Certification Candidate Handbook

The Certification Candidate Management System (CCMS) User Guide details the process from beginning to end, program requirements, what to expect at the testing center, how scores are calculated, and everything in between.

Certification Website

The BEAC certification programs are clearly and completely detailed on the website under the Certifications and Qualifications tab.

The website 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 BEAC certifications. To access the Certifications and Qualifications area of the website, go to https://global.theiia.org/certification/Pages/Certification.aspx.

Certification Candidate Management System (CCMS)

CCMS is the system of record for The IIA and The BEAC global certification and qualification programs.

Candidates and certified individuals administer their own requirements for computer-based examinations through this system, which also allows candidates to:

- Apply to individual global certification and qualification programs.
- Register for exams.
- Upload application documents.
- Review certification status.
- View official exam results.
- Monitor progress in your chosen certification program.
- Report Continuing Professional Development (CPD) credit.
- Interact directly with The IIA’s Global Certifications staff for inquiries and assistance.

If you are also a member of The IIA, CCMS works to a limited degree with The IIA’s membership system/association management system, meaning both systems hold demographic and contact information on IIA members and certification candidates. The key difference is that if you update your information in one system, it will not automatically update your information in the other system. A project is underway to streamline this process, but until that occurs, you must make updates to both systems individually.
NEW APPLICANTS:
If you are new to Certifications and have never taken a BEAC or an IIA certification exam before, you must create a new record in CCMS:

Step 1: From the main CCMS login screen, click on “First Time Users” in the upper right corner.
Step 2: You must read and agree to the Terms of Use. This is also the screen where you can access The IIA’s privacy policy. It is recommended that you review the page fully (including additional links) prior to agreeing to the terms and conditions.

NOTE: If you do not accept the terms and conditions, you will be unable to create a record in CCMS and you will not be able to proceed with your BEAC application.

Terms of Use

Candidate ID Agreement

Acceptance of Terms

By accessing or using any of the functionality (the “Services”) available on the Web site owned or operated by The Institute of Internal Auditors, Inc. (IIA), you agree to accept and comply with the terms, conditions, and notices stated herein or as may be modified by The IIA from time-to-time with or without specific notice to you (the “Terms of Use”). These Terms of Use constitute a binding contract between The IIA and you. You are responsible for regularly reviewing the Terms of Use. You can review the most current version of the Terms of Use at any time by visiting The IIA Web site at www.theiia.org. If you do not wish to be bound by these Terms of Use, please do not access or use any content or functionality accessible on The IIA Web site, or immediately discontinue such use.

Use of Personal Data

To complete the application for IIA Certification and/or membership, you will be required to provide IIA with some personal information including contact information and information about your qualifications for certification and/or membership. Please see The IIA privacy policy for details regarding the protection and use of this data.

As part of the application and examination process, The IIA may allow access to database information by third parties that provide technical services, but only to the extent necessary to provide you with these services.

I agree to these terms and want to create a profile

If you do not agree to these terms, simply close out or leave this browser page.
Step 3: Once you have agreed to the terms, you will need to create a profile. Since you do not yet have an IIA username or password, click on "Create a profile..."

Step 4: You will be prompted to create your user profile in CCMS, entering information as appropriate.

Items marked with * are required fields. This information is used for a variety of purposes including keeping you informed of your certification process through the various stages of becoming and remaining certified.

The IIA does not allow third parties to create records or administer certification activities on behalf of a candidate. Candidates must administer their own account in CCMS.
### Personal Information

#### New Candidate Record

Fields marked with an * are required.

