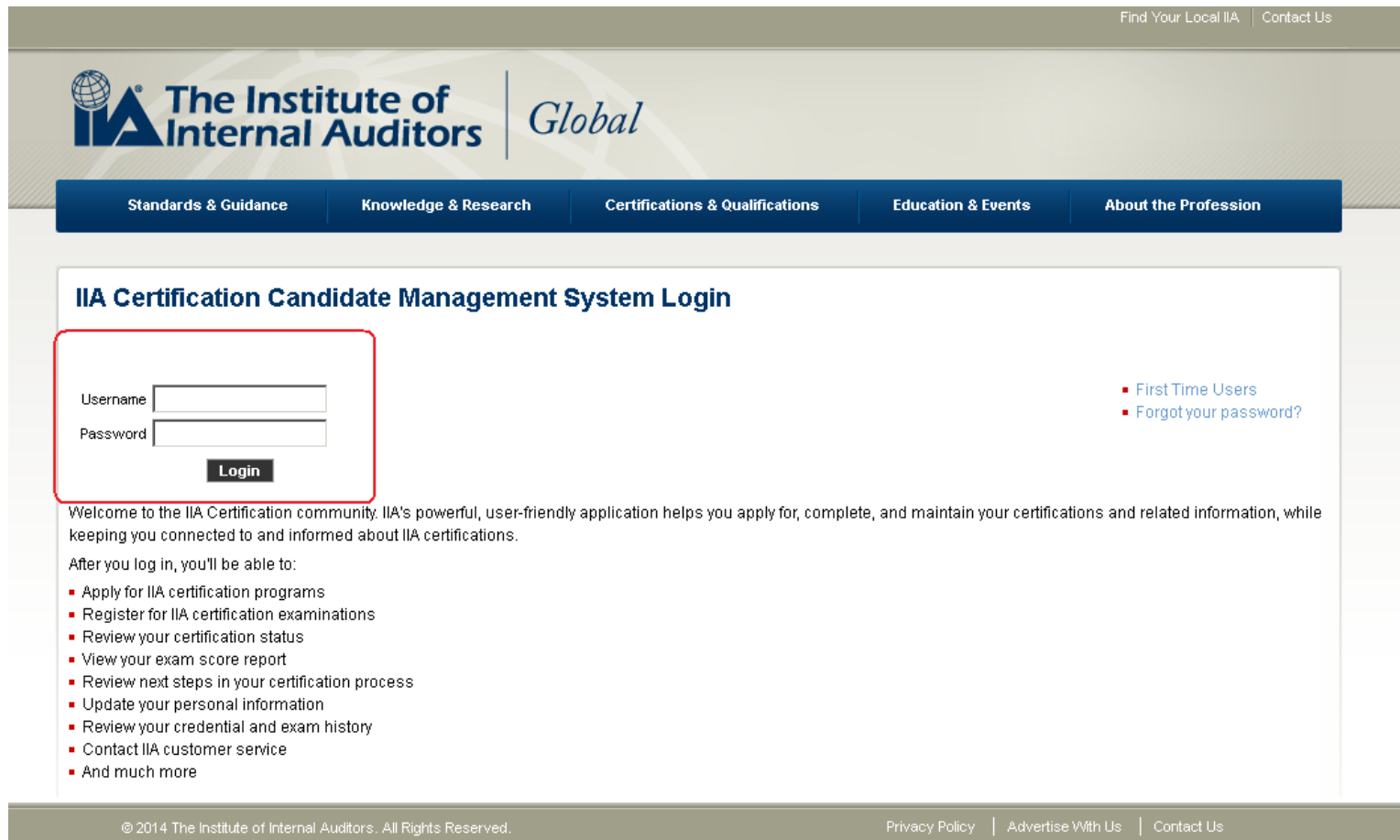


# Raportowanie godzin CPE

1. Należy zalogować się do systemu CCMS

(<https://i7lp.integral7.com/durango/do/login?ownername=iia&usertype=candidate> )



The screenshot shows the IIA Certification Candidate Management System Login page. At the top right, there are links for "Find Your Local IIA" and "Contact Us". The main header features the IIA logo and the text "The Institute of Internal Auditors | Global". Below the header is a navigation menu with five items: "Standards & Guidance", "Knowledge & Research", "Certifications & Qualifications", "Education & Events", and "About the Profession". The main content area is titled "IIA Certification Candidate Management System Login". It contains a login form with fields for "Username" and "Password", and a "Login" button. To the right of the form are two links: "First Time Users" and "Forgot your password?". Below the form, there is a welcome message and a list of features available after logging in.

