# ALL OF THE RIGHT PIECES FOR YOUR CAREER DEVELOPMENT PUZZLE — IIA CERTIFICATION

Certified Internal Auditor® | CCSA® | CFSA® | CGAP® | CRMA™

The Institute of Internal Auditors | Global

Internal auditing is all about standards. Standards for governance. For ethics. For processes. For systems. Well, what about your standards? The only way to continue to grow, to get to the top, to reach the pinnacle of your career, is by expecting more from yourself and then achieving it.

## THE CIA: THE MOST IMPORTANT PIECE OF THE PUZZLE

**The Certified Internal Auditor® (CIA®)** is the only globally accepted designation for internal auditors and the standard by which individuals demonstrate their professionalism in internal auditing. Moreover, earning the CIA designation is more than just proof of what you know and what you've achieved – it's the best way for auditing professionals to communicate to the world that they are prepared to meet today's challenges.

## EXCELLENCE IS THE NEW STANDARD. HOW DO YOU MEASURE UP?

The CIA credential elevates your standing in the audit community, boosting your career opportunities and earning you increased credibility and respect within the profession and your organization.

Ultimately, the CIA designation will:

- Distinguish you from your peers.
- Carry weight with internal staff and external clients.
- Develop your knowledge of best practices in the industry.
- Demonstrate your proficiency and professionalism.
- Give you personal satisfaction of achievement.
- Lay a foundation for continued improvement and advancement.

Earning the CIA designation is a valuable accomplishment and a professional advantage for auditors at all stages of their careers, including chief audit executives, audit managers, audit staff, risk management staff, and also students enrolled in an accounting or other business or financial degree program.

## THE EXAM

The CIA exam tests your knowledge of current internal auditing practices, risks and controls, and more. Just the process of preparing for the exam will enhance your professional insight and strengthen your grasp of The IIA's *International Standards for the Professional Practice of Internal Auditing*.

Currently, the CIA exam is offered in four parts, each consisting of 90 multiple-choice questions. Beginning in mid-2013, the CIA will be composed of three parts, Part 1 consisting of 125 questions and Parts 2 & 3 each with 100 questions. The table below illustrates the current and future content focus of each part.

| | 2012 Exam Content | 2013 Exam Content | Content Description |
|---|---|---|---|
| **PART 1** | The Internal Audit Activity's Role in Governance, Risk, and Control | Internal Audit Basics | Topics tested include aspects of The IIA's International Professional Practices Framework, internal control and risk, as well as tools and techniques for conducting the audit engagement. |
| **PART 2** | Conducting the Internal Audit Engagement | Internal Audit Practice | Topics tested include managing the internal audit function, managing individual engagements, and fraud risks and controls. |
| **PART 3** | Business Analysis and Information Technology | Internal Audit Knowledge | Topical focus areas include governance, risk management, organizational structure and business processes, communication, leadership, IT/business continuity, financial management, and global business environment. |
| **PART 4*** | Business Management Skills | As a result of the job analysis study indicating the required body of knowledge related to the profession, the 2013 exam has been consolidated into three parts. For further information on the detailed outline please see: www.globaliia.org/certification | |

The 2013 CIA Exam Syllabus is now available online at www.globaliia.org/certification.

The IIA has developed the transition plan below to assist candidates who are in the process of earning their CIA at the time of the new exam structure's implementation.

| Candidates who have completed: | Will receive credit under the new structure for: | Additional requirements for receiving identified credit: |
|---|---|---|
| Application | Application | None |
| PART 1 | PART 1 | None |
| PART 2 | PART 2 | None |
| PART 3 (without PART 4) | PART 3 | Within six months of the new structure implementation, you must complete one of the following items or take the new Part 3:<br>■ Pass Part 4 of the previous exam<br>■ Apply and receive PRC 4 Credit through the prior exam process<br>■ Apply for and receive Professional Experience Recognition (PER) |
| PART 4 (without PART 3) | No credit given | Must complete new Part 3 |
| Both PART 3 and PART 4 | PART 3 | None |
| Experience Form | Experience Form | None |
| Character Reference | Character Reference | None |
| Education verification | Education verification | None |

## ELIGIBILITY AND CERTIFICATION REQUIREMENTS*

CIA recipients represent the elite members of the internal audit profession. Therefore, the following requirements must be met in order to take the exam and become certified:

- Education: CIA candidates must hold a bachelor's degree (or higher) or its educational equivalent from an accredited college-level institution.
- Professional conduct: CIA candidates must provide a character reference from a qualified individual and must agree to abide by The IIA's Code of Ethics.
- Experience: CIA candidates must obtain a minimum of two years of internal audit experience or equivalent. Experience is not required before sitting for the exam but is required for certification.

