



CPSA and CPEA Certification Guide

The Board of Environmental Health & Safety Auditor Certifications® (BEAC®) is an independent, nonprofit corporation established in 1997 to issue professional certifications relating to environmental, health and safety auditing, and other scientific fields. BEAC certification exams are administered by The Institute of Internal Auditors (IIA).



Established in 1941, The Institute of Internal Auditors (IIA) is an international professional association with global headquarters in Altamonte Springs, Florida, USA. The IIA is the internal audit profession's global voice, recognized authority, acknowledged leader, chief advocate, and principal educator. Generally, members work in internal auditing, environmental health and safety, risk management, governance, internal control, information technology audit, education, and security.

BEAC issues the Certified Process Safety Auditor® (CPSS®) and the Certified Professional Environmental Auditor® (CPEA®) professional designations. The Certified Process Safety Auditor credential demonstrates one's understanding of important Process Safety elements and regulations for all industries with processes that involve explosive and hazardous materials.

The CPEA has four specialties:

- **Environmental Compliance** - includes identifying environmental aspects and impacts, assessing compliance with environmental laws and regulations, and/or applying professional environmental compliance auditing practices.
- **Health & Safety** - includes identifying health and safety aspects and impacts, assessing compliance with safety-related laws and regulations, and/or applying professional health & safety auditing practices.
- **Management Systems** - includes skills and understanding in any combination of EHS science and technology; EHS management and technical aspects of business activities including facility operations; requirements of EHS laws, regulations, and related documents at the national and local jurisdictional levels; evaluation, implementation, and management of EHS compliance; EHS standards against which management systems and compliance audits may be conducted; management systems and compliance audits procedures, processes, and techniques; and principles of EHS compliance and compliance implementation.

- **Responsible Care®** - includes skills and understanding in one or more of the following areas: implementation of Responsible Care programs; the chemical process industry; product stewardship, transportation or distribution of chemical products; requirements of EHS laws, regulations and related documents; and EHS/Responsible Care management systems and standards or related auditing procedures, processes and auditing techniques.

BEAC certification programs are detailed on the [IIA website](#) under the Certifications and Qualifications tab. The web site features links to required forms, policies, and administrative directives governing certification and qualification programs; quick access to the Certification Candidate Management System; the Document Upload Portal; and everything there is to know about obtaining the CPSA and CPEA certifications.

Eligibility Requirements

Candidates may apply into the program by completing and submitting, at a minimum, the Certification Application, two Character Reference forms, Education documents, Professional Experience, and accepted Photo ID. Candidates who meet the Audit Experience and Audit Training requirements should complete those two forms as well when applying into the program.

Candidates who do not meet the Audit Experience and Audit Training requirements at the time of application into the certification program but meet all other eligibility requirements may apply into the program for acceptance. Candidates will be required to complete those eligibility requirements and submit documentation within the four year program window in order to receive final certification.

CPSA and CPEA certification candidates may be eligible for exam part exemptions under the following conditions:

Action		Exemption Fee
Those holding the CIA® or CPA® certifications are exempt from Part 1 of any of the CPSA and CPEA exams.	Complete the exemption form in CCMS, upload supporting documentation, and pay exemption fee.	Member: US \$230 Non-Member: US \$345
Those holding the CSP, CIH or CRSP certifications are exempt from Part II of the CPEA Health & Safety exam.	Complete the exemption form in CCMS, upload supporting documentation, and pay exemption fee.	
Those holding the CHMM certification are exempt from Part II of the CPEA Environmental Compliance exam.	Complete the exemption form in CCMS, upload supporting documentation, and pay exemption fee.	

CPSA

Education and Professional Experience

General Work Experience – The applicant will be required to have at least 15 years' experience with a secondary school diploma, OR at least 10 years' experience with an Associate's degree, OR at least 7 years' experience with a Bachelor's degree.

Process Safety Experience - Verifiable experience gained during the last 10 years in at least two of the areas described below:

- Implementation of Process Safety programs
- Process Hazard Analysis
- Management of Change
- Pre start-up safety reviews
- Mechanical Integrity
- Process Safety Information
- Product Stewardship, Transportation or Distribution of hazardous products
- Requirements of Process Safety laws, regulations and related documents
- Process Safety Management systems and standards
- Process Safety auditing procedures, processes and auditing techniques

Audit Experience

Candidates who do not meet the Audit Experience and Audit Training requirements at the time of application into the certification program but meet all other eligibility requirements may apply into the program for acceptance. Candidates will be required to complete those eligibility requirements and submit documentation within the four year program window in order to receive final certification.

