

# CPE Reporting for Certified Individuals



# CCMS Homepage

Scenario 85 (3008340)

12th Street  
Anytown, Virginia 12565  
United States

Scenario85@iiauat.org  
IIA Member: No  
Affiliation:

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### My CIA Certification

Certified Internal Auditor (CIA)

Status: Active  
Certification ID#: CIA-200461-RUTWO  
Date Earned: 25 November 2019  
Reporting Period Start Date: 1 January 2020  
Reporting Period End Date: 31 December 2020  
CPEs Earned in Current Cycle: 0

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 [Report CPEs](#)

After accessing your profile in CCMS, click “Report CPE’s” to initiate the reporting process for your certification



# Annual Reporting Statement

## Annual CPE Reporting

Annual continuing professional education (CPE) reporting includes the following:

**Attesting that you have completed the required CPE credit hours for your certification(s)/qualification and reporting status (in accordance with The IIA's CPE Policy).**

**Attesting that you have obtained at least two hours of ethics training annually.**

**Indicating whether you conform with The IIA's *International Standards for the Professional Practice of Internal Auditing*.**

**Abiding by and attesting to your conformance with The IIA's Code of Ethics.**

The IIA randomly samples a percentage of all certified individuals who report CPE hours to confirm conformance with The IIA's CPE Policy. If you are selected for audit, you will be required to itemize your CPE hours and supply supporting documentation, such as electronic (PDF, JPG) CPE certificates that provide evidence of the hours you reported.

### REPORT CPE

-  Program Selection
-  Payment
-  Reporting Status
-  Ethical Standing

Review and Submit

CONTINUE



Select "Continue"



# Program Selection

## CPE Reporting - Program Selection

Select all programs for which you wish to report CPE. If you wish to report CPE for only one program, you can return and report other programs at any time before their expiration date.

**REPORT CPE**

- Program Selection
- Payment
- Reporting Status
- Ethical Standing

Review and Submit

CIA

- Do not report
- Report CPE for current year

CCSA

- Do not report
- Report CPE for current and prior year
- Report CPE for prior year

BACK

CONTINUE



Select the exact actions you would like to take on your record.

\*If multiple certifications are held, all options are displayed for each



# Payment

Step 1. Billing and Contact Information

Which billing address would you like to use?

12th Street (Billing)

ADD

Scenario 85  
12th Street  
Anytown, Virginia 12565  
United States

ORDER REVIEW AND PAYMENT



Select the “Order Review and Payment” option to proceed to payment screen.

**IMPORTANT:**

Contrary to previous years, payment is now taken prior to completing all relevant attestations and reporting statements

Step 2. Payment Information

Complete

## Order Summary

### CIA - CPE Reporting (Current Year)

Cost	Quantity	Item Total
\$30.00	1	<del>\$30.00</del>
	MEMBER BENEFIT	100%

Subtotal	\$30.00
Shipping	\$0.00
Handling	\$0.00
Fees	\$0.00
Discounts	-\$30.00
Taxes	\$0.00
Total	\$0.00

Do you have any discounts?

Enter a discount code

APPLY



# Payment Continued

Step 1. Billing and Contact Information

Scenario 85  
12th Street  
Anytown, Virginia 12565  
United States

Step 2. Payment Information

Free

Complimentary

CONFIRM ORDER AND PURCHASE



Complete

If payment is applicable, you are given the option to select your payment method (credit/debit card or wire transfer), and enter all financial details prior to selecting “Confirm Order and Purchase”

## IMPORTANT:

Completing payment is not evidence of CPE. You are still required to complete your attestations before your CPE reporting is complete

### Order Summary

#### CIA - CPE Reporting (Current Year)

Cost	Quantity	Item Total
\$30.00	1	<del>\$30.00</del>
	MEMBER BENEFIT	100%

Subtotal	\$30.00
Shipping	\$0.00
Handling	\$0.00
Fees	\$0.00
Discounts	-\$30.00
Taxes	\$0.00
Total	\$0.00

Do you have any discounts?

Enter a discount code

APPLY



# Reporting Status

## Reporting Status

### REPORT CPE

- Program Selection
- Payment
- Reporting Status
- Attestations
- Public Registry
- Ethical Standing
- Review and Submit

Please select your reporting status.

- Practicing: I perform internal audit or related services.
- Nonpracticing: I do not perform internal audit or related services.



BACK

SAVE AND EXIT

CONTINUE

Ensure you select the appropriate reporting status, then select "Continue"



# Attestations

## Attestations

### REPORT CPE

- Program Selection
- Payment
- Reporting Status
- Attestations
- Public Registry
- Ethical Standing

Review and Submit

### Required CPE

I have obtained the required continuing professional education hours for the designation(s) I have selected, in accordance with The IIA's CPE Policy.

I agree.

I have completed the mandatory two hours of training in the subject of ethics.

I agree.

### IIA Standards Attestations

When I perform internal audit services, I perform them in accordance with the International Standards for the Professional Practice of Internal Auditing. Selecting "No" will not inactivate your certification/qualification status.

Yes

If you check "No" please explain: [optional]

Complete all  
required fields on  
this page, then  
select "Continue"



# Public Registry

## Attestations

### REPORT CPE

- Program Selection
- Payment
- Reporting Status
- Attestations
- Public Registry
- Ethical Standing

Review and Submit

### The IIA Certification Registry

By indicating below that you wish to be included on the Registry of IIA Certified and Qualified Professionals, you grant The Institute of Internal Auditors (IIA) permission to include the following information: your full name, certificate ID number, certification/qualification program name(s) and active status, and your country of primary residence. No other personally identifiable information will be included.

- Include me on The IIA Certification Registry.
- I do not wish to be included.

BACK

SAVE AND EXIT

CONTINUE



Make your selection  
and continue



# Ethical Standing

## Ethical Standing

### REPORT CPE

- Program Selection
- Payment
- Reporting Status
- Attestations
- Public Registry
- Ethical Standing

Review and Submit

During the last 12 months, have you been convicted of a federal offense, felony, or an indictable offense in a court of law?

- No, I have not been convicted of a federal offense, felony, or indictable offense.
- Yes, I have been convicted of a federal offense, felony, or indictable offense.

BACK

SAVE AND EXIT

CONTINUE



Make your selection and continue. If the answer is yes, you are able to upload additional supporting documentation on the following screen



# Review and Submit

## REPORT CPE

- Program Selection
- Payment
- Reporting Status
- Attestations
- Public Registry
- Ethical Standing

Review and Submit

### CIA On Time Reporting

#### CIA On Time Reporting - Fee

I have obtained the required continuing professional education hours for the designation(s) I have selected, in accordance with The IIAs CPE Policy.

I agree.

I have completed the mandatory two hours of training in the subject of ethics.

I agree.

When I perform internal audit services, I perform them in accordance with the International Standards for the Professional Practice of Internal Auditing. Selecting "No" will not inactivate your certification/qualification status.

Yes

If you check "No" please explain:

I abide by The IIAs Code of Ethics.

I agree.

I will not bring The IIA into disrepute, or in any way discredit the organization.

I agree.

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Include me on The IIA Certification Registry.

BACK

SAVE AND EXIT

SUBMIT



Ensure that all selections are correct. Once you review, select the "Submit" button to complete your CPE reporting



# Conclusion

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Although no confirmation appears once you select “Review and Submit”, you will be taken to your home page, and immediately see that your certification dates have been changed to the following year. No additional actions are necessary and your certification is successfully updated.



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