**General Information:** Verify that name is as it appears on your identification.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Birth Date (mm/dd/yyyy)</td>
<td></td>
</tr>
</tbody>
</table>

**Address:**

<table>
<thead>
<tr>
<th>Country</th>
<th>UNITED STATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Address</td>
<td></td>
</tr>
<tr>
<td>* City</td>
<td></td>
</tr>
<tr>
<td>* State/Province</td>
<td>-None-</td>
</tr>
<tr>
<td>* Postal Code</td>
<td></td>
</tr>
</tbody>
</table>

**Country:**

-Select-

**Alternative Address:**

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<th>City</th>
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<tr>
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<td>-None-</td>
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<tr>
<td>* Postal Code</td>
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</table>

**Phone Numbers:**

<table>
<thead>
<tr>
<th>Primary Phone Number</th>
<th>Phone Country Code</th>
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<tbody>
<tr>
<td>Alternative Phone Number</td>
<td>Phone Country Code</td>
<td>Number</td>
<td>ext</td>
</tr>
</tbody>
</table>
Once you complete this step, you will get an email verification similar to the following:

Your user login to The Institute of Internal Auditors' (IIA) Certification Candidate Management System has been created.

Your IIA ID number is: xxxxxxxx

To activate your account, please go to https://i7lp.integral7.com/durango/aa?aaxxxxxxxxx

Once you activate your account, you will be able to create a username and set your password. You will be able to access your account immediately. After you have activated your account, you will not be able to access the link above.

Please note that the account activation link will expire on mm/dd/yyyy.

If you have questions regarding your application or are unable to access this site, please contact customerrelations@theiia.org.

Best regards,

The IIA Global Certifications Team
Providing the Keys that Open the Doors to Your Career Growth

***PLEASE DO NOT REPLY TO THIS EMAIL*** This is a system generated response. If you require further assistance, please log in to your CCMS record and submit a New Incident.

You must click on the link provided in the email in order to proceed.
Step 5: When you click on the link, you will see a screen which provides you with a Username, and asks that you set a password.

Once you submit the New Registration information, you will be taken to a screen to review and verify your personal information.

You must verify your record and agree to the license terms.
Step 6: Once you have activated your account, you will get a summary of your personal information, and can proceed to the application form. You will do this by clicking on “Complete a Form” on the menu column on the left side of the page.
Complete a Form
This area allows candidates to take specific action within their certification programs. Form examples include, but are not limited to:

- Applications
- Exam registrations
- Continuing Professional Education (CPE) reporting
- Certificate request.

You will only have access to forms for which you are authorized based on your certification status. For example, you will not see the Certificate Order Form until you hold a certified status.

Scroll down until you see The BEAC application forms, towards the bottom of the page. Once you click on the application you are seeking, you will be taken to screens requesting additional information.

Step 7: Complete the application information as indicated on the next five screens.
BEAC Application - CPEA Management Systems

You are completing the first step to becoming a Certified Professional Environmental Auditor - Management System (CPEA-MS).

**STEP ONE:**
Step one consists of completing this online form, and submitting the form with payment.

**STEP TWO:**
The second step in the process is to submit all required supporting documentation which consists of the following:

1. Character Reference documentation (2)
2. Education transcripts / diploma
3. Photo Identification
4. Work Experience Form
5. Statement of Audit Experience Form
6. Formal Training Record Form

If your supporting documentation is not received and approved within 90 days from the date of submitting your application, your application status will expire, you will forfeit your application fee, and you will need to submit a new application form.

Once all of your documentation has been reviewed and approved, you will automatically receive a notification from our Certification Candidate Management System (CCMS) that your status has changed to 'approved'. At this point you will be granted 4 years to complete all examinations.

All supporting documentation must be uploaded through The IIA’s Document Upload Portal which is a secure web based system. This transmission system securely transmits all of your documents in a private, real-time method to our global certification staff. You will receive confirmation emails as your documentation is reviewed.

**STEP THREE:**
Step three in the process is completion of the required examination(s). To schedule your examinations you must complete the exam registration for each exam part(s) that you need to complete. You will not have visibility to the exam registration forms in CCMS until your application has moved to the ‘approved’ status.