Applicant shall provide evidence of audit experience within five years prior to application into the certification program, consisting of either a minimum of 20 comprehensive process safety audits, OR have audited for a minimum of 100 days, including at least 20 days on site.

- **Process Safety Training**

Applicant shall provide evidence of at least 40 hours training in the past three years. At least 32 hours of training should be specific to process safety, and the remaining eight hours should be relevant to auditing, health and safety, or management systems.

- **Definition of Relevant Process Safety Experience and Training Elements**

Relevant experience and training must include identifying process safety aspects and impacts, assessing compliance with process safety-related laws and regulations, and/or applying professional process safety audit practices. It may include any

combination of: management of change, process hazard analysis, mechanical integrity, process safety management and technical aspects of business activities including facility operations; requirements of EPA and OSHA laws, regulations, and related documents at the national and local jurisdictional levels; evaluation, implementation, and management of process safety compliance; process safety standards against which management systems and compliance audits may be conducted; process safety management systems and compliance audit procedures, processes, and techniques; and principles of process safety compliance and compliance implementation.

Proof of Identification

Candidates must provide proof of identification. Acceptable forms of identification must be current (not expired) and include:

- Government-issued Driver's License, including temporary licenses with all required elements
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport cards
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (green card, permanent resident, visa)
- Government-issued Local Language ID (plastic card with photo and signature) – (accepted only if issued from the country the candidate is testing in)

IDs are considered to be valid (non-expired) as long as they do not contain an expiration date that has passed, unless accompanied by valid renewal papers. If there is no expiration date on an ID it is considered to be valid. Acceptable IDs include those in the language of issuance, as long as the candidate is testing in that country, otherwise IDs must be in Roman characters.

All documents must be scanned and uploaded through the Document Upload Portal in a manner that ensures the photo is clearly legible.

Eligibility Period

Effective November 2010, the certification program's eligibility requires candidates to complete the program certification process within four years of application approval. If a candidate has not completed the certification process within four years, all fees and completed exam parts will be forfeited.

Character References

Applicants must provide two character references, from a responsible person such as a supervisor or a manager. Individuals providing references must have known the applicant for a minimum of two years and have knowledge of the applicant's experience and skills relative to auditing.

CPEA Certification

All CPEA certification candidates must hold a 4-year post-secondary degree (or higher) or its educational equivalent, have a minimum of 4 years of general work experience, and meet the eligibility requirements based on their certification specialty as listed below.

Eligibility Period

Effective November 2010, the certification program's eligibility requires candidates to complete the program certification process within four years of application approval. If a candidate has not completed the certification process within four years, all fees and completed exam parts will be forfeited.

Proof of Identification

Candidates must provide proof of identification. Acceptable forms of identification must be current (not expired) and include:

- Government-issued Driver's License, including temporary licenses with all required elements
- U.S. Dept. of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country Identification Card
- Passport
- Passport cards
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (green card, permanent resident, visa)
- Government-issued Local Language ID (plastic card with photo and signature) – (accepted only if issued from the country the candidate is testing in)

IDs are considered to be valid (non-expired) as long as they do not contain an expiration date that has passed, unless accompanied by valid renewal papers. If there is no expiration date on an ID it is considered to be valid. Acceptable IDs include those in the language of issuance, as long as the candidate is testing in that country, otherwise IDs must be in Roman characters.

All documents must be scanned and uploaded through the Document Upload Portal in a manner that ensures the photo is clearly legible.

Character References

Applicants must provide two character references, from a responsible person such as a supervisor or a manager. Individuals providing references must have known the applicant for a minimum of two years and have knowledge of the applicant's experience and skills relative to auditing.

CPEA Environmental Compliance

Includes identifying environmental aspects and impacts, assessing compliance with environmental laws and regulations, and/or applying professional environmental compliance auditing practices.

Professional Experience

Applicants for certification must have four years of relevant work experience as defined below.

Candidates who do not meet the Audit Experience and Audit Training requirements at the time of application into the certification program but meet all other eligibility requirements may apply into the program for acceptance. Candidates will be required to complete those eligibility requirements and submit documentation within the four year program window in order to receive final certification.

