**CLIC Training Request Letter Template**

*Use the following request letter template, or parts of it, to justify the time and budget required to complete CLIC to your employer. Simply copy and paste the text below into an email to your manager, making any necessary adjustments to personalize the information.*

**SUBJECT LINE: Request to undertake cybersecurity training from Rogers Cybersecure Catalyst**

Dear <DECISION MAKER’S NAME>,

I’m writing to request time and budget approval to join CLIC, a part-time cybersecurity training program offered by Rogers Cybersecure Catalyst at Toronto Metropolitan University.

The information below clarifies how this training will benefit our organization’s security, the tasks I’ll be able to perform after completing the program, and relevant cost and application information.

**Program Description**

CLIC (Certifications for Leadership in Cybersecurity) is an intensive cybersecurity training and certification program designed to give participants the skills needed to launch or elevate a career in cybersecurity.

The most rigorous cybersecurity training program in Canada, CLIC offers the opportunity to earn two globally-recognized SANS GIAC certifications, hone hands-on skills in the Catalyst Cyber Range, and gain mentorship from leading cyber experts.

CLIC is delivered through a strategic partnership between Rogers Cybersecure Catalyst and SANS Institute — the world leader in cybersecurity training and certification. Participants receive rigorous SANS-led training throughout the program and go on to earn two internationally-recognized Global Information Assurance Certification (GIAC) certificates. SANS GIAC certifications are the highest assurance of cybersecurity knowledge and skills.

Once I’ve completed the course, CLIC will enable me to:

* Create a security program that is built on a foundation of Detection, Response, and Prevent
* Address high-priority security problems within the organization
* Adapt our defenses based on adversaries’ tactics and techniques
* Better defend against ransomware
* Leverage a defensible network architecture (VLANs, NAC, and 802.1x) based on advanced persistent threat indicators of compromise
* Understand the Identity and Access Management (IAM) methodology, including aspects of strong authentication (Multi-Factor Authentication)
* Understand and leverage the strengths and differences among the top three cloud providers (AWS, Microsoft Azure, and Google)
* Identify visible weaknesses of a system using various tools and, once vulnerabilities are discovered, configure the system to be more secure
* Determine the content of network communication using tools such as tcpdump and Wireshark
* Use Windows, Linux, and macOS command line tools to analyze a system looking for high-risk indicators of compromise
* Build a network visibility map that can be used to validate the attack surface and determine the best methodology to reduce the attack surface through hardening and configuration

**Practical Experience**

CLIC will provide me with a broad understanding of the cybersecurity landscape and a recognition that cybersecurity issues go far beyond technology. I will learn how cybersecurity impacts business operations, decision making, strategic planning, and assessments of overall corporate risk and governance.

Additionally, I will receive immersive, hands-on training in the Catalyst Cyber Range. This experience will ensure that I am well prepared to put my skills to use immediately, while learning new ways of thinking and problem-solving by working through an array of real world cyber attack scenarios in a team-based environment.

**Application and Cost Details**

The program cost is $16,500 CAD + HST and includes the cost of obtaining both certifications. The CLIC program runs for 6 months, part-time, and is delivered virtually. This will allow me to continue working while completing this training. The next CLIC cohort begins in May 2024 (application deadline in March 2024); and in addition to a letter of interest and résumé, I will need to pass a SANS aptitude assessment and an interview to be accepted into the program.

I believe this course will substantially improve my ability to keep our organization safe. It’s taught by globally recognized SANS experts and will deliver practical, hands-on training that I can apply immediately.

Additional course information can be found at [cybersecurecatalyst.ca/CLIC](http://cybersecurecatalyst.ca/CLIC)

Thank-you for your consideration,

[YOUR NAME]