

# The CIA Program



*Leaders in...*

*Commitment*

Quality, Flexibility, Superiority, International Recognition, Knowledge, Dedication,



**UNIVERSITY OF NICOSIA**

# The CIA Program

## The Institute of Internal Auditors (IIA)



## 1 Introduction

The Certified Internal Auditor (CIA) training program is designed to meet the needs of the professional who wishes to pursue the world's premier certification in Internal Auditing. The CIA training programme is based on the detailed requirements of the CIA syllabus, and leads to the award of the CIA designation by the Institute of Internal Auditors (IIA) of the United States of America. There are over 40,000 internal auditors in more than 100 countries worldwide that hold the CIA designation.

## 2 Course Objectives

The CIA designation is the IIA's premier certification. The CIA title reflects competence in the principles and practices of internal auditing and serves as the only internationally recognised designation for internal auditors. Achieving the CIA qualification demonstrates your commitment to the auditing profession and, whether you choose to stay within the field of internal auditing or to broaden your skills and move onwards and upwards within your organisation, the fundamentals of business, risk and control covered by the CIA prove invaluable.

The CIA qualification is awarded by the IIA after successful completion of the CIA exams and 2 years approved practicing experience.

CIA candidates are required to complete 24 months of internal auditing experience or its equivalent (which means experience in audit/assessment disciplines, such as external auditing, quality assurance, etc.). Related business professions (such as accounting, law and finance) can be substituted for one year of experience, but candidates will not be certified until the experience requirement has been fully met.

**Individuals who pursue the CIA title will earn one of the most prestigious professional qualifications in the world and will benefit from:**

- Top quality training in all aspects of internal audit
- Excellent career prospects as one of the best qualified individuals in the auditing profession
- Proof of their commitment and potential to excel at the top of their profession

## 3 Entry Requirements

CIA candidates must hold a Bachelor's degree or its equivalent from an accredited college-level institution.

Applicants who do not possess a Bachelor's degree and who are unsure whether their educational achievements or professional designation qualify as equivalents, should submit related educational/ professional information with their application and include a covering letter requesting review by the Board of Regents of the IIA.

## 4 Course Duration

The certification program's eligibility requires candidates to complete the program certification process within four years of application approval. If a candidate has not completed the certification process within four years, all fees and exam parts will be forfeited.



## 5 Course Structure

The CIA examination structure is fairly simple. It is offered in four parts of 100 multiple-choice questions per part and it is assessed through Computer Based Examinations (CBE).

### Part 1 – Internal Audit Basics

125 questions | 2.5 Hours (150 minutes)

#### I. Mandatory Guidance (35-45%)

- A. Definition of Internal Auditing
- B. Code of Ethics
- C. International Standards

#### II. Internal Control / Risk (25-35%) – Awareness Level (A)

- A. Types of Controls (e.g., preventive, detective, input, output, etc.)
- B. Management Control Techniques
- C. Internal Control Framework Characteristics and Use (e.g., COSO, Cadbury)
- D. Alternative Control Frameworks
- E. Risk Vocabulary and Concepts
- F. Fraud Risk Awareness

#### III. Conducting Internal Audit Engagements – Audit Tools and Techniques (28-38%)

- A. Data Gathering (Collect and analyze data on proposed engagements):
- B. Data Analysis and Interpretation:
- C. Data Reporting
- D. Documentation / Work Papers
- E. Process Mapping, Including Flowcharting
- F. Evaluate Relevance, Sufficiency, and Competence of Evidence

### Part 2 – Internal Audit Practice

100 questions | 2.0 Hours (120 minutes)

#### I. Managing the Internal Audit Function (40-50%)


- A. Strategic Role of Internal Audit
- B. Operational Role of IA
- C. Establish Risk-Based IA Plan

#### II. Managing Individual Engagements (40-50%)


- A. Plan Engagements
- B. Supervise Engagement
- C. Communicate Engagement Results
- D. Monitor Engagement Outcomes