Find Your Local IIA | Contact Us

**The Institute of Internal Auditors** | *Global*

Standards & Guidance | Knowledge & Research | Certifications & Qualifications | Education & Events | About the Profession

### IIA Certification Candidate Management System Login

Username

Password

**Login**

- First Time Users
- Forgot your password?

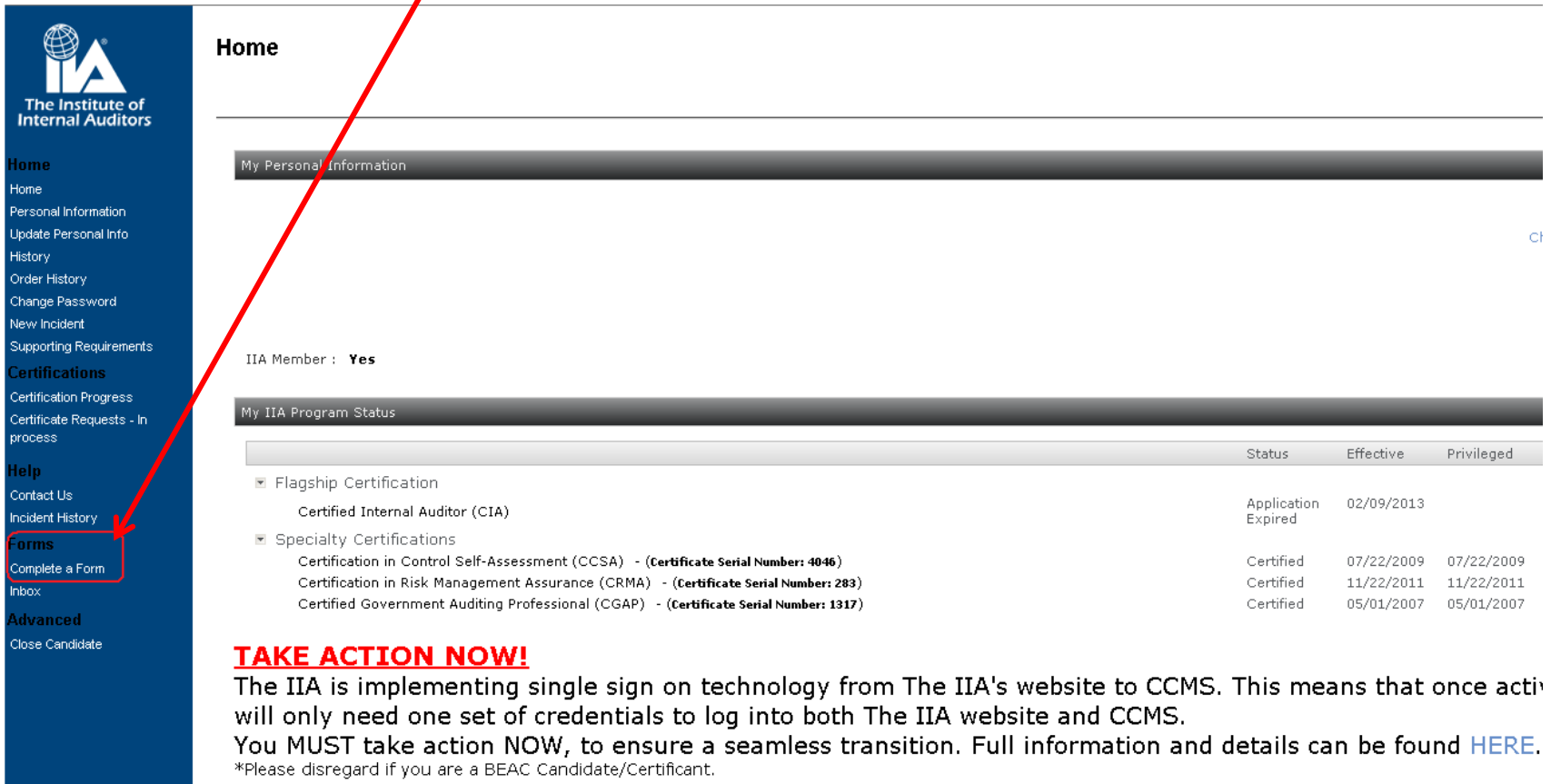
Welcome to the IIA Certification community. IIA's powerful, user-friendly application helps you apply for, complete, and maintain your certifications and related information, while keeping you connected to and informed about IIA certifications.

