# Guidelines of Certification Application for Associate Cybersecurity Professional (ACsP)

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## Introduction

To facilitate the process for the application of "Associate Cybersecurity Professional (ACsP) Certification", this document is developed to provide more specific guidelines including (A) Eligibility Criteria, (B) Application Procedure and (C) Recertification Arrangement for your reference and actions.

## (A) Eligibility Criteria

1. The Enhanced Competency Framework (ECF) on Cybersecurity (Core Level) is targeted at "Relevant Practitioners", including new entrants and existing practitioners, engaged by an **Authorized Institution (AI)** [1] to perform cybersecurity roles in banking industry. It is intended that the ECF on Cybersecurity (Core Level) applies to staff performing cybersecurity roles with key tasks listed in the below table.

| Key Roles / Responsibilities | |
|---|---|
| **IT Security Operations and Delivery** | |
| **Operational Tasks** | **Technical Tasks** |
| 1. Implement and enforce the bank's IT security policies. | 1. Monitor network traffic through implemented security tools to proactively identify indicators of compromise (e.g. Host based IDS/IPS, network based IDS/IPS, firewall logs, application logs). |
| 2. Responsible for the day-to-day security operation of the bank including access control configuration, reviewing programme changes requests, reviewing IT incidents, security reporting and etc. | |
| 3. Implement cybersecurity monitoring framework. | 2. Perform maintenance and operation support for security devices such as firewall, IPS/IDS, VPN, anti-virus and encryption services. |
| 4. Collect data on cybersecurity related risk, attacks, breaches and incidents, including external data and statistics as appropriate. | |
| 5. Investigate security incidents by gathering evidence and reviewing system logs / audit trails. | 3. Participate in developing, tuning and implementing threat detection analytics. |
| 6. Provide operational support to systems and network teams regarding security related | |

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[1] An institution authorized under the Banking Ordinance to carry on the business of taking deposits. Hong Kong maintains a Three-tier Banking System, which comprises banks, restricted license banks and deposit-taking companies. Authorized institutions are supervised by the HKMA.

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| matters. | |
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| **IT Risk Management and Control** | |

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| 1. | Assist management in developing processes and controls to manage IT risks and control issues. |
| 2. | Assist in communicating the risk management standards, policies and procedures to stakeholders. |
| 3. | Apply processes to ensure that IT operational and control risks are at an acceptable level within the risk thresholds of the bank, by evaluating the adequacy of risk management controls. |
| 4. | Analyse and report to management, and investigate into any non-compliance of risk management policies and protocols. |
| **IT Audit** | |
| 1. | Assist in the execution of audits in compliance with audit standards. |
| 2. | Assist in the fieldwork and conducting tests. |
| 3. | Assist in evaluating data collected from tests. |
| 4. | Document the audit, test and assessment process and results. |
| 5. | Ensure appropriate audit follow-up actions are carried out promptly. |

Please refer to HKMA circular on "Enhanced Competency Framework on Cybersecurity" dated 10 Jan 2019 for more details.

2. The Relevant Practitioner is also required to fulfil the following requirements.
   - Completed the training programme and passed the examination for the Core Level^; and
   - Currently performing cybersecurity function (e.g. IT Security Operations and Delivery, IT Risk Management and Control, IT audit)

^RPs who passed the examination under AAPQ with relevant work experience will be eligible to pursue a QF-recognised Professional Qualification. RPs who complete the training and pass the examination under LPA will be awarded a QF-recognised certificate.

For further details, please refer to the accreditation page on HKIB website.

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## (B) Application Procedure

Please follow the application procedure as below:

1. Complete the Certification Application Form.
2. Pass the completed Certification Application Form to HR department for verification and signature.
3. Send the completed Certification Application Form with HR department's endorsement, relevant supporting documents (e.g. certified true copies of your HKID / Passport, copies of your examination result for Advanced Certificate for ECF on Cybersecurity), cheque/ payment evidence to HKIB within the required time frame.

### a) Time frame for submitting ACsP Certification application

| Requirements | Application Deadline |
|---|---|
| Completed relevant training programme and passed the examination | 3 Months after issuance of the examination result (for existing relevant practitioners) [#]. <br> *(After the application deadline, individuals who do not submit their certification application must retake and pass the examination to recommence the eligibility to apply for the Professional Qualification of ACsP .)* |

[#] Individuals who are not current relevant practitioners may submit applications to HKIB for certification within three months of joining the cybersecurity role of an AI.

### b) Fee Payable
A Non-refundable fee is required for ACsP certification application:
- Not currently a HKIB member: HKD1,650
- Current HKIB Ordinary member: HKD580
- Current HKIB Professional Member: Waived
- HKIB Default Member: HKD3,650
  (HKD2,000 reinstatement fee + HKD1,650 certification fee)

### c) Payment Method
- A crossed cheque or e-cheque made payable to "The Hong Kong Institute of Bankers". Postdated cheques will not be accepted.
- Credit card (Visa or Mastercard)

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### d) Submission

Please submit the completed and signed application form together with the required documents to HKIB by mail/ in person at the following address:

The Hong Kong Institute of Bankers
3/F Guangdong Investment Tower,
148 Connaught Road, Central, Hong Kong

*NB: Please read [Policy of Personal Data Protection](#) set out on HKIB website before submitting application.*

### e) Approval and Election

The certification processing time will require around 60 days which including the election process done by HKIB committee members.

Upon the completion of the certification process done successfully, ACsP holders will be registered as Certified Individuals (CI) and included in a public register on HKIB website. HKIB will also grant the holder a professional membership. ACsP Professional Qualification holders are then entitled to print the Professional Qualification on their business card and curriculum vitae which signifies their professional excellence.

Besides, their names will also be presented on HKIB website and published on the Institute's journal "Banking Today" and Annual Report.

## (C) Recertification Arrangement

1. Subject to HKIB membership governance, if the applicant wants to apply for and maintain his/her ACsP Professional Qualification, he/she is required to maintain a valid membership status with HKIB. And the applicant must also be the Relevant Practitioner who has met the annual continuing professional development (CPD) requirement and pay the annual renewal of certificate fee.

2. ACsP holders would be bound by the prevailing rules and regulations of HKIB. They are abided by HKIB's rules and regulations in HKIB [Members' Handbook](#). ACsP holders are required to notify HKIB of any material changes

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to responses to any of the questions in application of the certification, including their contact details. HKIB may investigate the statements ACsP holders have made with respect to their applications, and that they may be subject to disciplinary actions for any misrepresentation (whether fraudulent and otherwise) in their applications.

3. To maintain ongoing professionalism and standards, ACsP holders are required to undertake a minimum of 20 CPD hours each year, and a minimum of 120 CPD hours over every 3 years period.

4. The renewal of ACsP certification is subject to fulfilment of the annual CPD requirements starting from the calendar year (from 1 January to 31 December) following the year of certification.