Click NEXT to proceed.
BEAC Application - CPEA Management Systems

**APPLICANT'S ACKNOWLEDGEMENT** — By signing and submitting this form, I certify that all information contained in this application is true and correct. I give BEAC permission to contact the listed references, and my present and past employers, and to verify any and all information contained in my application. Furthermore, I have read and agree to abide by the provisions of the BEAC Code of Ethics and the Membership Criteria set forth in the Certified Professional Environmental Auditor program.

**CONFIDENTIALITY** — The materials submitted by the applicant to The IIA for use in the evaluation will not be copied or distributed to any party outside of The IIA’s Certification Committee. The application and all original supporting materials will be maintained indefinitely in a confidential file in The IIA Global headquarters for the sole purpose of this approval process. The IIA acknowledges that the applicant reserves any and all rights to the materials, and The IIA will not reproduce or transmit the materials in any form by any means without prior written permission of the applicant.

**INDEMNIFICATION** — The applicant agrees that The IIA, its directors, employees, or agents will not be liable or responsible for any aspects of The IIA certified auditor's audit performance. The applicant agrees to indemnify The IIA, its directors, employees, and agents from and against any and all loss, damage, or liability resulting from demands, claims, suits, or actions associated with the performance of a certification audit or from the certified auditor application process. The indemnity provided shall include, but not be limited to court costs, attorney's fees, costs of investigation, costs of defense, settlements, and judgments associated with such demands, claims, suits, or actions. The indemnification shall survive the cancellation, termination, completion, or expiration of the auditor certification.

**WAIVER OF RIGHTS** — The applicant agrees that the decision of The IIA regarding its application for certification or removal of certification is final. Applicant specifically waives any and all potential claims regarding The IIA's action on its application or removal of certification. Applicant releases The IIA, its directors, employees, and agents from any and all liability associated with the CPEA application or certification process.

* Attestation
  - By placing a check mark in this box, I am agreeing to the terms and conditions listed above.

Click **NEXT** to proceed.


**BEAC Application - CPEA Management Systems**

**Education**

Bachelor's degree (BS, BA, BCom, etc.)

*If "Other" chosen, please specify degree and country in which it was attained.*

Date Degree Awarded

Official Record -

* Have you ever had a professional license revoked?
  - No  [ ] Yes  [ ]

* Have you ever had any certifications revoked?
  - No  [ ] Yes  [ ]

* Have you ever been convicted of a felony?
  - No  [ ] Yes  [ ]

* Have you ever been convicted of a misdemeanor offense that involved dishonesty and/or false statement?
  - No  [ ] Yes  [ ]

*If you selected "Yes" to any of the above statements, please note that additional documentation may be requested."

Click NEXT to proceed.

**BEAC Application - CPEA Management Systems**

Professional Credentials - List any professional memberships, affiliations, certifications, licenses, or registrations attained.

Click NEXT to proceed.
Step 8: Once you complete the initial questions, you will be taken to the payment form. The amount of the fee will depend on whether or not you are a member of The Institute of Internal Auditors.

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**BEAC Application - CPEA Management Systems**

* Program Provisions and Conditions – I hereby certify that I have read and will abide by the provisions of the Code of Ethics (as listed in the online [here](#)) and accept all conditions of the certification program for which I am applying. My answer below attests to this. Please check the box below indicating your understanding and agreement to the program provisions and conditions.

- [ ] I understand and agree to the above statement.

* Pricing Provisions and Conditions – The IIA application/registration pricing is based on your membership status. The price you see on the following page is final and not transferable or refundable. If the price is displayed incorrectly due to your membership status not being updated, please wait until your membership request has been processed at The IIA prior to submitting this form.

- [ ] I understand and agree to the above statement.

