

## Information about the candidate

Candidate's name (Please Print):

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(Last Name) (First Name) (Middle Initial)

Candidate's IIA ID Number: \_\_\_\_\_

The individual named above has applied to Qualification in Internal Audit Leadership® (QIAL®) and must submit a completed, verified copy of this form in order to satisfy the experience requirement, as outlined below, depending on the Program Pathway (please check ONE of the following):

### Program Pathway 1:

**Aspiring leader:**

Has a minimum of five years of internal audit experience or equivalent and holds an active CIA

**New AE:**

Has a minimum of 10 years of general management experience, is currently an AE, and holds an active CIA, or

Has a minimum of 15 years of general management experience and is currently an AE

### Program Pathway 2:

**Experienced AE or equivalent:**

Has a minimum of 10 years of general management experience, including at least three out of the last five years as an AE, and holds an active CIA, or

Has a minimum of 15 years of general management experience, including at least three out of the last five years as an AE

**Experienced instructor:**

Has a minimum of 10 years of experience as an instructor of senior practitioners in internal auditing or engaged in postgraduate academic research in internal auditing or related subjects and holds an active CIA, or

Has a minimum of 15 years of experience as an instructor of senior practitioners in internal auditing or engaged in postgraduate academic research in internal auditing or related subjects

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“Internal audit experience or its equivalent” means experience in audit or assessment disciplines, including internal auditing, external auditing, quality assurance, compliance, and internal control.

“General management experience” means being in a position of responsibility for staff, planning, quality, budgets, or other resources.

“Audit Executive (AE)”

... describes a person in a senior position responsible for effectively managing the internal audit activity in accordance with the internal audit charter and the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing. The audit executive or others reporting to the audit executive will have appropriate professional certifications and qualifications. The specific job title of the chief audit executive may vary across organizations. (Taken from the Glossary of the International Professional Practices Framework).

This is interpreted to identify the individual who is accountable for the internal audit activity with respect to:

- Strategy
- Planning
- Reporting, and
- Policy
- Delivery
- Quality

In some organizations there may be more than one person who satisfies this definition, especially in large organizations. Responsibilities may be delineated by division, department, geographical region, or similar segmentation. Please complete the following section with experience information.

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Name of Organization: \_\_\_\_\_

Title/position: \_\_\_\_\_

Dates (Month/Day/Year) From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_  currently in this position

This position corresponds to the role of Audit Executive as defined above.

Check job duties:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> internal audit    | <input type="checkbox"/> external auditing | <input type="checkbox"/> audit/assessment disciplines |
| <input type="checkbox"/> compliance        | <input type="checkbox"/> risk management   | <input type="checkbox"/> general management           |
| <input type="checkbox"/> quality assurance | <input type="checkbox"/> internal control  |   |
| <input type="checkbox"/> Other: _____      |  |   |

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| <input type="checkbox"/> quality assurance | <input type="checkbox"/> internal control  |   |
| <input type="checkbox"/> Other: _____      |  |   |

## Information about verifier

I hold the following active certifications and/or qualifications (check all that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> CIA (Certified Internal Auditor)                  | <input type="checkbox"/> CFSA (Certified Financial Services Auditor)       |
| <input type="checkbox"/> QIAL (Qualification in Internal Audit Leadership) | <input type="checkbox"/> CGAP (Certified Government Auditing Professional) |
| <input type="checkbox"/> CCSA (Certification in Control Self-Assessment)   | <input type="checkbox"/> CRMA (Certification in Risk Management Assurance) |

I am:  The candidate's supervisor (current or prior)  Representative of the Human Resources function

Verifier's name (Please Print):

\_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Organization: \_\_\_\_\_

Title/position: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Statement of verification

I verify that the candidate named on this form has completed the experience as listed above, and I attest that this experience meets the experience requirement of the program to which the candidate is applying, as outlined above.

Verifier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please upload the completed form through the Document Upload Portal by visiting [www.globaliia.org/certification](http://www.globaliia.org/certification) and clicking the document upload portal link.

This document will be reviewed within approximately five business days of receipt at The IIA. You may confirm that the document has been approved by going to, logging in to your Certification Candidate Management System (CCMS) record, and clicking on the appropriate certification program on the Certification Progress screen. If the document cannot be approved, you will be contacted.