Audit Experience

Applicants must perform a minimum of 20 environmental compliance audits for a minimum of 100 days within the prior four years of application. Of the 100 days, a minimum of 20 days must be conducted on site.

Auditor Training

Formal training as an attendee or provider is required within the three years prior to application into the certification program. This training shall consist of 40 hours of formal training as outlined in the Definition of Relevant Experience and Training Elements outlined below and may be internal or external to the applicant's organization.

Definitions of Relevant Environmental Compliance Experience and Training Elements

Relevant experience and training must include identifying environmental aspects and impacts, assessing compliance with environmental laws and regulations, and/or applying professional environmental compliance auditing practices. It may include any combination of: environmental science and technology; environmental management and technical aspects of business activities including facility operations; requirements of environmental laws, regulations, and related documents at the national and local jurisdictional levels; evaluation, implementation, and management of environmental compliance; environmental standards against which management systems and compliance audits may be conducted; management systems and compliance audits procedures, processes, and techniques; and principles of environmental compliance and compliance implementation.

CPEA Health & Safety

Includes identifying health and safety aspects and impacts, assessing compliance with safety-related laws and regulations, and/or applying professional health & safety auditing practices.

Professional Experience

Applicants for certification must have four years of relevant work experience as defined below.

Candidates who do not meet the Audit Experience and Audit Training requirements at the time of application into the certification program but meet all other eligibility requirements may apply into the program for acceptance. Candidates will be required to complete those eligibility requirements and submit documentation within the four year program window in order to receive final certification.

Audit Experience

Applicants must perform a minimum of 20 health and safety audits for a minimum of 100 days within the prior four years of certification program application. Of the 100 days, a minimum of 20 days must be conducted on site.

Auditor Training

Formal training as an attendee or provider is required within the three years prior to application into the certification program. This training shall consist of 40 hours of formal training in relevant experience elements identified below.

Definition of Relevant Health & Safety Experience and Training Elements

Relevant experience and training must include identifying health and safety aspects and impacts, assessing compliance with safety-related laws and regulations, and/or applying professional health & safety auditing practices. It may include any combination of: safety engineering; industrial hygiene; health and safety management and technical aspects of business activities including facility operations; requirements of OSHA laws, regulations, and related documents at the national and local jurisdictional levels; evaluation, implementation, and management of health and safety compliance; health and safety standards against which management systems and compliance audits may be conducted; management systems and compliance audits procedures, processes, and techniques; and principles of health and safety compliance and compliance implementation.

CPEA Management Systems

Includes skills and understanding in any combination of EHS science and technology; EHS management and technical aspects of business activities including facility operations; requirements of EHS laws, regulations, and related documents at the national and local jurisdictional levels; evaluation, implementation, and management of EHS compliance; EHS standards against which management systems and compliance audits may be conducted; management systems and compliance audits procedures, processes, and techniques; and principles of EHS compliance and compliance implementation.

Professional Experience

Applicants for certification must have four years of relevant work experience as defined below.

Candidates who do not meet the Audit Experience and Audit Training requirements at the time of application into the certification program but meet all other eligibility requirements may apply into the program for acceptance. Candidates will be required to complete those eligibility requirements and submit documentation within the four year program window in order to receive final certification.

Audit Experience

Applicants must perform a minimum of 20 MS audits for a minimum of 100 days within four years prior to application into the certification program. Of the 100 days, a minimum of 20 days must be conducted on site.

Auditor Training

Formal training as an attendee or provider is required within three years prior to application into the certification program. This training shall consist of 40 hours of formal training outlined in the Definition of Relevant Experience and Training Elements shown below, and may be internal or external to the applicant's organization.

Definition of Relevant Management Systems Experience and Training Elements

Relevant experience and training for the Management System Certification must include any combination of: environmental, health & safety (EHS) science and technology; EHS management and technical aspects of business activities including facility operations; requirements of EHS laws, regulations, and related documents at the national and local jurisdictional levels; evaluation, implementation, and management of EHS compliance; EHS standards against which management systems and compliance audits may be conducted; management systems and compliance audits procedures, processes, and techniques; and principles of EHS compliance and compliance implementation.

CPEA Responsible Care

Includes skills and understanding in one or more of the following areas: implementation of Responsible Care programs; the chemical process industry; product stewardship, transportation or distribution of chemical products; requirements of EHS laws, regulations and related documents; and EHS/Responsible Care management systems and standards or related auditing procedures, processes and auditing techniques.

