed or unemployed, the CTPRP Certification Committee will make a determination based on a review of documentation provided to show the necessary experience. Supporting documentation should be provided with Proof of Experience form to show the length and level of experience, including, but not limited to, items such as a current resume or CV, agendas from speaking engagements, letters of recommendation from past employers or consulting clients.

For more information, please contact Nicole Musolf, The Santa Fe Group at 505-466-6434 or [nicole@santa-fe-group.com](mailto:nicole@santa-fe-group.com).



## **Appendix A**

### **Shared Assessments Program Certified Third Party Risk Professional (CTPRP)**

#### **PROOF OF EXPERIENCE FORM**

Upon receiving notice of the successful completion of the CTPRP examination, applicants must present a completed Shared Assessments CTPRP Proof of Experience form signed both by the applicant, and by the applicant's current manager at their current place of employment to confirm work experience.

In addition to attending the Shared Assessments Program Certification Workshop and successfully passing the Shared Assessments CTPRP examination, to earn the CTPRP certification, individuals must hold a minimum of five (5) years' experience as a risk management professional, in a position(s) that demonstrates proficiency in assessment, management, and remediation of third party risk issues. In addition, applicants must agree to abide by the *Shared Assessments Code of Professional Ethics*, found below.

#### **APPLICANT INFORMATION**

Name:

Address:

Telephone:

Email Address:

Exam Identification Number:

## **WORK EXPERIENCE**

A minimum of five (5) years' experience is necessary to earn the CTPRP Certification. Those that successfully complete the CTPRP examination but hold less than five (5) years experience will not be awarded the CTPRP Certificate of Completion until all requirements are met. Those that successfully complete the exam will have five (5) years from the passing date to apply for certification.

In order to qualify as experience, the applicant must hold vendor risk management experience within the following domains:

- Managing the vendor lifecycle
- Vendor risk identification and rating
  - Determining monitoring frequency
- The fundamentals of vendor risk assessment, monitoring and management
  - Effective utilization of third party questionnaires (trust)
  - Conducting onsite assessments (verify)
  - Developing an effective remediation plan and remediation reporting

### **Work Experience Substitutions and Waivers**

A maximum of 2 years' work experience may be waived as follows:

- *One year waiver:* The applicant holds a bachelor's or master's in information security or information technology from an accredited university.
- *One year waiver:* The applicant holds an IT or IS certification (i.e., CISA, CISSP, CIPP, CIPM, etc.).

*NOTE: The acceptance of a certification in lieu of one year's work experience is subject to the approval of the CTPRP Certification Committee.*

### **Current employment**

Company:

Address:

Date of Hire:

Title/Position:

Responsibilities:

**Previous Employment**

Company:

Address:

Length of Service (MM/YY to MM/YY):

Title/Position:

Responsibilities:

**Previous Employment**

Company:

Address:

Length of Service:

Title/Position:

Responsibilities:

**Educational Experience Waiver**

University Name:

Educational Degree Awarded (Bachelor's, Master's, Ph.D., etc.):

Education Field of Study:

**Certification Experience Waiver**

Current Credentials

**EMPLOYER'S VERIFICATION**

Manager's Name:

Company Name:

Job Title:

Address:

Company Telephone Number:

Company Email Address:

I am attesting to the information as outlined above in this application and hereby certify that \_\_\_\_\_ holds the necessary experience in the vendor risk management domains as outlined under the section entitled "Work Experience" above.

\_\_\_\_\_  
Verifier's Signature

\_\_\_\_\_  
Date



## **SHARED ASSESSMENTS CODE OF ETHICS**

The Shared Assessments Program has established a Code of Professional Ethics to guide the conduct of its certification holders. The goal of the code of ethics is to clarify every certified risk professional's responsibility to support the risk management profession by conducting themselves in a professional and ethical manner.

Action will be taken against anyone who violates the ethics code. These actions may range from a warning to the withdrawal of their risk professional certification. Rather than seek to regulate its certificate holders, Shared Assessments intention is that this code aid in providing guidance in making ethical decisions.

Shared Assessments certification holders shall:

1. Abide by the law of the jurisdiction in which services are provided, perform all duties in an honorable manner, and respect the rights of others in performing professional responsibilities.
2. Perform their duties with objectivity and professional care, and in accordance with professional standards.
3. Encourage compliance with appropriate standards and procedures for the effective management of enterprise information systems and technology including: audit, risk controls, privacy, security and risk management.
4. Maintain the privacy and confidentiality of information obtained in the course of their activities unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate parties.
5. Maintain competency in their respective fields and agree to undertake only those activities they can reasonably expect to complete with the necessary skills, knowledge and competence.
6. Not knowingly provide misleading or inaccurate information, nor encourage or otherwise participate in the release of such information.

### **SIGNATURE OF APPLICANT**

I certify the information provided in this application is true and accurate, and I agree to abide by the Shared Assessments Program Code of Professional Ethics

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Applicant Name

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Date



## RETAINING THE CTPRP CERTIFICATION

The CTPRP certification is valid for 3 years. The certification may be maintained for additional periods of time, if additional requirements, outlined below, are met.

To retain their certification, CTPRP holders must comply with the following requirements:

- **Attain and report an annual minimum of twenty (20) Continuing Professional Education (CPE) hours.** CPE credit hours may be earned through Shared Assessments Program Activities or through external industry events. CTPRP holders may be required to participate in an audit of CPE credits.
  - **Shared Assessments CPE hours** can be earned by participating in Shared Assessments Program Committees, monthly Member Forum calls, submission of blogs for Shared Assessments *Authorities on Risk Assurance* website, mentoring through the Shared Assessments Buddy Program and/or by attending the Shared Assessments Annual Summit and Shared Assessments workshops or other training events.
  - **Non-Shared Assessments CPE hours** may be earned from attending industry conferences, or webinars pertaining to the topics that fall under the vendor risk management umbrella, such as security, privacy, and business continuity. Among the types of acceptable activities are:
    - ISACA and IAPP Professional education activities and meetings
    - In-house corporate training, professional conferences, workshops, webinars, and university courses.
    - Self-study courses which offer CPE credits
    - Teaching or presenting at industry conferences and event.

Documentation outlining the earned CPE credits must be obtained and should be in the form of a letter, certificate of completion, attendance roster, or other verification of attendance. At a minimum, each record should include the event name, name of the sponsoring organization, date of the activity, number of CPE hours awarded and a description of the event.

*NOTE: The CTPRP Certification Committee will determine the acceptance of hours for non-Shared Assessments-related activities.*

- **Annual payment of the CTPRP Maintenance Fee.** Certification expires at the end of three (3) years. To renew their certification, holders must have paid the annual maintenance fee and report CPE Hours for the three-year certification period. Invoice notification for the annual maintenance fee will be provided ninety (90) days in advance of certification anniversary date.
- **CTPRP holders may be required to participate in an audit of CPE credits.**
- **CTPRP holders must abide by the Shared Assessments Code of Ethics.**