CPE Reporting for Inactive Grace Period Certification Holders

CCMS Homepage

Scenario 85 (3008340)

12th Street
Anytown, Virginia 12565
United States

Scenario85@iiauat.org
IIA Member: No
Affiliation:

Submit a Name Change Request

👤 Update My Profile

Apply for New Certifications

Apply for Certification in Risk Management Assurance
Apply for Qualification in Internal Audit Leadership
Apply for Internal Audit Practitioner
Apply for Certified Financial Services Auditor
Apply for Certified Government Auditing Professional

My CIA Certification

Certified Internal Auditor (CIA)

Status: Grace Period
Certification ID#: CIA-200461-RUTWO
Date Earned: 25 November 2019
Reporting Period Start Date: 1 January 2020
Reporting Period End Date: 31 December 2021
CPEs Earned in Current Cycle: 0

📝 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 prior year
○ Report CPE for current and prior 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

Step 2. Payment Information

Complete

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

Order Summary

CIA – CPE Reporting (Current and Prior Year)

Cost	Quantity	Item Total
$60.00	1	$60.00
	MEMBER BENEFIT	100%

Subtotal	$60.00
Shipping	$0.00
Handling	$0.00
Fees	$0.00
Discounts	–$60.00
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 and Prior Year)

Cost	Quantity	Item Total
$60.00	1	~~$60.00~~
	MEMBER BENEFIT	100%

Subtotal	$60.00
Shipping	$0.00
Handling	$0.00
Fees	$0.00
Discounts	-$60.00
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

Public Registry

Attestations

☑ 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

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

Conclusion

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Scenario85@iiauat.org
IIA Member: No
Affiliation:

Submit a Name Change Request

Update My Profile

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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Download PDF Certificate | Order Printed Certificate

Report CPEs