#### III. Fraud Risks and Controls (5-15%)

- A. Consider the potential for fraud risks and identify common types of fraud associated with the engagement area during the engagement planning process
- B. Determine if fraud risks require special consideration when conducting an engagement
- C. Determine if any suspected fraud merits investigation
- D. Complete a process review to improve controls to prevent fraud and recommend changes
- E. Employ audit tests to detect fraud
- F. Support a culture of fraud awareness, and encourage the reporting of improprieties
- G. Interrogation/investigative techniques – Awareness Level (A)
- H. Forensic auditing – Awareness Level (A)



The Leader  
in Professional  
Qualifications



## Part 3 – Internal Audit Knowledge Elements

100 questions | 2.0 Hours (120 minutes)

### I. Governance / Business Ethics (5-15%)

- A. Corporate/Organizational Governance Principles – Proficiency Level (P)
- B. Environmental and Social Safeguards
- C. Corporate Social Responsibility

### II. Risk Management (10-20%)- Proficiency Level (P)

- A. Risk Management Techniques
- B. Organizational Use of Risk Frameworks

### III. Organizational Structure/Business Processes and Risks (15-25%)

- A. Risk/Control Implications of Different Organizational Structures
- B. Structure (e.g., centralized/decentralized)
- C. Typical Schemes in Various Business Cycles (e.g., procurement, sales, knowledge, supply-chain management)
- D. Business Process Analysis (e.g., workflow analysis and bottleneck management, theory of constraints)
- E. Inventory Management Techniques and Concepts
- F. Electronic Funds Transfer (EFT)/Electronic Data Interchange (EDI)/E-commerce
- G. Business Development Life Cycles
- H. The International Organization for Standardization (ISO) Framework
- I. Outsourcing Business Processes

### IV. Communication (5-10%)

- A. Communication (e.g., the process, organizational dynamics, impact of computerization)
- B. Stakeholder Relationships

### V. Management / Leadership Principles (10-20%)

- A. Strategic Management
- B. Organizational Behavior
- C. Management Skills/Leadership Styles
- D. Conflict Management
- E. Project Management / Change Management

### VI. IT / Business Continuity (15-25%)

- A. Security
- B. Application Development
- C. System Infrastructure
- D. Business Continuity

### VII. Financial Management (13-23%)

- A. Financial Accounting and Finance
- B. Managerial Accounting

### VIII. Global Business Environment (0-10%)

- A. Economic / Financial Environments
- B. Cultural / Political Environments
- C. Legal and Economics - General Concepts (e.g., contracts)
- D. Impact of Government Legislation and Regulation on Business (e.g., trade legislation)

## 6 Examination Rules

1. CIA examinations are offered all year round, subject to availability of the local examination center.
2. The exact number of questions required to pass the exam may be slightly different from one test to another and so the number of correct responses are converted to a reporting scale that ranges from 250 to 750 points. A scaled score of 600 points or higher is required to pass the CIA exam.
3. If you fail one of the CIA exams you must wait at least 90 days before you will be able to retake that exam.
4. There is no limit to the number of times a candidate can retake a failed exam.

## 7 Important Dates

The registration procedure for the examinations is done online through the IIA website. You are allowed 180 days to sit the particular exam registered for, at the approved CIA testing center. It is recommended that you schedule your exam date 45 days ahead to increase the likelihood of receiving the desired date.



**Global**training





**UNIVERSITY OF NICOSIA**

**Cyprus:** Nicosia, 46 Makedonitissas Ave., P.O. Box 24005, 1700 Nicosia, Tel: +357-22841500, Fax: +357-22357484, E-mail: [info.cy@globaltraining.org](mailto:info.cy@globaltraining.org)  
Limassol, 92 Ayias Phylaxeos Str., P.O.Box 51604, 3507 Limassol, Tel: +357-25388911, Fax: +357-25386982, E-mail: [info.cy@globaltraining.org](mailto:info.cy@globaltraining.org)

**Greece:** 265 Mesogeion Ave., Neo Psychiko, 15451 Athens, Tel: 30210-6722868, Fax: 30210-6729629, E-mail: [info.gr@globaltraining.org](mailto:info.gr@globaltraining.org)

**Romania:** 31A Economu Cezarescu Str., Sector 6, 060754 Bucharest, Tel: 4031-4253663 Fax: 4031-4253662, E-mail: [info.ro@globaltraining.org](mailto:info.ro@globaltraining.org)

**Website:** [www.globaltraining.org](http://www.globaltraining.org)