Once certified, CIAs are required to maintain their knowledge and skills and stay abreast of improvements and current developments in the internal audit profession through continuing professional education requirements.

**See The IIA's Certification Candidate Handbook for detailed requirements.*

# THE CCSA: COMPLETES THE PUZZLE FOR CSA PRACTITIONERS

**The Certification in Control Self-Assessment® (CCSA®)** is a recognized professional designation for CSA practitioners at any experience level who are responsible for driving organizational change.

Understanding key concepts like risk and control models enables CSA practitioners from all backgrounds to master the techniques that are vital to helping companies achieve their objectives. Just as important, earning the CCSA is a great way to help you achieve your objectives as you seek to move forward in your career.

## THE EXAM

The CCSA exam tests your understanding of important CSA fundamentals, processes, and related topics such as risk, controls, and business objectives. The one-part exam includes 125 multiple-choice questions covering the following six domains:

1. CSA Fundamentals
2. CSA Program Integration
3. Elements of the CSA Process
4. Business Objectives/Organizational Performance
5. Risk Identification and Assessment
6. Control Theory and Application

## ELIGIBILITY AND CERTIFICATION REQUIREMENTS*

The CCSA designation is a mark of distinction for CSA practitioners. Therefore, the following requirements must be met in order to take the exam and become certified:

- Education: CCSA candidates must hold a bachelor's / post-secondary degree (or higher) from a university or its educational equivalent from an accredited university. A minimum of two years of post-secondary education with an accredited institution plus three years of general business working experience may be substituted for a bachelor's degree in the CCSA program.
- Professional conduct: CCSA candidates must provide a character reference from a qualified individual and must agree to abide by The IIA's Code of Ethics.
- Experience: CCSA candidates must obtain a minimum of one year of control-related business experience, such as CSA, auditing, quality assurance, risk management, or environmental auditing. Experience is not required before sitting for the exam but is required for certification.
- Facilitation: CCSA candidates must obtain at least seven hours of acceptable facilitation experience, or at least 14 hours of acceptable facilitation training.

The CCSA exam also serves as credit in lieu of taking Part 4 of the Certified Internal Auditor (CIA) exam.

Once certified, CCSAs are required to maintain their knowledge and skills and stay abreast of improvements and current developments through continuing professional education requirements.

**See The IIA's Certification Candidate Handbook for detailed requirements.*

# THE CFSA: WHERE BANKING, INSURANCE, AND SECURITIES AUDITING FIT TOGETHER

**The Certified Financial Services Auditor® (CFSA®)** is a valued specialty certification for audit professionals working in banking institutions, thrift/savings and loan organizations, credit unions, insurance companies, security and commodity services, holding and investment companies, credit agencies, financial services regulatory agencies, and other financial services organizations.

If your goal is to continue to grow as a financial services audit professional and demonstrate the breadth of your financial services knowledge, the CFSA designation is for you.

## THE EXAM

The CFSA exam tests a candidate's knowledge of current audit practices and understanding of internal audit issues, risks, and remedies in the financial services industry. The one-part exam includes 125 multiple-choice questions. Of those, 100 questions cover the following four domains at an awareness level:

1. Financial Services Auditing
2. Auditing Financial Services Products
3. Auditing Financial Services Processes
4. The Regulatory Environment

For the remaining 25 questions, CFSA candidates are tested at the proficiency level in their chosen discipline of banking, insurance, or securities.

## ELIGIBILITY AND CERTIFICATION REQUIREMENTS*

The CFSA is a respected certification for audit professionals in the financial services industry. Therefore, the following requirements must be met in order to take the exam and become certified:

- Education: CFSA candidates must hold a bachelor's / post-secondary degree (or higher) from a university or its educational equivalent from an accredited university. A minimum of two years of post-secondary education with an accredited institution plus three years of working experience in a financial services environment may be substituted for a bachelor's degree in the CFSA program.
- Professional conduct: CFSA candidates must provide a character reference from a qualified individual and must agree to abide by The IIA's Code of Ethics.
- Experience: CFSA candidates must obtain a minimum of two years of auditing experience in a financial services environment. Experience is not required before sitting for the exam but is required for certification.

The CFSA exam also serves as credit in lieu of taking Part 4 of the Certified Internal Auditor (CIA) exam.

Once certified, CFSAs are required to maintain their knowledge and skills and stay abreast of improvements and current developments through continuing professional education requirements.

**See The IIA's Certification Candidate Handbook for detailed requirements.*

# THE CGAP: SOLVING THE PUZZLE OF GOVERNMENT AUDITING

**The Certified Government Auditing Professional® (CGAP®)** certification program is designed especially for auditors working in the public sector at all levels – federal/national, state/provincial, local, quasi-governmental, or crown authority – and is an excellent professional credential that prepares you for the many challenges you face in this demanding arena.