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**Complete Form - Payment**

**BEAC TEST3 - 1874412**

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<th>Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Item Total</th>
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<tbody>
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<td>1</td>
<td>$165.00 (USD)</td>
<td>$165.00</td>
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**Total**

$165.00 (USD)

*If you believe this price is incorrect, do NOT submit the form. No refunds or credits will be issued. Please contact customer relations for assistance.*

**Payment Type**

- Pay with Credit Card
- Pay with Check
- Pay with Wire Transfer

Clicking on the “Confirm Payment” button below will confirm your order and your acceptance of the pricing indicated above. No refunds (full or partial) will be issued. (If you are paying by credit card, your credit card will be charged immediately.) If you do not agree to these terms, select the “Edit Payment” button for more information on the pricing conditions.
Once you complete and confirm the payment information, you will get a confirmation page:

**Confirmation of Form Completion**

**BEAC TEST3 - 1874412**

Thank you for submitting your BEAC HS Application form. For any questions or concerns, please submit an incident by clicking on the 'New Incident' link in the left-hand side navigation bar of your CCMS profile and a member of our staff will gladly respond to you shortly.

Your form number is **4977414**

**Click here for Wire Transfer instructions**

<table>
<thead>
<tr>
<th>Official Receipt / Invoice</th>
<th>Received From</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Institute of Internal Auditors</td>
<td></td>
</tr>
<tr>
<td>247 Maitland Ave</td>
<td></td>
</tr>
<tr>
<td>Altamonte Springs, FL 32701</td>
<td></td>
</tr>
<tr>
<td>USA</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>BEAC TEST3</td>
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<tr>
<td>Maitland ave</td>
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<tr>
<td>altamonte springs, FL 32708</td>
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<tr>
<td>UNITED STATES</td>
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**Order Summary**

<table>
<thead>
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<tr>
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<tr>
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<tr>
<td>Order Total: $165.00 (USD)</td>
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<tr>
<td>Payment Type: Check</td>
<td></td>
</tr>
</tbody>
</table>

Please print a copy of this confirmation page and mail along with your check to the following address:

The Institute of Internal Auditors
SunTrust Bank Inc.
PO Box 919460
Orlando, FL 32891-9460

If mailing by express mail, send to:
The Institute of Internal Auditors
247 Maitland Ave.
Altamonte Springs, FL 32701-4201 U.S.A.

Checks should be made payable to The Institute of Internal Auditors. Checks sent for multiple candidates should also include a list of the candidates' identification numbers, if available and copies of their application/registration confirmation pages. Please note that we only accept checks drawn off United States and Canadian banks.
**Upload required information**

Step 9: Once your user account has been set-up, and your application and payment have been processed, you will need to submit supporting information to have your application approved. Required information includes:

- Photo identification
- Educational degrees (transcript or copy of degree)
- Work Experience
- Formal Training record
- Audit Experience
- Confidential Character References (2 are required)

You will do this via the Document Upload Portal.

From the Certification screen, click on the access icon:
Certification Document Upload

The Certification Document Upload Portal was developed to enhance the experience of certification program participants by streamlining the document submission process, creating a secure transmission method, and reducing response and processing times.

Certified individuals and certification candidates are required to use the document upload portal to transfer forms and other necessary documents to The IIA's Certification Department for review and processing.

Some documents include, but are not limited to:

- Proof of education forms and other supporting documentation (diplomas, transcripts, etc.)
- Character reference forms
- Experience verification forms and other supporting documentation
- Other necessary documents required for your certification (CPE audit documentation, reinstatement documentation, other eligibility documentation)

Please do not upload:

- Any documents related to CPE reporting; instead, please click here.

Please note: It is important that you sign into The IIA’s website before accessing the upload portal. This will ensure that your login data matches and will automatically propagate the required fields. If you are unsure or unable to sign into The IIA’s website, please refer to the document below for help. This login could be different than your CCMS login.

IIA Website Activation and Password Reset Instructions

When preparing your documents for upload, please only scan and send one document per document type. Doing so will provide faster turnaround time.
After reading the information page, **click on the icon again** to access the upload portal.

