



- 2 x 2 ID Picture taken within 3 months with FULL nametag, colored, in white background and printed in quality photo paper.
- Must show the subject applicant in standard close-up shot (from shoulder level up)
- The name tag should not be computer-generated, meaning, the applicant should have his/her picture taken while holding his/her name tag.

1. NAME _____
 Last Name First Name Middle Name

Prefix (Mr., Mrs., Ms.) Suffix (Jr., Sr., III, other) Male Female
 Gender

Birthdate (MM/DD/YYYY)

- New Application
 Re-Application
 Customer ID # _____
 Last Exam Date _____

Name you want to appear in your Certificate _____

2. COMPANY: _____

Position Title: _____

Job Code: _____ Industry Code: _____

(For job and industry code, please refer at the back of this page)

Currently Practicing Internal Audit? Yes No

3. GENERAL INFORMATION

Email Address: _____

Mailing Address: _____

City: _____ Country: PHL Postal Code: _____

Phone Country Code: 63 Phone: _____ Extension: _____

Alternative Phone: _____ Alternative Extension: _____

4. CERTIFICATION(S) ATTAINED (indicate the passing date)

- CIA _____ CCSA _____ CFSA _____
 OTHERS _____

Please check appropriate box below:

	Member	Non-Member
Application Fee	<input type="checkbox"/> USD115	<input type="checkbox"/> USD230
Exam Registration Fee	<input type="checkbox"/> USD380	<input type="checkbox"/> USD495

***Exam Fees are subject to change without prior notice

Note: All information fields indicated above are required. If no relevant information can be given, kindly indicate N/A.

Name & Signature of applicant: _____ Date Application was submitted: _____

By signing and submitting this form, I certify that I have read and will abide by the provisions of the Code of Ethics and accept the conditions set forth in the Certification Candidate Handbook

FOR IIA P USE ONLY

Resource ID: _____

Affiliate: IIA Philippines

Program Owner ID: _____

Exam Validity: _____

CDR _____ FRR _____

Authorization Letter _____

Exam Result _____

ALL CLEAR FORM _____

IIA MEMBERSHIP STATUS

- Membership ID is available
Membership ID # _____
- Non-member

Confirmed by: _____
 Membership Staff (Name/Signature/Date)

PAYMENT DETAILS

O.R. No.: _____ Date: _____

Total Amount Paid: _____

Invoice No.: _____

Print name and signature of collecting officer

REQUIREMENTS for CGAP

- Completely Filled-up CGAP Application Form
- 2pcs. 2x2 ID picture w/ name tag
- Certified True Copy of NSO-issued Marriage Contract (for married female only)
- Original and photocopy of any government-issued I.D. card with name, picture and signature of the applicant
- Certified True Copy of Transcript of Record
- Character Reference
- Two years of auditing experience in a government environment (federal, national, state/provincial, local, quasi-governmental areas, or authority/crown corporation)

For re-applicants submit documents from Items No. 1 to 4 including photocopy of previous exam result.

Checked by: _____
 (Program Coordinator - Certification/Date)

Applicant's Printed Name _____
 Applicant's Signature _____
 Date _____

Acknowledgement Receipt of the following:

- Completely Filled-up CGAP Application Form
- 2pcs. 2x2 ID picture w/ name tag
- Certified True Copy of NSO-issued Marriage Contract (for married female only)
- Original and photocopy of any valid I.D. card with name, picture and signature of the applicant
- Certified True Copy of Transcript of Record
- Character Reference
- Two years of auditing experience in a government environment
- For re-applicants submit documents from Items No. 1 to 4 including photocopy of previous exam result.



Received by: _____ Date: _____

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WARNING: Impersonation, cheating and other forms of examination irregularity would lead to dismissal from taking any certification exam offered by Institute of Internal