## THE EXAM

The CGAP exam tests a candidate's knowledge of audit practices specific to the public sector and measures understanding of audit standards relevant to government auditors, including The IIA's *International Standards for the Professional Practice of Internal Auditing* and the International Organization of Supreme Audit Institutions (INTOSAI) government auditing standards. Candidates taking the United States version of the CGAP exam are also tested on Generally Accepted Government Auditing Standards (GAGAS/Yellow Book). The one-part CGAP exam includes 125 multiple-choice questions covering four domains:

1. Standards, Governance, and Risk/Control Frameworks
2. Government Auditing Practice
3. Government Auditing Skills and Techniques
4. Government Auditing Environment

## ELIGIBILITY AND CERTIFICATION REQUIREMENTS*

The CGAP certification distinguishes government auditors from their peers. Therefore, the following requirements must be met in order to take the exam and become certified:

- Education: CGAP candidates must hold a bachelor's / post-secondary degree (or higher) from a university or its educational equivalent from an accredited university. A minimum of two years of post-secondary education with an accredited institution plus five years of working experience in a government environment may be substituted for a bachelor's degree in the CGAP program.
- Professional conduct: CGAP candidates must provide a character reference from a qualified individual and must agree to abide by The IIA's Code of Ethics.
- Experience: CGAP candidates must obtain a minimum of two years of auditing experience in a government environment (federal/national, state/provincial, local, quasi-governmental, or crown authority).

The CGAP exam also serves as credit in lieu of taking Part 4 of the Certified Internal Auditor (CIA) exam.

Once certified, CGAPs are required to maintain their knowledge and skills and stay abreast of improvements and current developments through continuing professional education requirements.

**See The IIA's Certification Candidate Handbook for detailed requirements.*

# THE CRMA: GIVES YOU AN EDGE ON RISK MANAGEMENT ASSURANCE

**The Certification in Risk Management Assurance™ (CRMA™)** certification program has been designed to allow audit practitioners and others interested in risk management assurance to demonstrate their ability to provide advice and assurance to audit committees and executive management on whether key risk management and governance processes in their organizations are in place and effective.

## THE EXAM

The exam content is currently under development. The syllabus will be released in mid-2012, and the exam will be offered as of mid-2013.

## ELIGIBILITY AND CERTIFICATION REQUIREMENTS

The eligibility and certification requirements are under development. This information will be released before the launch of the exam in 2013.

## PROFESSIONAL EXPERIENCE RECOGNITION

For a limited time, individuals may apply for the CRMA via the Professional Experience Recognition (PER) process. Qualified candidates may earn their CRMA by providing evidence of education, current certifications held, and demonstrated professional experience within the five domains of the CRMA.

To receive a CRMA designation through the PER process, candidates must obtain a MINIMUM of 155 points on the application. The application is divided into three sections (Education, Current Certifications Held, and Professional Experience). Candidates must submit a separate experience verification form that has been attested to by someone who is currently a CIA, CCSA, CFSA, CGAP, or current / former supervisor.

For complete details on the scoring process and to apply for the CRMA, visit www.globaliia.org/certification.

Once certified, CRMAs are required to maintain their knowledge and skills and stay abreast of improvements and current developments through continuing professional education requirements.

## THREE STEPS TO ENHANCING YOUR VALUE

The IIA offers the leading certification programs for internal auditors that can enhance your credibility and add clout to your resume. With the CIA, CCSA, CFSA, CGAP, and CRMA, your clients and employer know that you are motivated, knowledgeable, committed to quality, and a valuable asset to the team.

IIA Certifications connect you with career opportunities that can set you apart from others. It can all fit together in three easy-to-complete steps:

1. **PREPARE –** with online study planning tools from The IIA and review materials from The IIA Research Foundation Bookstore.
2. **COMPLETE –** with computer-based testing and online registration and scheduling.
3. **ACHIEVE –** obtaining an IIA Certification demonstrates your commitment to your profession and sets you apart.

## REGISTER TODAY

IIA Certifications are available through computer-based testing, allowing you to test year-round at approximately 500 locations worldwide. Through The IIA's online Certification Candidate Management System (CCMS), candidates may apply/register for certification programs/exams and access their records online.

**For more information, or if you have questions related to certification, visit us online at www.globaliia.org/certification or call +1-407-937-1111.**

The 2011 Internal Audit Compensation Study indicated the median salary of all auditors holding a CIA was up to 35% higher than auditors who did not have professional credentials.

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