Professional Experience

Applicant is required to have a minimum of four years' relevant work experience, gained during the last ten years. Clear evidence of work experience in the chemical industry or EHS fields that provides an understanding of these issues shall be required. Relevant work experience shall be considered verifiable experience and shall be defined as experience that develops skills and understanding in at least two of the areas described below.

Candidates who do not meet the Audit Experience and Audit Training requirements at the time of application into the certification program but meet all other eligibility requirements may apply into the program for acceptance. Candidates will be required to complete those eligibility requirements and submit documentation within the four year program window in order to receive final certification.

Audit Experience

Applicants must have performed at least four EMS-related audits consisting of at least 20 total days within the prior two years of application into the certification program.

Auditor Training

Formal training as an attendee or provider is required within the three years prior to application into the certification program. This training shall consist of 40 hours of formal training in relevant experience elements identified below. As part of this training, the applicant must successfully complete an ACC qualified Responsible Care course in accordance with "Responsible Care Auditor Course Requirements."

Definition of Relevant Responsible Care Experience and Training Elements

Relevant experience and training must include verifiable experience gained during the last ten years and shall be defined as experience that develops skills and understanding in at least two of the following areas: implementation of Responsible Care programs; EHS science and technology; work experience gained by actual hands-on roles in the chemical process industry and/or EHS services; product stewardship, transportation or distribution of chemical products; requirements of EHS laws, regulations and related documents; and EHS/Responsible Care management systems and standards or related auditing procedures, processes and auditing techniques. Auditor training must include 40 hours in the last three years and successful completion of an ACC qualified Responsible Care course in accordance with "Responsible Care Auditor Course Requirements" (RCMS206.00).

Steps to Obtaining Certification

Obtaining a BEAC certification is a journey you can take at your own pace. Once approved into the program, you have four years to successfully complete the exam parts. Start your journey today by following the six steps below:

1. **CREATE** a profile in The IIA's Certification Candidate Management System (CCMS) or log into your existing account in CCMS.
2. **APPLY** into the program by completing and submitting your preferred certification application.
3. **SUBMIT** required documents for approval.
4. **REGISTER** for the exam part of your choice once your program eligibility status has been approved.
5. **SCHEDULE** your exam with Pearson VUE upon receipt of the authorization to test. Please allow 48 hours for your authorization file to transfer to Pearson VUE.
6. **SIT** for the exam.

1. CREATE a profile in CCMS

The IIA's Certification Candidate Management System (CCMS) is a powerful, user-friendly application to help you apply for, register, complete, and maintain your certification and related information, while keeping you connected to and informed about BEAC's certification programs. Click on the link below and follow the instructions to create your profile or to retrieve your CCMS login information or password. Once you have completed all required information, you will be able to **APPLY** into the certification program of your choice.

[Access CCMS](#) to create or update your profile.

2. APPLY into the certification program

After you successfully complete your profile in CCMS, navigate to the "Complete a Form" section to begin the application process. Scroll down to the BEAC program and click on the desired certification application form. Complete the required information on the form.

3. SUBMIT required documents

Applicants have 90 days from submission of application to provide required documents for review and approval. If you do not submit the required documentation within 90 days, your application will expire and you will forfeit your application fee.

Required documents include:

- Two (2) Character Reference Forms
- Education transcripts/diploma
- Photo ID (current official driver's license, passport or national identity card with indicated current status; expired documents will not be accepted)
- Work Experience Form
- Statement of Audit Experience Form (does not have to be submitted at time of application, but must be submitted prior to certification)
- Formal Training Record Form (does not have to be submitted at time of application, but must be submitted prior to certification)

Prepare and scan your documents and acceptable form of valid government issued photo identification. All documents must be scanned and uploaded through the Document Upload Portal in a manner that ensures the photo and text are clearly legible.

Upload your documents using the [Certification Document Upload Portal](#). Submit the document type accordingly per the drop down menu.

You will not be able to register for the exam until your documents and application are approved.

4. REGISTER for the exam

You will receive notification from The IIA when you are approved into the program. The notification includes instructions and a link to [CCMS](#) to complete your exam part registration. You do not have to register for all exam parts at the same time. You can choose to register for and sit for all exam parts at the same time. You will need to schedule and sit for the exam part within one (1) year of the registration, otherwise, you will expire out of the registered status and registration fees will be forfeited.

