

## Certified IT Asset Disposal (CITAD)

### Overview

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The IAITAM Certified IT Asset Disposition (CITAD) course prepares individuals to manage the IT asset disposal process within an organization. Best practices in IT Asset Disposition (ITAD) are broken down from policy management, data security to chain of custody transitioning. Attendees whose job responsibilities include ITAD will take away the knowledge of how to avoid risk of data loss and public exposure that surround a breakdown in ITAD process management. ITAD best practices, financial return, data security global implications and the importance of vendor management are just a few of the topics incorporated in the CITAD course. This course exposes the attendee to numerous concepts for ITAM that are relevant for both direct application and as a means of discussion for those persons who will implement, manage and direct ITAM initiatives for their organizations. This course includes the exam for CITAD certification.

### Prerequisite Comments

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The CITAD Course is designed for those individuals with minimal to no experience in the field of Asset Management. Although there are no prerequisites, some knowledge of an organization's life-cycle management is encouraged.

Online certification testing is available for students starting at 8 AM the day after class finishes; from this point the exam will be open for 14 days. However, it is suggested to take the exam as soon as possible following the course.

Testing requires non-interrupted internet connection and may be taken at any time during the open period; once a test is started, students are required to complete it during that session and are permitted up to 3 hours to complete.

One hundred (100) questions are on the IAITAM CAMP exam and a passing mark is achieved by attaining 85% or higher.

Exam results are available immediately after completing the exam within the IAITAM Exam Center.

One test retake is free of charge for those that fail to achieve pass status on the first attempt; retakes are available after a 24 hour window of the first attempt and must be completed during the 14 day open period. If the second attempt is unsuccessful, the exam may be repurchased at non-member pricing. No discounts apply.

If a student is unable to complete the exam and retake (if needed) within their 14 day window, a one-time seven (7) day extension can be purchased for \$50USD; this option must be completed before the initial 14 day window expires.

If certification is not achieved or exam time frame lapses then students will have one year to purchase the exam again. After one year has expired, the course must be purchased and may be acquired at membership pricing.

Purchase of this course also includes a self-pace edition of Certified Asset Management Professional CAMP course

### Target Audience

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This course is intended for those responsible for ITAD programs and other IT professionals involved in Asset Management, resource budgeting, finance, software licensing, contract management and strategic planning.

### Course Objectives

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Students will learn the best practices in an IT Asset Management Program and align those processes with their organizations' business practices. They will be able to manage overall ITAM programs and demonstrate in-depth knowledge, operational knowledge and competence in asset disposal and process development.

### Course Outline

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## 1 - Course Outline

Disposition Overview  
Disposition and ITAM  
Organizational Goals for Disposition  
ITAM Goals for Disposition  
Governance of Electronic Disposal  
Composition of E-Scrap  
Waste Management Laws  
Foundation for Disposal Management  
Policy Topics Relevant to Disposition  
Asset Standards Benefit Disposal  
The Role of Automation  
Data Security Governance  
Working with Vendors  
Selecting Vendors  
Due Diligence  
The Removal Process  
Software During Disposition  
Decision Factors for Retirement  
The Disposition Processes  
Financial Management & Measurement

## Related Courses, Certifications, Exams

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- Certified IT Asset Disposal (CITAD)
  - CITAD - Certification in IT Asset Disposition (CITAD)
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