



- 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.

Please provide/check appropriate information required.

1. NAME \_\_\_\_\_  
Last Name First Name Middle Name

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

Birthday (MM/DD/YYYY)

Name you want to appear in your Certificate

New Application  
 Re-Application

Customer ID # \_\_\_\_\_  
Last Exam Date \_\_\_\_\_

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)

CFSA  CCSA  CGAP  CRMA  OTHERS \_\_\_\_\_

5. Did you take any review classes?  Yes  No

If yes, pls. state part, provider & when? \_\_\_\_\_

6. Highest Educational Attainment:  MBA-Graduate  College Graduate  Student

All Fees are Non-Refundable	IIA Member	Non-Member	*Student/Educator
Application Fee	<input type="checkbox"/> USD100	<input type="checkbox"/> USD200	<input type="checkbox"/> USD50
Exam Registration Fee for Part 1	<input type="checkbox"/> USD250	<input type="checkbox"/> USD350	<input type="checkbox"/> USD200
Exam Registration Fee for Part 2	<input type="checkbox"/> USD200	<input type="checkbox"/> USD300	<input type="checkbox"/> USD150
Exam Registration Fee for Part 3	<input type="checkbox"/> USD200	<input type="checkbox"/> USD300	<input type="checkbox"/> USD150

\*\*\*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 IIAP USE ONLY

Resource ID: \_\_\_\_\_

Affiliate: IIA Philippines

Program Owner ID: \_\_\_\_\_

Exam Validity: \_\_\_\_\_

CDR \_\_\_\_\_  FRR \_\_\_\_\_

Authorization Letter \_\_\_\_\_

Exam Result \_\_\_\_\_

ALL CLEAR FORM \_\_\_\_\_

IIA MEMBERSHIP STATUS

Member  
Membership ID # \_\_\_\_\_

Non-member

PAYMENT DETAILS

O.R. No.: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amount Paid: \_\_\_\_\_

Invoice No.: \_\_\_\_\_

Print name and signature of collecting officer

REQUIREMENTS FOR CIA

- Completely Filled-up Application Form
- 2pcs. 2x2 ID picture w/ name tag
- Certified True Copy of NSO-issued Marriage Contract (for married female)
- 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
- Must obtain a minimum of 24 months of internal auditing experience or its equivalent.
- For students - accomplished Full-time Student Status Form
- For Educator - confirmation in school letterhead as full-time educator
- For re-applicants submit documents from Items No. 1 to 4 including photocopy of previous exam result.

Note: Applications with incomplete requirements, except for work experience, will not be processed.

Checked by: \_\_\_\_\_  
(Certifications Specialist/Date)

PRESENT THIS STUB IN CLAIMING YOUR AUTHORIZATION LETTER

Acknowledgement Receipt of the following:

- Completely Filled-up Application Form
- 2pcs. 2x2 ID picture w/ name tag
- Certified True Copy of NSO-issued Marriage Contract (for married female)
- 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
- Must obtain a minimum of 24 months of internal auditing experience or its equivalent.
- Original Bank-validated Transaction Slip (if payment made via direct deposit or fund transfer)
- For students - accomplished Full-time Student Status Form
- For Educator - confirmation in school letterhead as full-time educator
- For re-applicants submit documents from Items No. 1 to 4 including photocopy of previous exam result.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Printed Name \_\_\_\_\_

Applicant's Signature - Date \_\_\_\_\_

Date: \_\_\_\_\_ O.R. No. \_\_\_\_\_

Amount \_\_\_\_\_

Print name and signature of collecting officer \_\_\_\_\_

- 2 x 2 ID Picture taken within 3 months with FULL nametag, colored, in white background and printed in quality photo paper.
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## 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 degreed 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

