INCREASE YOUR CHANCES OF PASSING THE CIA® EXAM

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What We’ll Cover Today

- Certified Internal Auditor® Certification Program
- CIA Exam Overview
- Exam Preparation: The IIA’s CIA Learning System®
- Test-Taking Tips
- Links and Resources
- Questions
CIA Certification

Drive Your Career Forward
IIA Certifications and Qualifications

Certified Internal Auditor®

www.LearnCIA.com
CIA Overview

- Only globally recognized certification for internal auditors
- Based on the International Professional Practices Framework (IPPF)
- First exam administered in August 1974
- More than 80,000 exam parts administered each year
- More than 140,000 have earned the certification
CIA Benefits

- Distinguish yourself from your peers
- Gain instant professional credibility with internal and external customers
- Broaden your knowledge
- Grow your confidence
- Demonstrate your passion and commitment
- Advance your career
- Increase your earning potential

Certified professionals earn 43% more than their non-certified peers.
(Source: The IIA’s 2015 Compensation Study)
CIA Benefits to Employers

• Improve performance of your internal auditors
• Demonstrate proficiency and achievement of staff
• Gain credibility with new and existing external clients
• Enhance credibility with executive management and audit committee
CIA Program Eligibility Requirements

1. Bachelor’s degree
   - Those without a degree can be approved if they have:
     • Two years post-secondary education and five years verified experience in internal audit or its equivalent, OR
     • Seven years’ verified experience in internal audit or its equivalent

2. Character reference

3. Professional work experience

4. Successful exam completion

5. Adherence to The IIA’s Code of Ethics

6. Continuing Professional Education
CIA Exam

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CIA Exam Overview

• 3-Part exam
• Exams offered year-round with computer-based testing
• 750 testing centers in 140 countries through Pearson VUE
• 180 days to take an exam part after registering
• Part 1: 125 multiple choice questions; 2 hours, 30 minutes
• Parts 2 and 3: Each 100 multiple choice questions; 2 hours per part
• Exam scoring: Scale of 250-750; 600+ required to pass
# CIA Exam Content

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Topical focus areas include:
- IIA Mandatory Guidance
- Internal Control and Risk
- Tools and Techniques for Conducting the Audit Engagement

Topical focus areas include:
- Managing the Internal Audit Function
- Managing Individual Engagements
- Fraud Risks and Controls

Topical focus areas include:
- Governance
- Risk Management
- Organizational Structure and Business Processes
- Communication
- Leadership
- IT/Business Continuity
- Financial Management
- Global Business Environment

For the complete exam syllabus:
[https://global.theiia.org/certification](https://global.theiia.org/certification)
Steps to Take the Exam

1. **Create** a profile in the Certification Candidate Management System (CCMS).

2. Complete the CIA **Application** – US$100 for IIA members. *(Fee is waived throughout August 2016.)*

3. **Provide** documentation related to:
   - Character Reference
   - Education
   - Photo Identification
Steps to Take the Exam

Certification Document Upload

The Certification Document Upload Portal was developed to enhance the experience of certification program participants by streamlining the document submission process, creating a secure transmission method, and reducing response and processing times.

Certified individuals and certification candidates are required to use the document upload portal to transfer forms and other necessary documents to The IIA’s Certification Department for review and processing.

Some documents include, but are not limited to:

- Proof of education forms and other supporting documentation (diplomas, transcripts, etc.)
- Character reference forms
- Experience verification forms and other supporting documentation
- Other necessary documents required for your certification (CPE audit documentation, reinstatement documentation, other eligibility documentation)
4. When the application is approved, Register for the exam. Fee is US$250 for Part I and US$200 each for Parts 2 and 3 for IIA members.

5. **Schedule** the exam with Pearson VUE. There is no additional cost to schedule.
   - There is a US$75 fee to change or cancel a previously scheduled appointment with Pearson VUE.
Pearson VUE Tutorial and Practice Exam - Candidate Name

What is a common after school snack in England?

