

General

1. What is changing with CPE reporting?

- On Nov. 15, 2011, The IIA’s Global Board of Directors approved the implementation of several key changes to the Continuing Professional Education (CPE) reporting process. The changes in the program align The IIA with industry best practices and will create a better experience for our certified individuals.
- Effective Jan. 1, 2012, changes to the reporting period, CPE requirements, and the reporting process will be implemented. The following table summarizes these changes.

Item	Effective Jan. 1, 2012
Reporting Period	Reporting will now be done annually for all certified individuals. All candidates will be required to report every year versus every other year.
Reporting Date	The reporting date is changing from May 31 to Dec. 31.
Number of Hours Required for CIA	<ul style="list-style-type: none"> • 40 hours per year (if practicing) • 20 hours per year (if non-practicing) • 0 hours per year (if retired)
Number of CPE Hours Required for CCSA, CFSA, CGAP, CRMA	<ul style="list-style-type: none"> • 20 hours per year (if practicing) • 10 hours per year (if non-practicing) • 0 hours per year (if retired)
Specialty Certification CPE Requirements	25 percent of CPE hours earned must be in the specialty area of expertise.
Required Attestations at Time of CPE Reporting Submission	<ul style="list-style-type: none"> • To practice in accordance with The IIA’s International Professional Practices Framework (IPPF) • To abide by The IIA’s Code of Ethics • To not bring The IIA into disrepute • Confirming no criminal convictions since last reporting period
Failure to Report CPE	Certification status will be changed to INACTIVE. Designation can no longer be used until status is reinstated to CERTIFIED.
Reinstatement Policy	If INACTIVE greater than 12 months, the candidate will need to report 80 hours of CPE and pay a reinstatement fee of US \$100 (member) or US \$250 (nonmember).

2. Why did The IIA move to an annual reporting process?

- Recent reporting cycles identified a number of challenges with the current CPE reporting processes. As part of a project to ensure that the CPE reporting processes are consistent with industry best practices, and in an effort to address some of these challenges, The IIA performed a comparison of similar certification programs.
- The comparison indicated that a number of changes were needed to reduce confusion with the process, improve communication with certified individuals, and continue to ensure that certified individuals stay current with emerging trends and remain relevant to their organizations.
- Moving to an annual reporting process is one of the changes identified to reduce confusion about when individuals should report CPE. This also makes the audit process easier. For example, if you are selected for a CPE audit, documentation is easier to find if it occurred during the prior 12 months rather than up to 27 months later.

3. What do these changes mean for me?

- The 2012 reporting year will be a transition year to bring all certified individuals in line with the new CPE program. Candidates will need to report for a varied amount of CPE hours based on when they last reported. The following table indicates the reporting requirement for the Dec. 31, 2012 deadline based on the certificant’s ID number and last reporting cycle.

ID Number	Last Reporting Cycle	2012 Requirement	2013 Requirement																		
EVEN Number IDs	Last reported CPEs in 2010 (for CPEs earned in 2008 and 2009)	Report all CPEs earned in 2010, 2011, and 2012 by Dec. 31, 2012. Minimum Hours to Report: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">CIA</td> <td style="text-align: center;">Specialty</td> </tr> <tr> <td style="text-align: center;">Practicing</td> <td style="text-align: center;">120</td> <td style="text-align: center;">60</td> </tr> <tr> <td style="text-align: center;">Non-practicing</td> <td style="text-align: center;">60</td> <td style="text-align: center;">30</td> </tr> </table>		CIA	Specialty	Practicing	120	60	Non-practicing	60	30	Report all CPEs earned in 2013 by Dec. 31, 2013. Minimum Hours to Report: <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">CIA</td> <td style="text-align: center;">Specialty</td> </tr> <tr> <td style="text-align: center;">Practicing</td> <td style="text-align: center;">40</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">Non-practicing</td> <td style="text-align: center;">20</td> <td style="text-align: center;">10</td> </tr> </table>		CIA	Specialty	Practicing	40	20	Non-practicing	20	10
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4. What other changes occurred?

- Beginning in the second quarter of 2012 — for those candidates residing in North America and those countries that are administered directly by IIA Global — certified individuals can access their Certification Candidate Management System (CCMS) record and enter the course and hours as they are earned — not just at the end of the reporting period. Previously, CCMS was used only to self report earned CPE at the end of the reporting period.

5. Who must report CPE?

- All certified individuals for all IIA certifications not in a “retired” status must report CPE annually.

6. How do I report CPE?

- If you live in North America or one of the countries directly serviced by IIA Global, you log into your CCMS record and submit the CPE reporting form, which can be found under the “complete a form” link on the left side of the screen.
- If you live in a country in which the local Institute manages the certification process, you will continue to follow your specific country’s requirements for reporting CPE.

7. When do I report CPE?

- CPE must be reported before Dec. 31 each year. For example, CPE you received during 2012 should be reported in your CCMS record before Dec 31, 2012. Failure to report CPE by Dec. 31 each year will result in the change of status from CERTIFIED to INACTIVE. Individuals who have an inactive status may NOT use their designation.

8. I have multiple certifications. Do I have to pay a recertification fee for each certification?

- If you are a nonmember of The IIA and you live in North America or one of the 65 countries serviced directly by IIA Global, you will be required to pay US \$100 for your CIA certification and US \$25 for each specialty certification you hold.
- IIA members with one of the 30 Certification Agreement Institutes will need to contact their local Institute for details.

9. What happens if I do not pay my fee or report CPE?

If you do not pay the fee or report the required minimum CPE, your certification status will be changed to INACTIVE. This means that you should no longer use the certification in your signature, on business cards, or purport yourself as certified.

10. Can I pay my membership and recertification fee together?

Starting in 2013, if you are a North American individual member, you should receive one invoice that includes your recertification fee(s) and membership renewal fees.

For North American group members, your organization will continue to receive your membership renewal notice, while you will receive an email to pay your recertification fee(s).

11. I missed the report date of Dec. 31, and my status has been changed to inactive. What do I do now?

If your status has been inactive for less than 12 months, log into your CCMS record and complete the CPE reporting form. Submit the form along with any applicable payment to have your status reinstated to CERTIFIED.

If your status has been inactive for more than 12 months, the Reinstatement Policy will now apply, and you will need to report 80 hours of CPE and pay the reinstatement fee of US \$100 if you are a member or US \$250 if you are a nonmember.

12. It has been more than a year since my status was changed to inactive. What happens now if I want to reactivate my certification(s)?

If it has been more than 12 months since your status was changed to inactive, you will now need to report 80 hours of CPE and pay a reinstatement fee.

13. What types of activities qualify for CPE?

The Professional Certification Board (PCB) has outlined specific activities that qualify for CPE in the Administrative Directives, which can be found at <http://www.theiia.org/theiia/about-the-institute/mission/administrative-directives/index.cfm?c=509>.

14. I hold multiple certifications. Will the CPE I earn apply to all certifications?

Yes, the CPE you earn will apply across any/all certifications you hold. For example, if you receive CPE for attending the GAM conference, the CPE you earn will count toward all certifications you hold.

A reminder as it relates to specialty certifications: It is a requirement that 25 percent of the CPE hours earned are related to the specialty area of expertise.