



Institute for Internal Controls Continuing Professional Education Policy

Updated – August 2016

***The following requirements are effective for CPE requirements commencing January 1, 2006.
Dates for reporting are included at the end of this document.***

Requirements

- The Institute for Internal Controls, in accordance with its bylaws, requires all members holding the professional certification designation of Certified Internal Controls Auditor (CICA) or Certified Controls Specialist (CCS) to maintain competence and expertise and keep abreast of current information through Continuing Professional Education (CPE).
- The minimum requirement is 40 hours per biennial (two year) period, commencing in the year following award of the certification. Subject matter must be in the area of internal controls or a related field as described below (see Subject Content).
- One hour of credit is equal to 50 minutes of instruction time.
- CPE hours in excess of the minimum requirements may not be carried forward. However, excess CPE earned in the last quarter of a biennial period may be carried over to the following year/biennial period.
- Failure to maintain the minimum requirements will result in withdrawal of the professional certification designations.

Subject Content

Subject content for CPE must be in an area of internal controls or a related field. These include:

• Internal Controls	• Security & Loss Prevention
• Financial Auditing	• Sarbanes-Oxley
• Operational / Performance Auditing	• OMB Circular A-123 (Government)
• Fraud Auditing & related subjects	• Ethics / Corporate Governance
• Compliance Auditing	• Green Book (Government)
• COSO	• Yellow Book
• COBIT	• Risk Analysis / Risk Management

For areas other than above, email info@theiic.org for clarification and approval.



CPE Format

1. Participant Credit

- Unlimited CPE hours per biennial period are allowed for participant credit, which is defined as instruction in a formal class setting. A formalized class is one that meets in a formal setting, and includes:
 - (1) An instructor;
 - (2) A written course outline;
 - (3) Attendance that is required and recorded; and
 - (4) Issuance of a certificate of attendance and completion.
- Correspondence and self-study courses are acceptable for recommended CPE credit provided they (1) require a final examination and (2) issue certificates of completion.
- College courses may be claimed and computed at the rate of 15 hours of CPE for each semester hour completed. Transcripts must be obtained to support the claim for CPE hours. Courses must be in subject matter as described above (see Subject Content).
- In-house training is acceptable, provided that it is offered in a formalized setting and meets the above criteria.
- Informal, on-the-job training may not be claimed.
- In instances where the acronym CEU (Certified Education Unit) is used, one CEU is equal to (1) 15 classroom hours, (2) one college semester credit hour, or (3) 15 hours of Continuing Professional Education.
- Courses must be conducted by the Institute for Internal Controls or its approved vendors, by licensed sponsors approved by any State Board of Accountancy or the National Association of State Boards of Accountancy (NASBA). Courses conducted by professional organizations may be claimed but must be approved by the IIC beforehand. Contact the IIC for consultation. College courses claimed must be conducted at accredited colleges or universities. Courses in foreign countries must be conducted by providers approved for the appropriate accounting, ethics, or internal controls training under the laws or institution guidelines of the country.

2. Instructor Credit

- A maximum of 20 CPE hours per biennial period is allowed for the development and teaching of any course where the emphasis of the subject matter is in an area of internal controls or a related field as listed above (see Subject Content). Members may claim CPE credit for the number of hours actually presented plus a maximum of 2 hours preparation for each hour of presentation for the first time the material is presented. Therefore, credit of 20 hours will be granted for the development and delivery of an 8 hour CPE course.
- Subsequent credit for preparation of the same presentation is not allowed, unless the subject matter is substantially changed.
- Subject matter must be approved by the institute's CPE Committee. Course description and outline (at a minimum) must be provided in writing prior to claiming any credit.



3. Author Credit

- Time spent preparing articles and books related to the above-mentioned fields will be accepted for a maximum of 20 CPE hours per biennial period. A detailed description or copy of the article or book should be provided for approval prior to applying for credit. Articles must be published by a scholarly journal or a publication approved by The Institute for Internal Controls.

