



Institute of Internal Auditors Philippines

Unit 702 Corporate Center, 139 Valero St., Makati City

Telephone Nos.: 940.9554 Fax No.: 325.0414 | www.iaa-p.org \* certification@iaa-p.org

**INTERNAL AUDIT PRACTITIONER APPLICATION FORM** [FORM No.IIAPIA-022016]

- 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

First-time Applicant	IIA Member	Non-Member
Application Fee	<input type="checkbox"/> USD100	<input type="checkbox"/> USD200
CIA Part 1 Exam Registration Fee	<input type="checkbox"/> USD250	<input type="checkbox"/> USD350
<b>Previously passed the CIA Part 1 exam within 24 months</b>		
Application Fee	<input type="checkbox"/> USD50	<input type="checkbox"/> USD100

\*\*\*Exam Fees are non-refundable and 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 IA PRACTITIONER**

- 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
- Character Reference
- Must obtain a minimum of 6 months of internal auditing experience or its equivalent.

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

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

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

Date: \_\_\_\_\_ O.R. No. \_\_\_\_\_  
 Amount \_\_\_\_\_  
 Print name and signature of collecting officer \_\_\_\_\_

**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
- Character Reference
- Must obtain a minimum of 6 months of internal auditing experience or its equivalent.

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

- 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.

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

## 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>	