



# Certification Education Requirement Exception

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## How does a candidate qualify for an exception?

The information below provides instructions on how a candidate can have their program application approved without possessing an Associate's degree (or higher) or its equivalent.

### Exception

A candidate who has verifiable employment as an internal auditor for seven (7) or more years can be accepted into an IIA program, provided that the candidate meets the following requirements:

- Employment verification must be completed by a current/former supervisor or current Human Resources staff.
- Verifiable employment is defined as internal auditing or equivalent experience such as audit/assessment disciplines, external auditing, quality assurance, compliance, and internal control.
- At least three (3) out of the seven (7) years of verifiable employment should be within the last four (4) years.
- Candidates who do not have the full seven (7) years of experience can be conditionally accepted into the program if they have at least four (4) years' experience. Candidates must earn the additional years of experience needed during the four (4) year program eligibility window before the designation can be granted.

### What documentation is required?

To be granted the exception, candidates must submit the following documentation:

- High school diploma / Secondary school certificate of completion / General Certificate of Education (GCE or GCSE)
- Resume / CV
- Letter from your current direct manager indicating the candidate has the necessary academic skills to be able to cope with a post-graduate level program.
- Professional Experience Documentation (found on the following page)

## Professional Experience Documentation

Start with most recent employer first. Please make additional copies of this form as needed.

Candidate Name:	
Candidate ID Number:	

Employer / Company Name:	
Employer Address:	
Employer Address:	
Employer Telephone:	
Employer Website:	

Job Title:	
Employer Start Date:	
Employer End Date:	

Direct Manager's Name:	
Direct Manager's Telephone:	
Direct Manager's Email:	

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**Please provide up to a 500 word narrative that illustrates your responsibilities, specific projects worked on, and any additional information you wish to be considered in applying for this exception.**

## Professional Experience Documentation Continued

Candidate Name:	
Candidate ID Number:	

I hereby apply to The IIA for the Certification Education Requirement Exception in accordance with, and subject to, the procedures and regulations of The IIA. I have read and agree to the conditions set forth in this form, in effect at the time of my application, covering the certification process and continuing education policies. I agree and certify that I have read and will abide by the provisions of the Code of Ethics (available online) and accept all conditions of the certification program.

I authorize The IIA to make whatever inquiries and investigations it deems necessary to verify my credentials and my professional standing.

I hereby agree to hold The IIA, its officers, directors, examiners, employees, and agents, harmless from any complaint, claim, or damage arising out of any action or omission by any of them in connection with this application, the application process, and/or the failure to issue any certificate to me.

I understand that my application fee for the selected certification program is non-refundable in the event my application is not approved.

I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR CERTIFICATION RESTS SOLELY AND EXCLUSIVELY WITH THE IIA. I HAVE READ AND UNDERSTAND THESE STATEMENTS AND INTEND TO BE LEGALLY BOUND BY THEM.

I understand and agree to the above statement.

Candidate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>IIA Global Certifications Use Only:</b>	<b>Yes / No</b>	<b>Date</b>
<b>Application Completed in CCMS</b>		
<b>Payment</b>		
<b>High School / Secondary School Diploma / Certificate</b>		
<b>Resume / CV</b>		
<b>Letter from Direct Manager</b>		
<b>Professional Experience Documentation Form Complete</b>		
<b>Total Years of Experience</b>		
<b>Staff Signature</b>		
<b>Department Manager Signature</b>		