You will receive an “Authorization to Test” notification via email advising you to contact Pearson VUE to schedule your exam. You will be asked to wait 48 hours from receipt of notification before you contact Pearson VUE.

5. SCHEDULE the exam

The BEAC certification exams are available through computer-based testing, allowing you to test year-round at hundreds of locations worldwide. Candidates are able to sit for exams at any IIA-authorized Pearson VUE testing center worldwide, regardless of whether the testing center is located in your hometown or country. Access the [Pearson VUE website](#) to locate the testing center nearest you and follow the instructions to schedule your exam. **All activities related to scheduling or rescheduling an exam are managed directly with Pearson VUE.**

Remember, your application and registration **MUST** be approved prior to scheduling your exam part.

6. SIT for the exam

You will receive a “Confirmation to Test” email notification from Pearson VUE with complete instructions to sit for your exam. Be sure to follow the instructions and:

- Arrive at the test center early (at least 30 minutes)
- Bring your Pearson VUE exam appointment confirmation letter with you
- Present acceptable personal identification **(must exactly match your name as it was provided during the exam registration process, is current, and an original document)**
- Check in for your test

If you do not present acceptable ID at the time you are scheduled to take your exam, you will not be allowed to take your exam and you will be considered a no-show even though you appeared at the exam site.

Prior to beginning the exam, you will be required to confirm that you will abide by the Non-Disclosure Agreement (NDA). If you are not able to abide by the agreement, you will not be able to test and will forfeit your exam fee.

Confidentiality

BEAC certification exams are non-disclosed examination. Candidates in the program agree to keep the contents of the exam

confidential and therefore may not discuss the specific exam content with anyone except The IIA's Certification Department. Unauthorized disclosure of exam material will be considered a breach of the [Code of Ethics](#) and could result in disqualification of the candidate or other appropriate censure.

Accommodations for Individuals with Disabilities

If you have a physical or medical condition that requires modification to the test administration conditions, immediately upon submitting your exam registration and prior to scheduling with Pearson VUE, please contact Gabriel Marquez in The IIA's Global Certifications Department at +1-407-937-1277 or Gabriel.Marquez@theiia.org. Gabriel will assist you through the process to obtain your testing accommodations. Requests may take 30 days or more to implement, depending on the nature of the accommodation needed.

Receiving Your Score

Candidates will **NOT** receive pass/fail results; instead, you will receive a confirmation of completion stating: "You will not receive a score when you complete this exam part. Your overall score is calculated as an average of all required exam parts. You will receive a score report from The IIA once all required exam parts have been graded."

Scoring and Exam Details

Your score becomes official once The IIA publishes it to CCMS. This usually occurs within a few days, following the completion of all required exam parts. Once your score has been published to CCMS, you will be notified by a system-generated email. If you passed, your score report will indicate only that; no numeric score will be reported. If you did not pass the exam, your score report will include two important data points: your overall numeric score so you can see how close you were to achieving the required points, and your numeric score broken down by each exam part completed so you know where you need further study. The scoring system for each certification is listed below:

CPSA

The Process Safety Auditor Examination consists of two parts:

Part I. General Knowledge (*131 multiple-choice questions; 2 hours to complete*)

Part II. Process Safety Auditor (*200 multiple-choice/true false questions; 3 hours to complete*)

The exam parts are scored individually, and a passing score for each part is 70% of the possible points for that part. If you have previously taken and passed Part I for the CPEA, you do not have to take Part I again. Instead, your original Part I score will be averaged with the score for Part II of the CPSA exam to determine your overall score. If you choose to retake Part I, BEAC will use the higher of the two Part I scores to calculate your average score.

CPEA

All CPEA® certification exams are modular. The exam parts are scored individually, and a passing score for each part is 70% of the possible points for that part. If you have passed Part I for a CPEA specialty certification and you decide to pursue a second specialty within the CPEA program, you will not need to retake Part I. Instead, your original Part I score will be averaged with the scores for Part II and Part III of the new specialty program to determine your overall score. If you choose to retake Part I, BEAC will use the higher of the two Part I scores to calculate your average score.