After you log in, you'll be able to:

- Apply for IIA certification programs
- Register for IIA certification examinations
- Review your certification status
- View your exam score report
- Review next steps in your certification process
- Update your personal information
- Review your credential and exam history
- Contact IIA customer service
- And much more

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2. Po zalogowaniu, po lewej stronie na granatowym pasku wybieramy „Complete a form”



**Home**

My Personal Information

IIA Member : **Yes**

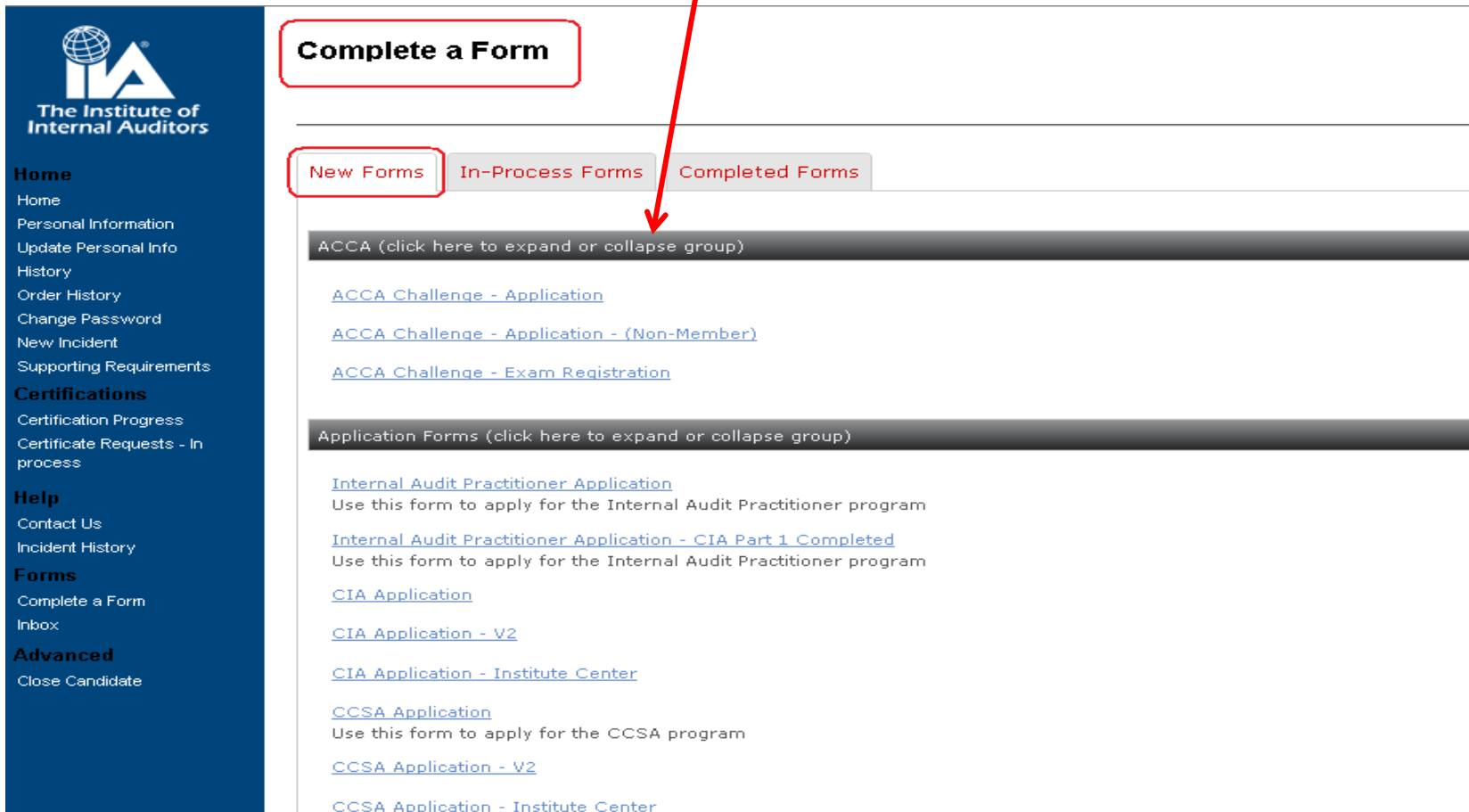
**My IIA Program Status**

	Status	Effective	Privileged
<input checked="" type="checkbox"/> <b>Flagship Certification</b>			
Certified Internal Auditor (CIA)	Application Expired	02/09/2013	
<input checked="" type="checkbox"/> <b>Specialty Certifications</b>			
Certification in Control Self-Assessment (CCSA) - (Certificate Serial Number: 4046)	Certified	07/22/2009	07/22/2009
Certification in Risk Management Assurance (CRMA) - (Certificate Serial Number: 283)	Certified	11/22/2011	11/22/2011
Certified Government Auditing Professional (CGAP) - (Certificate Serial Number: 1317)	Certified	05/01/2007	05/01/2007

**TAKE ACTION NOW!**

The IIA is implementing single sign on technology from The IIA's website to CCMS. This means that once active you will only need one set of credentials to log into both The IIA website and CCMS. You **MUST** take action **NOW**, to ensure a seamless transition. Full information and details can be found [HERE](#).  
\*Please disregard if you are a BEAC Candidate/Certificant.

### 3. Na ekranie pojawi się lista dostępnych formularzy



The screenshot displays the 'Complete a Form' section of the IA POLSKA website. A red arrow points from the text above to the 'New Forms' tab. The page features a dark blue sidebar on the left with navigation links and a main content area on the right with a list of available forms.

**Complete a Form**

**New Forms** | In-Process Forms | Completed Forms

ACCA (click here to expand or collapse group)

- [ACCA Challenge - Application](#)
- [ACCA Challenge - Application - \(Non-Member\)](#)
- [ACCA Challenge - Exam Registration](#)

Application Forms (click here to expand or collapse group)

- [Internal Audit Practitioner Application](#)  
Use this form to apply for the Internal Audit Practitioner program
- [Internal Audit Practitioner Application - CIA Part 1 Completed](#)  
Use this form to apply for the Internal Audit Practitioner program
- [CIA Application](#)
- [CIA Application - V2](#)
- [CIA Application - Institute Center](#)
- [CCSA Application](#)  
Use this form to apply for the CCSA program
- [CCSA Application - V2](#)
- [CCSA Application - Institute Center](#)

**Home**  
Home  
Personal Information  
Update Personal Info  
History  
Order History  
Change Password  
New Incident  
Supporting Requirements