<p><b>Agriculture, Forestry, &amp; Fisheries</b></p> <ul style="list-style-type: none"> <li>• 0100 Agriculture, forestry, &amp; fisheries</li> </ul>	<ul style="list-style-type: none"> <li>• 3500 Industrial and commercial machinery</li> <li>• 3510 Aerospace</li> </ul>	<p><b>Wholesale &amp; Retail Trade</b></p> <ul style="list-style-type: none"> <li>• 5000 Wholesale trade</li> <li>• 5300 Retail trade</li> <li>• 5800 Eating and drinking places</li> </ul>	<ul style="list-style-type: none"> <li>• 7330 Executive placement services</li> <li>• 7500 Repair services</li> <li>• 7600 Gaming/lottery</li> </ul>
<p><b>Mining</b></p> <ul style="list-style-type: none"> <li>• 1000 Mining</li> <li>• 1300 Oil/gas extraction</li> </ul>	<ul style="list-style-type: none"> <li>• 3520 Computers and related devices/equipment</li> <li>• 3700 Transportation equipment</li> </ul>	<p><b>Financial, Insurance, &amp; Real Estate</b></p> <ul style="list-style-type: none"> <li>• 6000 Banking and financial institutions</li> <li>• 6030 Nonbanking bank services (i.e. leasing)</li> <li>• 6040 Thrift and savings &amp; loan organizations</li> <li>• 6100 Credit unions</li> <li>• 6130 Other credit agencies</li> <li>• 6200 Security and commodity services</li> <li>• 6300 Insurance carriers, agents and services</li> <li>• 6500 Real estate services</li> <li>• 6700 Holding/investment companies</li> </ul>	<ul style="list-style-type: none"> <li>• 7800 Motion pictures/amusement &amp; recreational services</li> <li>• 8000 Health services 8100 Legal services</li> <li>• 8200 Educational services</li> <li>• 8600 Membership organizations</li> <li>• 8900 Public accounting/accounting/bookkeeping services</li> <li>• 8910 Miscellaneous services</li> </ul>
<p><b>Contract Construction</b></p> <ul style="list-style-type: none"> <li>• 1500 Construction</li> </ul>	<ul style="list-style-type: none"> <li>• 3600 Electrical machinery, electronic equipment and supplies</li> <li>• 3800 Scientific, photographic, medical records</li> <li>• 3900 Miscellaneous manufacturing industries</li> </ul>	<p><b>Transportation, Communications &amp; Utility Services</b></p> <ul style="list-style-type: none"> <li>• 4000 Land transportation</li> <li>• 4400 Water transportation</li> <li>• 4500 Air transportation</li> <li>• 4700 Other transportation services</li> <li>• 4800 Communication services</li> <li>• 4810 Telecommunications</li> <li>• 4900 Electric/gas/sanitary services</li> <li>• 4910 Gas services</li> <li>• 4920 Gas and electric services</li> <li>• 4930 Sanitary services</li> </ul>	<p><b>Government</b></p> <ul style="list-style-type: none"> <li>• 9100 Federal/national government</li> <li>• 9200 State/provincial government</li> <li>• 9300 Local government</li> <li>• 9400 International government</li> </ul>
<p><b>Manufacturing</b></p> <ul style="list-style-type: none"> <li>• 2000 Food/kindred products</li> <li>• 2100 Tobacco manufacturers</li> <li>• 2200 Textile mill products/apparel</li> <li>• 2400 Lumber/wood products (incl. furniture/fixtures)</li> <li>• 2600 Paper &amp; allied products (incl. printing/publishing)</li> <li>• 2800 Chemicals</li> <li>• 2830 Drugs and research</li> <li>• 2840 Petroleum refining and related industries</li> <li>• 3010 Rubber and plastics products</li> <li>• 3100 Leather, stone and glass products</li> <li>• 3300 Primary metal industries</li> <li>• 3400 Fabricated metal products (including non-electric machinery)</li> </ul>	<p><b>Services</b></p> <ul style="list-style-type: none"> <li>• 7000 Hotels/lodging services</li> <li>• 7200 Personal/social services</li> <li>• 7300 Contracted audit services</li> <li>• 7310 Management consultants</li> <li>• 7320 Information technology services</li> </ul>	<p><b>Nonclassifiable</b></p> <ul style="list-style-type: none"> <li>• 9900 Nonclassifiable establishments</li> </ul>	

### CIA/CCSA/CFSA/CGAP EXAMINATION PROCEDURES

**Step 1:** Submit Application form, Requirements and Payment. Then will wait for approval and authorization letter.

**Step 2:** Upon receipt of authorization letter, schedule the exam online at [www.pearsonvue.com/IIA](http://www.pearsonvue.com/IIA) and Pearson Vue will forward a confirmation of your scheduled exam in your email address.

**Step 3:** On your exam date, bring the following items: **(a)** authorization letter from IIAP, **(b)** confirmation letter from Pearson Vue, **(c)** Current Valid Identification Card such as SSS ID, Driver's License, Passport and CPA PRC License. Please make sure that the name indicated in your IDs and application is the same. You will receive unofficial result right after your exam. **Failure to come on your scheduled examination will mean forfeiture of examination fee.**

**Step 4:** Exam official result will be release the following month of your examination date.

**Step 5:** Once you have passed the exam and met all other program requirements, IIAP will send an advise on how to claim your certificate.

**To follow-up status of your application, please call 940.9554 and look for the IIAP certification staff.**