- A. Peanut butter and jelly sandwich
- B. Toast with leftovers from the night before
- C. Egg roll
- D. Chocolate candy bar
Maintaining Your CIA Designation

• Practicing CIAs must complete a total of 40 hours of acceptable CPE every year.
• Non-practicing CIAs must complete a total of 20 hours of acceptable CPE every year.
• 80 CPEs awarded upon passing exam
  – 40 awarded year passed
  – 40 awarded subsequent year
• Self-certification program
• Forms must be submitted every year by Dec. 31
Download the Certification Candidate Handbook: https://global.theiia.org/certification
EXAM PREPARATION
What to Look for in Review Materials

- Trustworthy source
- Complete and up-to-date content
- Effective learning approach
- Study method that suits your learning style
- Practice questions that encourage application of concepts
- Convenience and flexibility
- Value
Did You Know?

- Retention of new information without periodic review:
  - 47% forgotten in 20 minutes
  - 62% forgotten in one day
  - 75% forgotten in 15 days
  - 78% forgotten in 31 days

*A single encounter with a given concept is not sufficient to ensure the type of long-term learning that is necessary for success on the exam.*
Why Choose The IIA’s CIA Learning System?

• Teaches the entire global CIA exam syllabus
• Materials developed by CIA-certified subject matter experts
• Designed to support proven study and test-taking techniques
• Takes a comprehensive academic approach to learning as opposed to memorization and question repetition
• Classroom-based and online courses available worldwide
• Print and online format so you can study when and where it’s convenient
• Content is aligned with the IPPF and is updated as Standards change
• French materials available
Delivery Modes

The IIA’s CIA Learning System offers various learning options to meet your schedule and study preferences:

- Self-study program
- Facilitator-led courses
- Corporate training
Facilitator-led Courses

• Offered by colleges, universities, IIA chapters, and institutes worldwide
• Private courses may be offered at your location
• Choose from live, in-person, or online course formats
• Find a public class near you: www.LearnCIA.com/classes-offered
• Can’t find a course or seminar? Contact your local IIA chapter/institute
Steps to Success

1. Plan Your Studies
2. Study The Reading Materials
3. Apply The Concepts
4. Practice For Your Exam
Step 1: Create a Study Plan

How Much Time Will You Need to Study?

• Expect to allocate the following hours to your studies:
  – Part 1: 28+ hours
  – Part 2: 27+ hours
  – Part 3: 66+ hours

• Study times vary based on
  – Years of experience
  – Expertise in accounting or IT
  – Study method
  – How quickly you read and comprehend topics
Step 1: Create a Study Plan

My CIA Review Plan

• Create a **FREE** customized study plan based on your goals, schedule, and experience at [www.LearnCIA.com/my-cia-review-plan](http://www.LearnCIA.com/my-cia-review-plan)

SmartStudy™

• Assess your areas of strength and weakness by completing the online pre-test
• Use your results to create a comprehensive, step-by-step plan that focuses on areas that need the most attention
Step 2: Study the Reading Materials

Study with printed books or your e-reader.
Step 3: Apply the Concepts

- Chapter Quizzes
- Flashcards
- Online Glossary
Step 3: Apply the Concepts

Sample Chapter Quiz Question

The IIA’s CIA Learning System

The IIA definition of internal auditing charges internal auditors

- with a responsibility to guarantee management controls are appropriate
- to review business objectives and ensure they are measurable and achievable.
- with an involved role in the organization’s risk management and governance processes.
- with a charter to safeguard organizational resources against losses.

For more information, refer to Part 1, Section 1, Chapter A, Topic 2.
Step 3: Apply the Concepts
Flashcards and Glossary
Step 4: Test Your Knowledge

In regard to fraud detection, each internal auditor should be competent at which of the following levels as they are defined in The IIA’s International Professional Practices Framework?

- Each internal auditor should have sufficient knowledge of fraud to recognize conditions that indicate the need for further action or for a fraud investigation.
- Each internal auditor is only responsible for knowing The IIA’s definition of fraud and being able to identify the fraud detection experts relied upon by the internal audit activity.
- Each internal auditor should be sufficiently trained in fraud detection to be able to devise controls to identify and prevent the major types of fraud likely to occur in a given organizational activity.
- Each internal auditor should be proficient in fraud detection so as to conduct an investigation with a high statistical probability of discovering at least one instance of fraud, if there is fraud being perpetrated.

