

Subject: Request to Attend (ISC)² CAP[®] Certified Authorization Professional Online Instructor Led Course

Dear [decisionmakename],

I would like to request to attend (ISC)²'s 2-day CAP virtual training taking place November 14-15, 2020. This course will help me review and refresh my cloud information security knowledge, stay current on industry best practices to better protect our organization, and help me prepare for the CAP exam.

With your approval to attend, I'll have the opportunity to:

- **Expand my cloud information security knowledge.** The Certified Authorization Professional (CAP) online instructor led course covers the essentials of the National Institute of Standards and Technology (NIST) Risk Management Framework (RMF). The NIST RMF is the required process for Federal agencies to use in authorizing Information Technology (IT) systems for use and to ensure cybersecurity protections are applied to all Federal Systems. The CAP two-day course covers the essentials of the NIST process and combined with an individual study plan, prepares students for the CAP certification examination.
- **Prep for the CAP exam.** The Official (ISC)² CAP training provides a comprehensive review of the knowledge required for authorizing and maintaining information systems within the NIST Risk Management Framework. This training course will help me review and refresh my knowledge and identify areas I need to study for the CAP exam. Taught by an (ISC)² authorized instructor. The 2-day training, study guide, course materials and practice assessment I'll gain access to will help set me up for success.
- **Network with my peers.** Virtual training gives me the opportunity to learn from other security professionals, and the opportunity for students to network. This will give me a chance to raise our company's profile and further develop our relationships and contacts.
- **Earn up to 16 Group A CPEs as an (ISC)² member.**

Below are the estimated costs for my attendance: (USD)

CAP Training	\$1,500 (\$1,400 with Early Bird Pricing before Sept 30)
(OPTIONAL) All Access Conference Pass - (3 days)	\$ 395 (\$295 with Early Bird Pricing before Sept 30)
Total cost to attend:	\$1,995

I will submit a list of the key things I learned and subsequent action plan when I complete my (ISC)² CAP Training. I will also provide a review of the event to assist in your decision on any future attendance by colleagues.

Thank you for your consideration. Don't hesitate to contact me if you need more information or would like to discuss this opportunity further. I look forward to your reply.

Sincerely,

[Name]