4. Society/Association Meetings Credit

- Credit for attending certain meetings conducted by professional societies or associations may be claimed for a maximum of 10 hours per biennial period. Meetings must either (1) have a formal speaker speaking on an area of internal controls or related subject as listed above (see Subject Content). Lecture/presentation must be at least 50 minutes in length for each CPE hour claimed. Time for lunches, breaks, social gatherings, planning sessions, business meetings, and similar activities must be excluded.

5. Quizzers Credit

- A quizzer is defined as a series of questions presented by a sponsor where the source of any answer is virtually given through direct page reference or other means, such as articles in magazines and similar publications. It should be noted that many State Boards of Accountancy view quizzers as presenting a process to look-up answers with no substantial program or process for learning and therefore are not acceptable for meeting the State standards for licensing for CPA's and PA's.
- TheIIC will limit any credit to no more than 1 CPE credit for each publication and a maximum 10 CPE credits per biennial period. The exception to this policy is the issuance of CPE by TheIIC based on a successful passing grade for quizzes pertaining to TheIIC e-Newsletter and TheIIC e-Magazine. Note that all CPE issued by TheIIC for quizzes based on the above is not sanctioned by NASBA.
- Credit will be granted only for applicability to internal controls and related fields (see Subject Content above). Members will be required to substantiate that the content meets this criteria.

CPE Records

- Members are responsible for keeping track of their CPE and retain for three years after the applicable biennial period all supporting documentation, such as proof of attendance and completion of courses.
- CPE records need not be sent to the institute unless specifically requested.
- As part of the annual membership and certification renewal process, Members will be required to certify that they are in compliance with the IIC's CPE requirements.

Member Deficient in CPE Credits

- The Institute for Internal Controls may request evidence of any member's compliance with the CPE requirements.
- Any member holding the professional certification of CICA or CCS who is unable to demonstrate CPE compliance, or who is found to have made a false certification, may be subject to discipline, including expulsion from the IIC, and withdrawal of his/her professional designation.



Extensions of CPE Credit

- Extensions will be granted only for extenuating circumstances such as illness or family crisis. Loss of employment, relocation, and workload do not qualify.
- To apply for an extension, a written request must be sent to the Office of the Chairman, citing the special circumstances that made CPE compliance impossible.
- Extensions will be granted only for six months. Any CPEs earned in this grace period will not be credited to the subsequent biennial period. The subsequent biennial period will not be extended.

Reporting Periods

Members will report their compliance with the CPE requirements at the renewal of their annual dues in the year following the appropriate biennial period as listed below. Members are not required to provide any documentation of the completion of the CPE training unless requested to do so by TheIIC. However, all members must retain the documentation as noted in the *CPE Records* section above.

Members Certified in Calendar Year	Biennial Period	Reporting Date: During Annual Dues/Membership Renewal in
2005	January 1, 2006-December 31, 2007	2008
2006	January 1, 2007-December 31, 2008	2009
2007	January 1, 2008-December 31, 2009	2010
2008	January 1, 2009-December 31, 2010	2011
2009	January 1, 2010-December 31, 2011	2012
2010	January 1, 2011-December 31, 2012	2013
2011	January 1, 2012-December 31, 2013	2014
2012	January 1, 2013-December 31, 2014	2015
2013	January 1, 2014-December 31, 2015	2016
2014	January 1, 2015-December 31, 2016	2017
2015	January 1, 2016-December 31, 2017	2018
2016	January 1, 2017-December 31, 2018	2019
2017	January 1, 2018-December 31, 2019	2020
2018	January 1, 2019-December 31, 2020	2021
2019	January 1, 2020-December 31, 2021	2022
2020	January 1, 2021-December 31, 2022	2023
2021	January 1, 2022-December 31, 2023	2024
2022	January 1, 2023-December 31, 2024	2025
2023	January 1, 2024-December 31, 2025	2026
2024	January 1, 2025-December 31, 2026	2027
2025	January 1, 2026-December 31, 2027	2028
2026	January 1, 2027-December 31, 2028	2029
2027	January 1, 2028-December 31, 2029	2030
2028	January 1, 2029-December 31, 2030	2031
2029	January 1, 2030-December 31, 2031	2032
2030	January 1, 2031-December 31, 2032	2033