FREQUENTLY ASKED QUESTIONS:

• What differentiates the CIA® Challenge Exam (CCE) from the traditional 3-Part CIA® program?

The CIA® Challenge Exam is a limited offering to members only of recognized Qualified Accounting Bodies at specific timeline comprising 150 multiple choice questions (English only) based on publicly listed syllabi. This is expected to take three (3) hours to complete.

While, the traditional 3-Part CIA® program will take 325 questions (Part 1 - 125 questions for 2.5 hours, Part 2 and Part 3 - 100 questions for 2.0 hours each) that the Candidate can take over the 3-year period validity from date of application. This includes the 2-year work experience requirement as internal auditors and its equivalent.

• What are included in the CIA® Challenge Exam (CCE) fee?

On top of the exam application and exam fee, CCE candidate will enjoy:

- a fully online learning experience allowing a candidate to study his/her convenience.
- a comprehensive online reading materials and downloadable e-reader files.
- practice exam to test comprehension and ability to apply concepts.
- a glossary of terms.
- a video tutorial providing an overview of the IPPF components.
- access to these online tools for 1 year.

• What are the requirements to apply for the CIA Challenge Exam?

The Candidate must prepare and submit the following through the Certification Candidate Management System (CCMS).

- PICPA issued certificate of “member of good standing”.
- Latest and valid PRC issued CPA license
- One-line Character Reference

• Do I need to be an internal auditor to apply for the CIA Challenge Exam?

No. Since experience is part of the eligibility requirement to meet being an active member of the Philippine Institute of Certified Public Accountants (PICPA), this is expected to have been met already.

• Who are qualified to provide character reference to the CCE candidate?

Must either be:

- An individual holding an active IIA designation.
- Current supervisor.
• **What happens if I apply for the CIA Challenge Exam but do not meet the eligibility requirements?**

If it is determined during the validation process that the candidate does not meet the eligibility requirements, the application will be denied. No refunds, in part or whole, will be provided to candidates once the application is submitted.

• **I am currently enrolled in the traditional (3 part) CIA program and would like to enroll in the CIA Challenge Exam, can I transfer to the CIA Challenge and re-apply payments made in the traditional CIA program?**

Yes, you can still apply to the CIA Challenge Exam, but you need to open a new case for this and request for the inactivation of your current CIA program.

To do this: In your CCMS, please select “Help” and open a new case requesting to inactivate your CIA program. Once this is processed you can select Apply to the Certified Internal Auditor program and select the CIA Challenge Exam.

No, fees paid on the traditional (3 part) CIA program cannot be re-applied to the CIA Challenge Exam. This is a separate program and there is no refund or price adjustment process.

• **How do I become an IIA/IIAP member? How much is the fee and what are the requirement?**

IIAP is an organization of individuals who performs internal auditing functions regardless of rank, level, or industry and sector. IIAP membership is also open to internal audit related functions or fields e.g. Compliance, Risk Management, or other professionals who wish to pursue internal auditing.

To become a member of the IIA/IIAP, you need to:

- submit the duly accomplished Membership Registration Form, and
- pay the annual membership fee of P 2,300.

Please email membership@iia-p.org for assistance. You may also visit the following sites:

- https://iia-p.org/membership/
• I am a member of the IIA but my membership does not reflect on my CCMS profile?

If you are a current (existing) IIA member please select ‘Help’ and open a new case as you may have two CCMS profiles that need to be merged. Please do not purchase the CIA Challenge exam application unless the correct pricing for IIA members is reflected as no refunds or price adjustments will be made once your process your payment.

If you are a new member, please coordinate with IIAP or email membership@iia-p.org on the status of membership. Normally and upon receipt of your proof of payment of membership and accomplished membership form, it would take 2 to 5 days for verification of payment, creation, and securing your local global membership number. Please do not purchase the CIA Challenge exam application unless the correct pricing for IIA members is reflected as no refunds or price adjustments will be made once your process your payment.

• How would I know if my workspace is okay for testing?

During the check-in process, you will be asked to take photos of your work area, which will be checked by a proctor prior to exam launch. Please ensure that your desktop is clean and that you are not within arm’s reach of books, notepads, sticky notes, papers, pens, pencils, and other writing instruments/objects. Additional monitors and computers must be unplugged and turned off. Items on the wall with writing on them, such as whiteboards, will be inspected. If your workspace does not pass a room scan, you are not permitted to proceed with taking the exam. To learn more, visit the Pearson VUE online proctoring page.

• Can I eat, drink, or take a break during the exam?

Your exam does not include a scheduled break; breaks are not allowed during the online testing for any reason. If you require a break, you will need to schedule your examination at a testing center. If you leave your computer during your exam, the proctor will end your session and you will be unable to continue testing. The clock will not stop during your examination. Water in a clear glass is allowed during testing; however, eating, smoking, and chewing gum are prohibited.

• What if my computer does not meet the requirements for online testing?

You will need to schedule your examination at a testing center.

• What if I need a special accommodation during my examination?

Please email certaccommodations@theiia.org before scheduling your examination.
What are the CPE reporting requirements for the CIA professional certification when a candidate successfully completes the CIA Challenge Exam?

Certified Internal Auditors are required to report CPE hours on an annual basis, by 31 December. Newly Certified Internal Auditors are immediately awarded 80 CPE hours. Half (40) of the awarded CPE hours are for the year in which the exam is passed. The balance (40) are for the following year. These hours are automatically reported on a candidate’s behalf for the first two (2) years of certification.

Candidates who successfully complete the CIA Challenge Exam will need to report their CPE credit hours for the first time no later than 31 December 2022. Once in a certified status the expiration dates are provided on your CCMS home page. To learn more about maintaining certification, refer to the CPE Requirements webpage.

Where can I find the Certification Handbook?

The handbook can be found by going to your CCMS profile and select ‘Resources’. All candidates are required to read and agree they have read and understood the policies and procedures.