Academic Relations

Checklist for Targeting Universities to Teach Internal Auditing

See also, the *Chapter-Institute Manual for Academic Relations, Appendix B: Suggested Talking Points* for additional suggestions in meeting with colleges and universities.

**Business Development of New Universities**

**Chapter/institute would like a university to be part of the IAEP Program:**

1. Identify potential schools to approach (apply school evaluation criteria checklist).

2. AR staff or HQ representative to meet with local chapter/institute (phone or in person).

3. Identify best person to contact school:
   a) Local IIA Academic Relations Chairperson,
   b) Local chapter leader,
   c) School alumni,
   d) IIA International leader,
   e) Some combination of the above.

4. Contact school(s) and set up meeting to determine interest (by phone or in person):
   a) Meetings could be held one school at a time.
   b) In person meetings could be held with several schools at the same time in one meeting or at an event such as an Educator Forum.

5. AR staff/HQ representative and/or chapter/institute member to meet with school to explain program (PowerPoint presentation and material available from AR staff).

6. If school is interested, outline plan and support/resources school will receive:
   a) Type of resources available for the local IIA.
   b) Type of resources available from IIA HQ.

7. Mentor the school and begin application process if applicable (chapter/institute and AR staff).

**Applying for IAEP Program:**

8. When ready, application is submitted to ARC for approval (applications are not posted online and must be requested from IIA HQ).

9. Assuming approval: School will sign IAEP agreement.
Quality Control for the IAEP Program:

10. AR staff and chapter/institute will monitor and mentor the school.
11. Annual assessment report sent by school to HQ.
12. School level is continually assessed and will be changed as appropriate by ARC.
13. Conduct five-year re-certification process six months before due.
14. School will sign new agreement.

Universities Contacting The IIA or Chapter/Institute, or Universities with Whom Chapter/Institute is Currently Working

1. Ensure school meets criteria to apply for IAEP, i.e., a degree-granting school with appropriate accreditations (see school evaluation criteria).
2. Determine school’s relationship with chapter/institute.
3. Determine if school is already teaching internal audit.
4. Chapter/institute to complete the pre-application qualification form.
5. If applicable, begin the application process and mentor.
6. Continue from number 8 above.