You will need to have your supporting documents scanned and saved on your computer in either a pdf or tif format. Complete the information requested, then click on the “browse” button to locate the file on your computer. Click “Submit” when you have selected the form.
Once you have submitted the information, you will receive an acknowledgement screen:

Thank You!

Thank you for your submission. Your documents are now being transmitted electronically to our form processing queue. Once your documents have been reviewed, you will receive an e-mail with the approval or denial status of your documents. If a document is denied, you will be provided additional insight as to why the document was not approved and next steps needed, if any. Please allow up to five business days for our staff to review your documentation.

If you have additional questions or need further assistance, please click here to log an incident through your CCMS record. A member of our staff will respond to your request as soon as possible.

Best Regards,
IIA Certification
Once your document has been reviewed and accepted, you will get an email message acknowledgment similar to the following:

Dear (Username):

This message is to inform you that we have approved your (document type). We recommend that all candidates download a copy of the Candidate Handbook for full details on completing requirements.

To check on your certification progress, please follow these steps.

**Step 1:** Log in to your CCMS record.

**Step 2:** Click on the “Certification Progress” link, then click on your certification and a drop down menu will appear. Click on “Requirements” to see all requirements you have completed thus far.

To transmit additional documents in support of your certification application, please upload them to our safe and secure Document Upload Portal.

Please contact us if you submitted documentation more than seven (7) business days ago and your requirements have not cleared. To contact us, log in to your CCMS record and submit a New Incident.

Best regards,

The IIA Global Certifications Team

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*IIA Candidate ID: (Your ID)*

***PLEASE DO NOT REPLY TO THIS EMAIL*** This is a system generated response. If you require further assistance, please log in to your CCMS record and submit a New Incident.
EXAM REGISTRATION

Once you have submitted all required information and your application has been approved, you will have four years to successfully complete the required exam parts.

When you are ready to take the exam, access the CCMS

Dear (Your name):

We are pleased to inform you that your (application) has been approved. You may now register for examinations in the Certification Candidate Management System (CCMS).

Next Steps

Register for an Exam. Log in to CCMS and click on the “Complete a Form” link on the left navigation panel. You can choose your exam registration under the New Forms tab. We recommend that you download a copy of the Candidate Handbook for full details on sitting for exams.

To see your certification progress, click on the “Certification Progress” link in your CCMS account, then click on your certification and a drop down menu will appear. Click on “Requirements” to view your progress.

If you need assistance regarding your certification process, log in to CCMS and submit a New Incident.

Best regards,

The IIA Global Certifications Team

Providing the Keys that Open the Doors to Your Career Growth

IIA Candidate ID: (Your ID)

***PLEASE DO NOT REPLY TO THIS EMAIL*** This is a system generated response. If you require further assistance, please log in to your CCMS record and submit a New Incident.
All of the BEAC certification program examinations are presented on a module basis:
- Part 1 (multiple choice);
- Part 2 (multiple choice and/or short answer);
- Part 3 (essay).

**EXAM EXEMPTIONS:**
Applicants holding the following certifications are exempt from Part 1 of any of the BEAC exams: CIA, CPA.

Part 1 is the same for all certification programs, therefore an applicant who passes Part 1 of one certification program exam may be exempt from Part 1 of additional certification programs, within five years.

Applicants holding the following certifications are exempt from Part 2 of the BEAC Health & Safety exam: CSP, CIH, CRSP

Applicants holding the following certification are exempt from Part 2 of the BEAC Environmental Compliance exam: CHMM

Your registration for an exam part allows you to take that exam part one time. If you do not pass, you need to register again to retake the exam part.

**Note:** If you have a documented physical or medical condition that requires modification to the normal test administration conditions, you must contact the office for information on how to apply for special accommodations. Requests for test administration modifications will be processed as quickly as possible but may take 30 days or more to arrange. Available special accommodations with no extra charge include a large key keyboard and a track-ball mouse. Other special accommodations available at additional cost are extended appointment time, private room, human reader, human signer, human recorder, and extended breaks.