**Certifications**  
Certification Progress  
Certificate Requests - In process

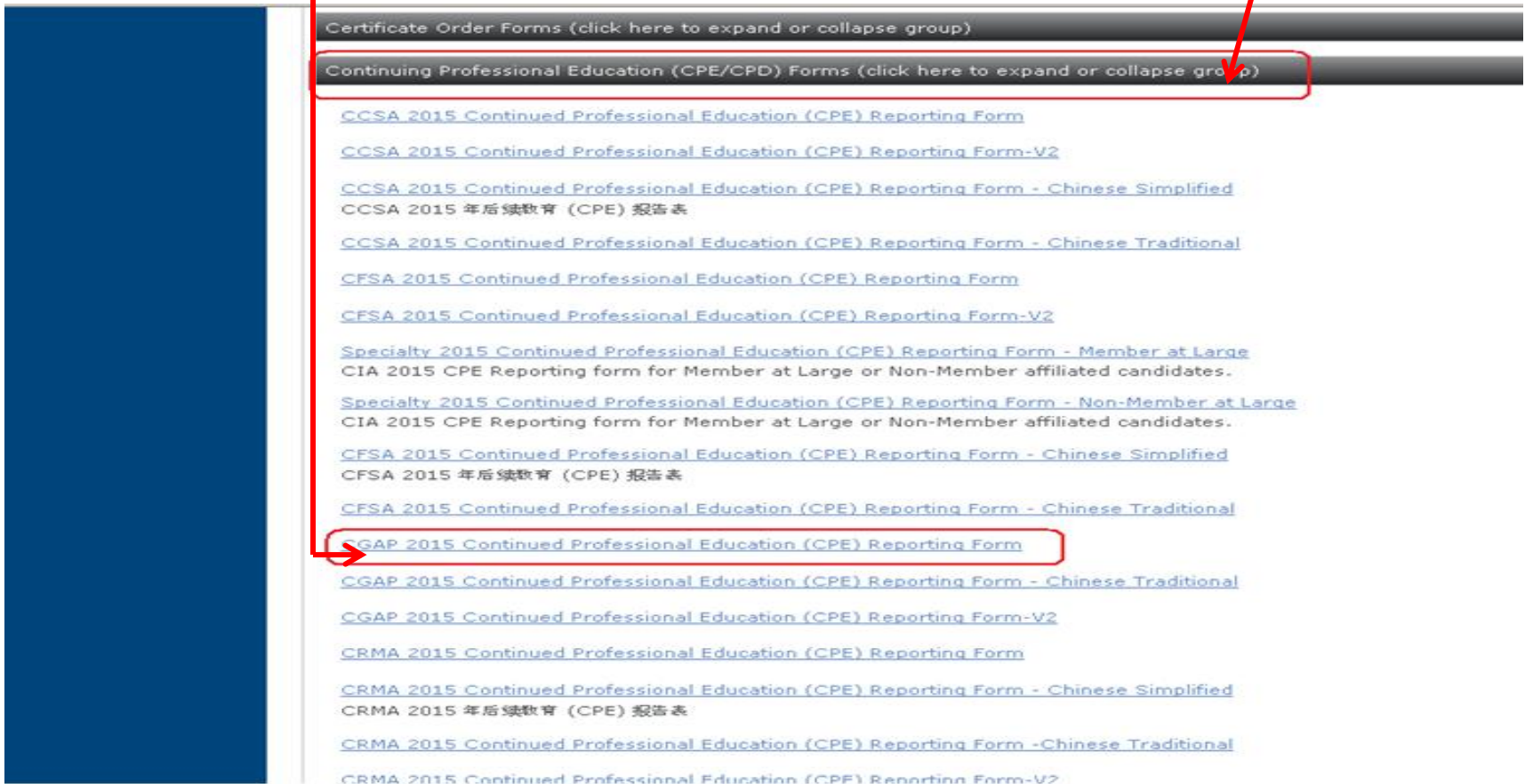
**Help**  
Contact Us  
Incident History

**Forms**  
Complete a Form  
Inbox

**Advanced**  
Close Candidate

4. Należy przejść do formularz dotyczących raportowania CPE (Continuing Professional Education)

5. Następnie wybieramy formularz dotyczący certyfikatu, do którego chcemy złożyć raport CPE


A screenshot of a website menu for CPE reporting forms. The menu is displayed in a dark grey bar with white text. The first item is 'Certificate Order Forms (click here to expand or collapse group)'. The second item, 'Continuing Professional Education (CPE/CPD) Forms (click here to expand or collapse group)', is highlighted with a red box. Below this, a list of links for various reporting forms is shown, including CCSA, CFSA, CGAP, and CRMA forms for 2015, in both English and Chinese. A red arrow points from the text in step 5 to the 'CGAP 2015 Continued Professional Education (CPE) Reporting Form' link, which is also highlighted with a red box. Another red arrow points from the text in step 4 to the 'Continuing Professional Education (CPE/CPD) Forms' group header.

Certificate Order Forms (click here to expand or collapse group)

**Continuing Professional Education (CPE/CPD) Forms (click here to expand or collapse group)**

- [CCSA 2015 Continued Professional Education \(CPE\) Reporting Form](#)
- [CCSA 2015 Continued Professional Education \(CPE\) Reporting Form-V2](#)