IIA Job codes

- **200 Chief Audit Executive** - I am the most senior audit officer for the organization with ultimate responsibility for the entire internal audit function.
- **210 Director of Auditing** - I am the chief auditor authorized to direct a broad, comprehensive program of internal auditing within my organization.
- **220 Audit Manager** - I administer the internal audit activity of an assigned location within the general guidelines provided by the director of auditing.
- **230 Audit Staff** - I conduct, or assist in conducting, reviews of assigned organizational and functional activities.
- **245 IT Audit Director** - I am head of the IT audit activity within my organization.
- **250 IT Audit Manager** - I administer the IT audit activity of an assigned location within the general guidelines provided by the director of auditing.
- **260 IT Audit Staff** - I conduct, or assist in conducting, reviews of assigned organizational and functional activities related to IT auditing.
- **275 Audit Services Contractor** - I offer internal audit services on a contracted basis.
- **280 External Public Accountant** - I am a practicing public accountant, chartered accountant, etc.
- **300 Corporate Management** - I am a corporate officer, CFO, CIO, CEO (and do not qualify under another job code above).
- **310 Educator** - I am principally employed as an educator at a college or university (PhD., DBA, EdD., etc.).
- **320 Student** - I am pursuing a degree program at a college or university (including doctoral candidates) on a full-time basis.
- **330 Retired** - I am retired from active employment (otherwise refer to another job code).
- **340 Audit Committee Member** - I am an audit committee member of a corporate board of directors (and do not qualify under another job code above).
- **350 Management Consultant** - I am primarily an independent consultant with an interest in internal auditing (otherwise refer to another job code).
- **360 Other** - Specify title or job description.

IIA Industry Code

Agriculture, Forestry, & Fisheries

- 0100 Agriculture, forestry, & fisheries

Mining

- 1000 Mining
- 1300 Oil/gas extraction

Contract Construction

- 1500 Construction

Manufacturing

- 2000 Food/kindred products
- 2100 Tobacco manufacturers
- 2200 Textile mill products/apparel
- 2400 Lumber/wood products (incl. furniture/fixtures)
- 2600 Paper & allied products (incl. printing/publishing)
- 2800 Chemicals
- 2830 Drugs and research
- 2840 Petroleum refining and related industries
- 3010 Rubber and plastics products
- 3100 Leather, stone and glass products
- 3300 Primary metal industries
- 3400 Fabricated metal products (including non-electric machinery)

- 3500 Industrial and commercial machinery

- 3510 Aerospace

- 3520 Computers and related devices/equipment

- 3700 Transportation equipment

- 3600 Electrical machinery, electronic equipment and supplies

- 3800 Scientific, photographic, medical records

- 3900 Miscellaneous manufacturing industries

Transportation, Communications & Utility Services

- 4000 Land transportation

- 4400 Water transportation

- 4500 Air transportation

- 4700 Other transportation services

- 4800 Communication services

- 4810 Telecommunications

- 4900 Electric/gas/sanitary services

- 4910 Gas services

- 4920 Gas and electric services

- 4930 Sanitary services

Wholesale & Retail Trade

- 5000 Wholesale trade

- 5300 Retail trade

- 5800 Eating and drinking places

Financial, Insurance, & Real Estate

- 6000 Banking and financial institutions

- 6030 Nonbanking bank services (i.e. leasing)

- 6040 Thrift and savings & loan organizations

- 6100 Credit unions

- 6130 Other credit agencies

- 6200 Security and commodity services

- 6300 Insurance carriers, agents and services

- 6500 Real estate services

- 6700 Holding/investment companies

Services

- 7000 Hotels/lodging services

- 7200 Personal/social services

- 7300 Contracted audit services

- 7310 Management consultants

- 7320 Information technology services

- 7330 Executive placement services

- 7500 Repair services

- 7600 Gaming/lottery

- 7800 Motion pictures/amusement & recreational services

- 8000 Health services 8100 Legal services

- 8200 Educational services

- 8600 Membership organizations

- 8900 Public accounting/accounting/bookkeeping services

- 8910 Miscellaneous services

Government

- 9100 Federal/national government

- 9200 State/provincial government

- 9300 Local government

- 9400 International government

Nonclassifiable

- 9900 Nonclassifiable establishments

EXAM APPLICATION PROCESS

1. Candidate accesses the CCMS and pay the **Application fee** in **“Complete a Form”** section.
 - a. Click **‘First Time Users’** if new applicant. If you are a member, please use the email address that you stated in your membership form. If you are encountering a problem, click the link: *“Create a profile without knowing IIA Member/Customer username and password.”*
2. Candidate receives email confirmation of successful exam application and payment.
3. Candidate submits complete exam application and requirements to IIAP.
 - a. Exam application forms and supporting documents can be obtained either: (1) downloading in the IIAP website, (2) visiting in the IIAP office and (3) emailing request to the Program Coordinator for Certification.
4. Candidate then registers for the exam per part and pays for the exam registration fee as computed by the system.
 - a. If problems are encountered on the correctness of the fees, candidate contacts immediately the Program Coordinator for Certification.
5. Candidate receives notification of exam approval/authorization to test via email.
6. Candidate schedules exam in Pearson VUE website.
7. Candidate takes the exam and receives results.

Contact us: certification@iia-p.org
Telephone Number: (+632) 940-9551