



Certified Internal Auditor® (CIA®) Educational Requirement Exception

**Educational Requirement Exception
Information and Application
October 1, 2013**



Global

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Introduction

The IIA is pleased to announce the development of the Certified Internal Auditor (CIA) Educational Requirement Exception option for candidates who wish to pursue the CIA designation without holding a bachelor's degree.

Now, candidates who do not meet the requirement of having a bachelor's degree have an alternate path into the CIA program. The Professional Certifications Board (PCB) and the Global Board of Directors have approved two options that will help candidates enter the program on an exception basis.

What is the CIA educational requirement exception?

The CIA Educational Requirement Exception was approved by the Global Board of Directors in 2013 as an alternative path for entry into the CIA program. Candidates who do not have a bachelor's degree may be able to enter the CIA program if they meet specific requirements.

This document contains important program requirements, process, and information that must be followed to apply for the CIA Educational Requirement Exception.

How could a candidate qualify for an exception?

There are two options available to candidates seeking entry into the CIA program who do not meet the minimum requirement of a bachelor's degree.

EXCEPTION OPTION #1

A candidate who has completed a minimum of 2 years (full time) of post-secondary/compulsory education from a recognized university or institution and 5 years of verifiable employment as an internal auditor.

- Verifiable employment is defined as internal auditing or equivalent experience such as audit/assessment disciplines, external auditing, quality assurance, compliance, and internal control.
- At least 2 out of the 5 years of verifiable employment should be within the last 3 years.
- "Recognized university or institution" is defined by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). A transcript from the university or institution documenting 2 years of education will be required.
- Candidates who have a minimum of 2 years of education and 2 years of experience can be conditionally approved into the program. Candidates in this situation must earn the additional years of experience during the 4-year program eligibility window.

EXCEPTION OPTION #2

A candidate who has verifiable employment as an internal auditor for 7 or more years can be accepted into the CIA program, provided that the candidate meets the following requirements.

- Verification must be completed by a current/former supervisor or by the current Human Resources staff.
- Verifiable employment is defined as internal auditing or equivalent experience such as audit/assessment disciplines, external auditing, quality assurance, compliance, and internal control.
- At least 3 out of the 7 years of verifiable employment should be within the last 4 years.
- Candidates who do not have the full 7 years of experience can be conditionally accepted into the program if they have at least 4 years of experience. Candidates must earn the additional years of experience needed during the 4-year program eligibility window before the designation can be granted.

How does the CIA Educational Requirement Exception work?

Candidates will need to complete the CIA program application form located in the “COMPLETE A FORM” link within their CCMS record. When completing the application, candidates must select “OTHER” under the Education section. The rest of the application should be completed and submitted as usual.

Once submitted, your application will be reviewed by our staff. You may be contacted if additional information is needed to process your application within the CIA Educational Requirement Exception.

What documentation is required?

To be granted the exception, candidates must submit the following documentation depending on which exception you are applying for.

- High school diploma / Secondary school certificate of completion
- Resume / CV
- Letter from your current / direct manager indicating that in the manager’s opinion, the candidate has the necessary academic skills to be able to cope with a post-graduate level program.
- Professional Experience Documentation
 - Required for all candidates.
 - Must illustrate 5 or 7 years of experience (depending on which Exception Option is being applied for).
 - Up to a 500 word narrative describing applicable job duties. Narrative should illustrate the job responsibilities to include specific and original examples of work / projects completed, and methods / models used within the role.
 - The narrative must be unique for each employer listed. *Duplication of narratives will result in application being denied.*

What is the cost to apply for the CIA Educational Exception waiver?

There is no additional cost for this exception review. Candidates must pay the standard application fee. The application fee is based on several factors including membership status, and the applicant's country of residence. For candidates who use CCMS, directly please click [HERE](#). Candidates whose certification process is administered via their local Institute should contact that Institute directly for assistance.

Where do I go if I have additional questions?

Please log an incident in your CCMS record for additional assistance.

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Professional Experience Documentation

Start with most recent employer first. Please make additional copies of this form as needed.

| | |
|----------------------|--|
| Candidate Name: | |
| Candidate ID Number: | |

| | |
|--------------------------|--|
| Employer / Company Name: | |
| Employer Address: | |
| Employer Address: | |
| Employer Telephone: | |
| Employer Website: | |

| | |
|----------------------|--|
| Job Title: | |
| Employer Start Date: | |
| Employer End Date: | |

| | |
|-----------------------------|--|
| Direct Manager's Name | |
| Direct Manager's Telephone: | |
| Direct Manager's Email: | |

Please provide up to a 500 word narrative that illustrates your responsibilities, specific projects worked on, and any additional information you wish to be considered in applying for this exception.

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Professional Experience Documentation (page 2)

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|----------------------|--|
| Candidate Name: | |
| Candidate ID Number: | |

I hereby apply to The IIA for the CIA Educational Requirement Exception in accordance with and subject to the procedures and regulations of The IIA. I have read and agree to the conditions set forth in this form, in effect at the time of my application, covering the certification process and continuing education policies. I agree and certify that I have read and will abide by the provisions of the Code of Ethics (as listed in the Certification Candidate Handbook, or available online) and accept all conditions of the certification program.

I authorize The IIA to make whatever inquiries and investigations it deems necessary to verify my credentials and my professional standing.

I hereby agree to hold The IIA, its officers, directors, examiners, employees, and agents, harmless from any complaint, claim, or damage arising out of any action or omission by any of them in connection with this application, the application process, and/or the failure to issue any certificate to me.

I understand that my application fee for the CIA Program is non-refundable in the event that my application is not approved.

I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR CERTIFICATION RESTS SOLELY AND EXCLUSIVELY WITH THE IIA. I HAVE READ AND UNDERSTAND THESE STATEMENTS AND INTEND TO BE LEGALLY BOUND BY THEM.

I understand and agree to the above statement.

Candidate's Signature: _____ Date: _____

IIA Global Certifications Use Only:

| | Yes / No | Date |
|--|----------|------|
| Application Completed in CCMS | | |
| Payment | | |
| High School / Secondary School Diploma / Certificate | | |
| Resume / CV | | |
| Letter from direct manager | | |
| Professional Experience Documentation Form Complete | | |
| Total number of year's experience | | |
| Staff Signature | | |
| Department Manager Signature | | |