- [CCSA 2015 Continued Professional Education \(CPE\) Reporting Form - Chinese Simplified](#)  
CCSA 2015 年后续教育 (CPE) 报告表
- [CCSA 2015 Continued Professional Education \(CPE\) Reporting Form - Chinese Traditional](#)
- [CFSA 2015 Continued Professional Education \(CPE\) Reporting Form](#)
- [CFSA 2015 Continued Professional Education \(CPE\) Reporting Form-V2](#)
- [Specialty 2015 Continued Professional Education \(CPE\) Reporting Form - Member at Large](#)  
CIA 2015 CPE Reporting form for Member at Large or Non-Member affiliated candidates.
- [Specialty 2015 Continued Professional Education \(CPE\) Reporting Form - Non-Member at Large](#)  
CIA 2015 CPE Reporting form for Member at Large or Non-Member affiliated candidates.
- [CFSA 2015 Continued Professional Education \(CPE\) Reporting Form - Chinese Simplified](#)  
CFSA 2015 年后续教育 (CPE) 报告表
- [CFSA 2015 Continued Professional Education \(CPE\) Reporting Form - Chinese Traditional](#)
- [CGAP 2015 Continued Professional Education \(CPE\) Reporting Form](#)**
- [CGAP 2015 Continued Professional Education \(CPE\) Reporting Form - Chinese Traditional](#)
- [CGAP 2015 Continued Professional Education \(CPE\) Reporting Form-V2](#)
- [CRMA 2015 Continued Professional Education \(CPE\) Reporting Form](#)
- [CRMA 2015 Continued Professional Education \(CPE\) Reporting Form - Chinese Simplified](#)  
CRMA 2015 年后续教育 (CPE) 报告表
- [CRMA 2015 Continued Professional Education \(CPE\) Reporting Form -Chinese Traditional](#)
- [CRMA 2015 Continued Professional Education \(CPE\) Reporting Form-V2](#)

