

# CIA

Certified Internal Auditor



## National Academy

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[www.naisedu.com](http://www.naisedu.com)

## Certified Internal Auditor – CIA

### INTRODUCTION

There are many reasons to obtain an IIA certification. Whether it's the hallmark designation of internal auditing - the Certified Internal Auditor® (CIA®) designation - or one of our three specialty industry certifications, obtaining an IIA certification is professionalism defined.

The Certified Internal Auditor® (CIA®) designation is the only globally accepted certification for internal auditors and remains the standard by which individuals demonstrate their professionalism in the internal auditing field. Candidates leave the program enriched with educational experience, information, and business tools that can be applied immediately in any organization or business environment. Earning an IIA certification demonstrates your commitment to the internal audit profession.

### THE IIA'S NEW, STREAMLINED CERTIFICATION PROCESS

Taking an IIA certification exam is more convenient than ever. Beginning in May 2008, IIA exams are offered through computer-based testing (CBT). This means that you will be able to take your exam in any one of more than 400 available testing centers around the world, in the exam language of your choice, at a time that is convenient for you! The IIA has also made it even easier for you to complete the certification process. Our new Certification Candidate Management System (CCMS) allows you to perform application and exam registration processes online. You can also monitor your certification progress, access your CBT exam score reports, and print receipts for your exam fees at any time and the Pearson VUE online scheduling system makes scheduling your testing appointment just as quick and easy.

### STANDARDS OF ELIGIBILITY AND VERIFICATION REQUIREMENTS

To be eligible for CIA certification, a candidate must meet all of the following requirements:

#### 1. Education

CIA candidates must hold a bachelor's degree (or higher degree) or its educational equivalent from an accredited college-level institution.

Applicants must meet the education requirement before their CIA application can be approved and before they can register and sit for any CIA exam parts.

##### *Equivalents/Exceptions*

- Certain international professional designations (such as Chartered Accountant) may be accepted as equivalent to a bachelor's degree. Professional work experience will not substitute for an appropriate degree.

#### 2. Experience Requirement

CIA candidates must obtain a minimum of 24 months of internal auditing experience or its equivalent.

##### *Equivalents/Exceptions*

- Acceptable equivalent experience includes experience in audit/assessment disciplines, external auditing, quality assurance, compliance, and internal control.
- A master's degree or work experience in related business professions (such as accounting, law, or finance) can be substituted for 12 of the required 24 months of professional internal auditing experience.

##### *Required Documentation*

- A completed, signed Experience Verification Form is required. This document should be submitted upon full completion of the experience requirement.
- Candidates may apply to the CIA program and sit for the CIA exam prior to satisfying the professional experience requirement, but will not be certified until all program requirements have been met.

#### 3. Professional Conduct

To be eligible for CIA certification, an applicant must exhibit high moral and professional character and agree to abide by The IIA's Code of Ethics.

Agreement is a required part of the CIA application process and is attested to on the CIA Application.

##### *Required Documentation*

- CIA candidates must submit a Character Reference Form completed by an IIA-certified individual (CIA, CCSA, CGAP, or CFSA), the candidate's supervisor, or the candidate's professor. This document should be faxed or e-mailed immediately following completion of the CIA application.
- Candidates may apply to the CIA program and sit for the CIA exam prior to submitting the Character Reference Form, but will not be certified until all program requirements have been met.

#### 4. Examination Requirement

Candidates must successfully complete all of the following exam parts:

- CIA Part 1
- CIA Part 2
- CIA Part 3
- CIA Part 4

## CIA EXAM CONTENT

The CIA exam is offered in four parts, each part consisting of 100 multiple-choice questions.

### Part 1 – The Internal Audit Activity’s Role in Governance, Risk, and Control

- A. Comply with The IIA’s Attribute Standards.
- B. Establish a risk-based plan to determine the priorities of internal audit activity.
- C. Understand the internal audit activity’s role in organizational governance.
- D. Perform other internal audit roles and responsibilities.
- E. Governance, risk, and control knowledge elements.
- F. Plan engagements.

### Part 2 – Conducting the Internal Audit Engagement

- A. Conduct engagements.
- B. Conduct specific engagements.
- C. Monitor engagement outcomes.
- D. Fraud knowledge elements.
- E. Engagement tools.

### Part 3 – Business Analysis and Information Technology

- A. Business processes.
- B. Financial accounting and finance.
- C. Managerial accounting.
- D. Regulatory, legal, and economics.
- E. Information technology.

### Part 4 – Business Management Skills

- A. Strategic management.
- B. Global business environments.
- C. Organizational behavior.
- D. Management skills.
- E. Negotiating.

For detailed topic outlines, visit [www.theiia.org/certification](http://www.theiia.org/certification). Exam topics and/or format are subject to change as approved by the Board of Regents.

## PROFESSIONAL RECOGNITION CREDIT FOR PART 4 OF THE CIA EXAM (PRC4)

CIA candidates who have successfully completed the examination requirements for certain other professional certifications are eligible to receive credit for Part 4 of the CIA exam through the Professional Recognition Credit (PRC4) option, in lieu of sitting for Part 4. Credit is not available for Parts 1, 2, or 3 of the CIA exam.

Candidates who attain PRC4 and pass Parts 1, 2 and 3 will have satisfied the examination requirement for the CIA designation. CIA candidates can obtain PRC4 either through an IIA specialty certification (CCSA, CGAP, or CFSA) or through an approved non-IIA certification. A complete list of approved certifications is available at [www.theiia.org/certification](http://www.theiia.org/certification).

CIA candidates who have passed an IIA specialty certification exam will automatically receive PRC4 and do not need to register for PRC4 or submit further documentation.

## CIA PRICING INFORMATION

Exam	Fees for IIA Member	Fees for IIA Non-Member
Application Fee (One time)	US\$ 60	US\$ 75
Part 1	US\$ 130	US\$ 160
Part 2	US\$ 130	US\$ 160
Part 3	US\$ 130	US\$ 160
Part 4	US\$ 130	US\$ 160
Professional Recognition Credit (PRC)	US\$ 130	US\$ 160
TOTAL	US\$ 710	US\$ 875

## Our Approach

- Qualified Instructor led training
- Sufficient practice of solving MCQs
- Latest knowledge base development for the revision before examination
- 24\*7 Mentoring
- Employing confidence building measures in the candidate to successfully complete the examination.

*For more details and enquires*

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