The exam grading process is as follows:

- Part I and Part II multiple-choice questions are graded using a template.
- Responses to essay questions are copied and sent out to two members of the Examination Committee who grade independently, (using a matrix) which assigns points. At the BEAC office, the two scores are averaged together and stand as the score on the essay portion of the exam. Should the two grades differ by more than 20%, the essay is sent to a third party grader, and the two closest scores are used.
- Scores for all three parts are averaged together, and **the overall Total Score determines whether or not the applicant has passed or failed** (i.e., not all individual parts must be passed).

If the applicant fails the exam but passes any of the individual parts, they can obtain an exemption from taking those parts when they re-take the exam.

CPEA – Management Systems

The Management System Auditor Examination consists of three parts:

Part I. General Knowledge (131 multiple-choice questions; 2 hours to complete)

Part II. Management System (76 multiple-choice questions; 2 hours to complete)

Part III. Management System (3 essay questions; 2 hours to complete)

CPEA – Health & Safety

The Health & Safety Auditor Examination consists of three parts:

Part I. General Knowledge (131 multiple-choice questions; 2 hours to complete)

Part II. Health & Safety (152 multiple-choice questions; 2 hours to complete)

Part III. Health & Safety (4 essay questions and 4 short answer items; 2 hours to complete)

CPEA – Environmental Compliance

The Environmental Compliance Examination consists of three parts:

Part I. General Knowledge (131 multiple-choice questions; 2 hours to complete)

Part II. Environmental Compliance (120 multiple-choice questions; 2 hours to complete)

Part III. Environmental Compliance (4 essay questions; 2 hours to complete)

CPEA – Responsible Care®

The Responsible Care Examination consists of three parts:

Part I. General Knowledge (131 multiple-choice questions; 2 hours to complete)

Part II. Responsible Care (67 multiple-choice questions; 2 hours to complete)

Part III. Health & Safety (3 essay questions; 2 hours to complete)

Retaking the Exam

If you **passed** an exam part, you are not permitted to retake that exam part again unless your certification program eligibility expires prior to your completing all the requirements. In that situation, you must wait three years to retake a previously passed exam part.

If you **failed your exam part**, you must wait at least 90 days before you can retake the exam part. You can re-register for the exam part and schedule your new test appointment as soon as your exam results are published to CCMS; however, the earliest appointment date that you will be able to select will be 90 days from the date you last took that exam part. You must submit a new registration form with payment to retake a failed examination.

Pricing

The pricing for the application and registration fees are located on our [Pricing Structure](#) web page. The price is applicable in the United States, Canada, and many other countries throughout the world. However, these prices may vary in countries where the exams are administered through agreements with IIA Institutes. Please contact your local Institute to verify the appropriate pricing structure. All fees are non-refundable. Prices are subject to change.

Maintaining Your Certification

Report CPEs/CPDs for the first time

Newly certified individuals will need to report CPE/CPD credits by 31 December of the third year of certification, as newly certified individuals receive enough CPE/CPD credits for the first two years of certification.

Exam Security

Why Security Matters

The IIA, the Professional Certifications Board, and Pearson VUE take exam security very seriously. IIA exam content is confidential. Everyone has a role in ensuring that confidential exam information remains just that - - confidential, to maintain the value and credibility of your certification. The first step is to understand that it is NEVER okay to share, discuss, post or upload exam content. If you have become aware of such a violation, submit an incident in CCMS.

Prior to beginning the exam, you will be required to confirm that you will abide by the Non-Disclosure Agreement (NDA). If you are not able to abide by these agreements, you will not be able to test and will forfeit your exam fee. These agreements emphasize The IIA's commitment to exam security and the exam candidate's role to also protect exam content.

What Happens if Security is Violated?

Unauthorized possession, reproduction, publication, or disclosure of any examination materials, including storing or disclosing examination questions to any person or entity by any means before, during, or after the examination is prohibited by copyright laws and can result in your disqualification or other appropriate censure.

In addition, any exam candidate that violates any of the testing rules, including but not limited to:

- being disruptive;
- having any item not specifically permitted in the testing room such as a phone or watch;
- acting suspiciously;
- removing test items from the center;
- providing false information when applying for the certification program;

may experience serious consequences, including but not limited to publication of the results of the candidate's due process in an IIA publication.

Test center employees have been trained to watch for unusual behavior and incidents during exams and their real-time monitoring is backed up by audio- and videotaping of the exam sessions.

To help provide guidance as to what is acceptable (and not acceptable) behavior, we have developed a chart with situations exam candidates may be confronted with and note the appropriate action.