Flagged for Review
Step 4: Test Your Knowledge

Reports

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New StudyPLUS Features for 2016!

New CIA tips & tools found in the online Resource Center:

• Bonus Printable Practice Questions
• Guide to Knowing When You’re Prepared – Coming Soon!
• Guide to CIA Exam Scoring
• CIA Question Analysis Grid
• Study Tips from Successful Candidates
CIA Study Tips & Test-Taking Tips
Study Tips

• Choose the right study method for your learning style
• Set your exam date, be realistic, but avoid procrastination
• Set a study plan, make and honor appointments with yourself to study based on your plan
• Know your strengths and weaknesses
• Write your own flashcards
• Put extra effort into studying “proficiency” areas
• Understand how to apply concepts; go beyond memorization for “proficiency” areas
• Be prepared for the testing center and the test format
Study Tips (continued)

- Read, read, write the IPPF
- Write an audit manual using the *Standards* as a baseline
- Solidify concepts by thinking of real-life examples
- Your new job:
  - You work for a publicly traded company
  - The CAE reports to the Audit Committee of the Board
  - You have a large audit department with varying staffing levels
  - You have an advantage if you audit manufacturing, accounts payable, purchasing, inventory, and receivables
Test-Taking Tips

• Read the last sentence / question before the details
• Look for clues such as “all,” “except,” or “not”
• Think of your answer before reading the choices
• Answer broadly and globally – beyond your experience and industry
• Eliminate obvious distracters (aka: wrong answers)
• Trust your first impressions and avoid over-analyzing
• If uncertain, answer it anyway; flag it for review later
• Budget your time and don’t rush
• Be well-rested and comfortable for the exam
Test-Taking Tips (continued)

• Remember:
  – Bigger, Broader, Better = Best
  – Compare Apples to Apples
  – Word Association
# Pricing

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<td><strong>Nonmember</strong></td>
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**Volume Discounts**

Save even more on orders of 2+ full kits!

Contact Mike Downs at mike.downs@theiia.org or +1-651-905-2609 for details.
Save Up to US$379 until August 31!

CIA EXAM APPLICATION FEE WAIVER
SAVE UP TO US$200

THE IIA’S CIA LEARNING SYSTEM®
SAVE 20%

• Members save US$100; Nonmembers save US$200
• International candidates: Contact your local IIA Institute

Order online at LearnCIA.com
Enter discount code WEB20 at checkout
Expires Aug. 31, 2016

global.theiia.org/certification
www.LearnCIA.com
How to Order

Self-Study Materials

• Online:  www.LearnCIA.com

• Phone:   +1-877-442-2425 (+1-651-905-2670 outside North America)
  8:00 a.m. and 5:00 p.m. CT (USA), Monday - Friday

• Fax/Mail: Download order form at www.LearnCIA.com
  Fax:   +1-651-905-2669
  Mail:  The IIA's CIA Learning System Distribution Center
         2975 Lone Oak Drive, Suite 180
         Eagan, MN 55121-1553

Instructor-led Courses

• Find a course at www.LearnCIA.com/classes-offered
• Choose from over 50 classes running throughout the year
• Contact the institution directly for pricing and registration
Resource Links

https://global.thiia.org/certification
- Certification Candidate Handbook
- CIA Exam Registration
- Certification Candidate Management System (CCMS)

www.LearnCIA.com
- Free Study Plan: My CIA Review Plan
- Free Demo of Learning System
- Free Study Tips and Exam Tips
- Order Information
CIA eSeminar Winner

One participant on today’s call will receive a complimentary registration for one of the following IIA eSeminars:

- CIA Part 1 eSeminar: October 3-21, 2016
- CIA Part 2 eSeminar: December 5–15, 2016
- CIA Part 3 eSeminar: October 24 - November 18, 2016

Valued at US$1,395

Chosen participant must be present on the call to win. We will contact the winner via email with details.

And the winner is.....
Question & Answer

To download the slides, replay this webinar or review a Frequently Asked Questions document, go to:

www.LearnCIA.com/webinars

Available on or before August 24, 2016