6. Na ekranie pojawią się w sumie 4 strony, które należy wypełnić.



The Institute of  
Internal Auditors

**Home**  
Home  
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Order History  
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Supporting Requirements

**Certifications**  
Certification Progress  
Certificate Requests - In process

**Help**  
Contact Us  
Incident History

**Forms**  
Complete a Form  
Inbox

**Advanced**  
Close Candidate

Page1 of 4 [Next >](#) [Last >>](#)

## CGAP 2015 Continued Professional Education (CPE) Reporting Form

### CGAP 2015 CPE Reporting Form

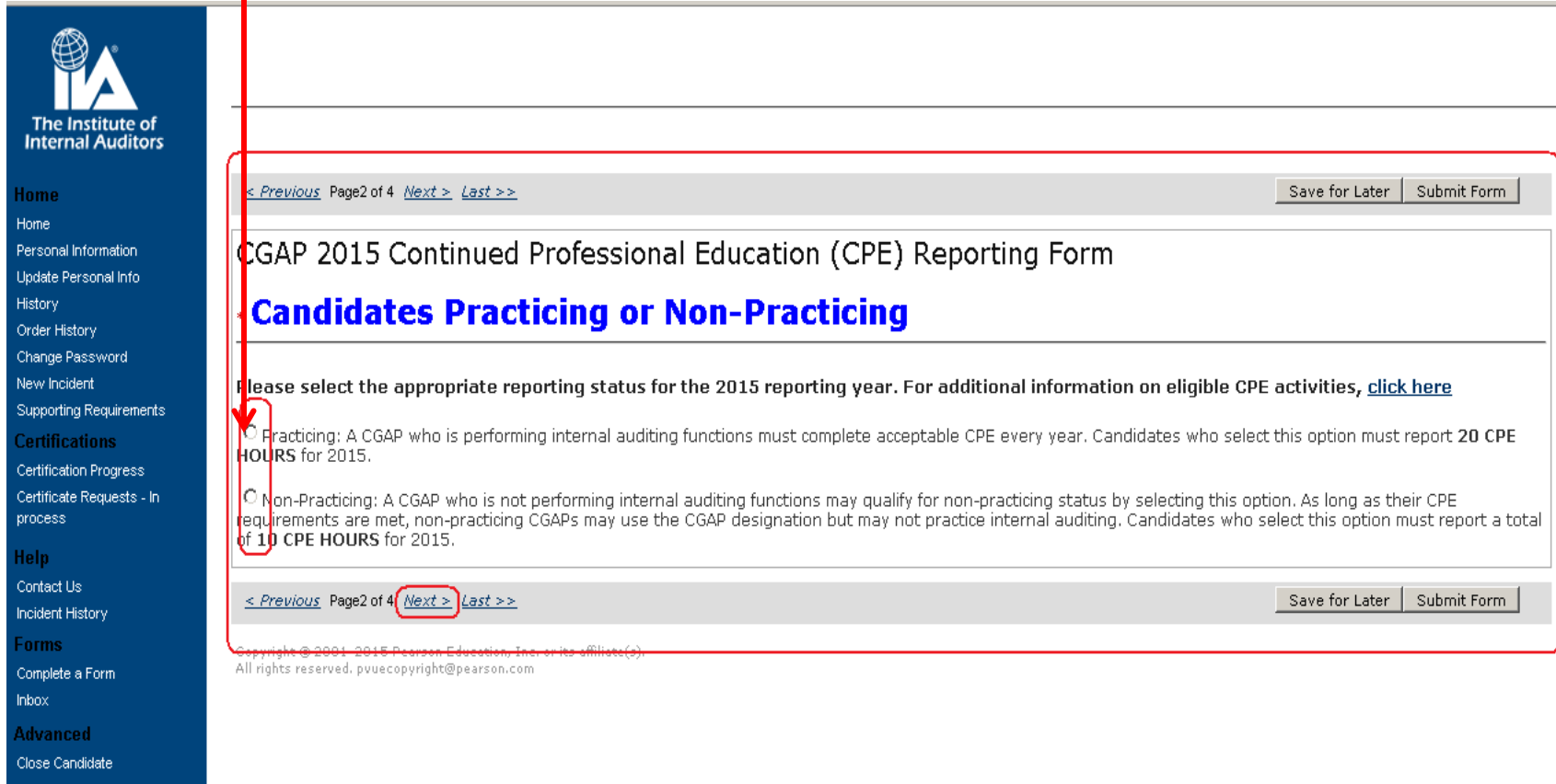
**This form is for individuals who hold the CGAP designation and who are due to report CPE by December 31, 2015.**