Situation	Appropriate action
My friend asks me how the test went. Can I talk with her/him about it?	Discussions regarding how you felt about the exam experience is fine as long as exam content is not discussed. Specific exam questions should never be discussed.
An acquaintance told me the URL where there is a BEAC exam for me to study from. Should I take him up on his offer?	Studying from recalled test content is improper and can lead to severe penalties. If you are aware that a BEAC exam has been exposed, submit and incident in CCMS to report the impropriety. Do not purchase such materials.

I want to bring water and food into the exam room. Can I?	Water will be available outside of the testing room, which you can access when you take a break from testing. (Please note that there are no planned breaks and the clock continues to run during any such time.) If you need a special accommodation for food, water, or other accommodation (supported by a doctor's note), please contact The IIA's Global Certifications Department at +1-407-937-1277 or Gabriel.Marquez@theiia.org , preferably before you schedule your exam with Pearson VUE. Early notice is important, as some modifications may take 30 days or more to implement.
Can I use my phone in the test center just to look at the time?	No. Watches and phones are NOT permitted in the testing room. In addition, there will be a clock on your computer screen that displays the amount of time remaining for your exam.
What if I need to access something that I have stored?	Access to personal belongings is not permitted with the exception of medication and food as approved by the test administrator.

Incidents of candidate misconduct will be referred to The IIA's Global Ethics Committee for action and are considered as a serious offense. Actions by The IIA's Global Ethics Committee may include invalidation of exam results, disqualification from participation in all IIA certification programs (current and future), and publication of the results of the candidate's due process in an IIA publication.

If evidence of misconduct is discovered after a candidate has been awarded a BEAC certification, the certification and related social badge may be revoked. The IIA may also take other actions to the extent permitted by law. An appeals process is available.

Candidate Conduct at Pearson VUE Testing Centers

The Pearson VUE staff will guide you through the steps developed by The IIA, many of which are designed to ensure your security and the security of the exam itself. The following list is a high-level overview. Here is what to expect when you arrive at your testing center:

- The test center administrator will show you where to store your personal items (purses, wallets, watches, jewelry, cell phone, etc.). Space is limited, so do not bring anything to the testing center that it is not absolutely necessary (your exam confirmation email from Pearson VUE will outline what can and cannot be brought to the site). No food or drink is allowed in the testing room.
- The administrator will provide you with a copy of the candidate rules agreement. You must accept the terms of this agreement in order to take an exam at a Pearson VUE testing center.

- You will be offered certain tools to use during your exam: an erasable note board and pen (on which you can take notes during the exam) and an on-screen calculator. You must return the note board and pen to the administrator before leaving the test center. You can request a hand-held calculator, which the testing center will provide if one is available; you cannot bring your own personal calculator or similar device into the testing room.
- You will be required to sign the test center log before being admitted to the test.

Once the check-in procedures are taken care of, the exam proctor will escort you to your workstation, where you must remain for the duration of the exam unless you are authorized to leave the room. There are no scheduled breaks during the exam. You are allowed to take a break, if necessary, but the time you take for breaks counts toward your overall time allotment for the exam. If you leave the testing room for any reason, you will be required to sign the test center log and show your ID upon exiting and reentering. You may also be required to provide a fingerprint or palm vein image.

When you have been seated at your testing station, the administrator will log you in to your exam. You will be asked to confirm that the exam shown on the screen is the exam you are scheduled to take, and then you will begin the testing session. The session begins with a welcome screen and the nondisclosure/confidentiality agreement (NDA). If you do not accept the exam NDA, your exam will be terminated, your registration will be voided, and you will forfeit your exam registration fee.

Where to Direct Questions or Concerns

If you have questions, comments, or concerns regarding exam security, misconduct, or your testing center, please submit an incident report in your CCMS record or contact The IIA's Customer Relations department at +1-407-937-1111, fax: +1-407-937-1101, or email at CustomerRelations@theiia.org.

To learn more about BEAC certifications, The IIA, obtaining and maintaining certification, and membership, visit [The IIA Global](#) web site.

For questions, contact The IIA's Customer Relations department at +1-407-937-1111, fax: +1-407-937-1101, or email at CustomerRelations@theiia.org.

The Institute of Internal Auditors

1035 Greenwood Blvd., Suite 301
Lake Mary, FL 32746

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