CPE reporting at The IIA is an attestation that you have met the current CPE requirements for your certification. You will not be asked to provide an itemized list of your CPE hours on this form and you do not need to submit supporting documentation of hours completed. You should maintain a copy of this CPE reporting form, along with all supporting documentation, for at least three years in the event you are selected for CPE audit.

Page1 of 4 [Next >](#) [Last >>](#)

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## 7. Należy zaznaczyć właściwy rodzaj składanego raportu (praktykujący lub niepraktykujący AW)



  
The Institute of  
Internal Auditors

**Home**  
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Incident History

**Forms**  
Complete a Form  
Inbox

**Advanced**  
Close Candidate

< Previous Page2 of 4 Next > Last >>

Save for Later Submit Form

### CGAP 2015 Continued Professional Education (CPE) Reporting Form

#### Candidates Practicing or Non-Practicing

Please select the appropriate reporting status for the 2015 reporting year. For additional information on eligible CPE activities, [click here](#)

Practicing: A CGAP who is performing internal auditing functions must complete acceptable CPE every year. Candidates who select this option must report **20 CPE HOURS** for 2015.

Non-Practicing: A CGAP who is not performing internal auditing functions may qualify for non-practicing status by selecting this option. As long as their CPE requirements are met, non-practicing CGAPs may use the CGAP designation but may not practice internal auditing. Candidates who select this option must report a total of **10 CPE HOURS** for 2015.

< Previous Page2 of 4 Next > Last >>

Save for Later Submit Form

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8. Po uzupełnieniu wszystkich informacji, należy kliknąć „Submit Form”, jeżeli formularz jest gotowy do wysłania, lub „Save for later”, jeżeli jest potrzeba uzupełnienia informacji.

9. Po kliknięciu „Submit Form” pojawi się ekran do dokonania płatności za złożony raport.

- Home
  - Home
  - Personal Information
  - Update Personal Info
  - History
  - Order History
  - Change Password
  - New Incident
  - Supporting Requirements
- Certifications
  - Certification Progress
  - Certificate Requests - In process
- Help
  - Contact Us
  - Incident History
- Forms
  - Complete a Form
  - Inbox
- Advanced
  - Close Candidate

<< First < Previous Page3 of 4 Next >

Save for Later Submit Form

### CGAP 2015 Continued Professional Education (CPE) Reporting Form

**\* When I perform internal audit services, I perform them in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards). Answering "NO" will not inactivate your certification status. The IIA is gathering information related to conformance with the Standards. If you check "NO" please explain further in the box below.**

-Select-

**\* Have you ever been convicted of a federal offense, felony, or an indictable offense in a court of law?**

-Select-

*If you have had a criminal conviction since your prior reporting period, please state the details of the conviction. Please note that additional documentation may be requested.*

### Attestation

All certified individuals will be required to attest to the following when completing the CPE reporting form:

The IIA Code of Ethics may be found [online here](#)

**\* I will abide by The IIA Code of Ethics.**  
 I Agree

**\* I will not bring The IIA into disrepute, or in any way discredit the organization.**  
 I Agree

<< First < Previous Page3 of 4 Next >

Save for Later Submit Form