TABLE OF CONTENTS

Special Note:

This document contains information for candidates that are serviced globally by IIA Global (via CCMS), as well as candidates whose certification is administered through the local institute. Differences between the two groups are called out throughout the document.

The following table lists countries that administer candidate certification through the local Institute.

Argentina	Australia	Austria
Belgium	Brazil	Bulgaria
China	Chinese Taiwan	Czech Republic
France	Germany	Greece
Indonesia	Italy	Japan
Korea	Malaysia	Mexico
Morocco	The Netherlands	New Zealand
Norway	Philippines	Singapore
South Africa	Spain	Sweden
Switzerland	Thailand	Turkey

General

1. What is the CRMA?
   - The Certification in Risk Management Assurance (CRMA) is the new certification program offered by The IIA.

2. Why should I get the CRMA?
   - Earning the CRMA will assist you in demonstrating your ability to:
   - Provide assurance on core business processes in risk management and governance.
   - Educate management and the audit committee on risk and risk management concepts.
   - Focus on strategic organizational risks.
   - Add value for your organization.

3. Who is the CRMA designed for?
   - The CRMA is designed for internal auditors and others interested in Risk Management Assurance.

4. What are the requirements for the CRMA?
   - The requirements for the CRMA exam will be similar to those for all of The IIA's specialty certification programs. A combination of education, experience, and character reference will be required for all candidates. Specific details on requirements will be announced as we move closer to the exam launch date.

5. How much does it cost to take the CRMA exam?
   - Specific details have not been established at this time. However it is anticipated that the fees to apply to the CRMA program, and register for the exam will be similar to the other Specialty Certification programs offered at The IIA.

6. When will testing begin for the CRMA?
   - The first CRMA exams are planned for June 2013.

7. Where will the CRMA be offered and in what format?
   - Decisions regarding the CRMA exam are still being finalized including whether this exam will be offered in the current CBT format in an alternative environment. Further details regarding the exam will be announced on The IIA's web site.

8. What language(s) will the CRMA be offered in?
    - At launch in 2013, the CRMA will only be offered in English. A decision will be made after launch as to whether the exam will be translated and into which languages based on candidate demand and local Institute input.

9. How will I register for the CRMA exam?
    - Decisions regarding the CRMA exam are still being finalized including whether this exam will be offered in the current CBT format in an alternative environment. Further details regarding the exam will be announced on The IIA's web site.

10. How will I schedule the CRMA exam?
    - Decisions regarding the CRMA exam are still being finalized including whether this exam will be offered in the current CBT format in an alternative environment. Further details regarding the exam will be announced on The IIA's web site.

11. What content will be tested on the CRMA?
    - We are in the process of determining the final content for the CRMA exam through the process of a Job Analysis Study. Once this process is completed in the spring of 2012, the final content will be published on our web page and made available to the review providers to begin the development of review materials and courses.

12. When and where can I get study materials for the CRMA?
    - Study materials will be available from providers in 2012 after the final content for the exam has been determined.

13. What are the CPE requirements for the CRMA?
    - Practicing CRMA's must earn 20 CPE hours each year. Non-practicing CRMA's must earn a total of 10 CPE hours each year. Retired CRMA's are not responsible for reporting CPE's but must submit a retired status form.

14. Will I receive 40 hours of CPE for earning the CRMA through the Professional Experience Recognition provision?
    - No, the CPE awarded when you become certified through our other exams is given for the amount of time spent studying and preparing for the exam. Since the CRMA PER is awarded based off experience versus preparing for an exam no CPE will be awarded.

CRMA Professional Experience Recognition

1. What is the CRMA Professional Experience Recognition (PER) process?
    - For a limited time, candidates who qualify may be able to achieve the CRMA certification before the exam is offered in June 2013. Candidates will have an opportunity to use education, certification held, and experience within the 5 domains of the CRMA to attain points. Candidates will need to accumulate a minimum of 155 points to become certified in CRMA without having to sit for the exam.

2. How do I apply to the CRMA PER?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:	Candidates whose certification is administered by a local Institute:
Log into your CCMS record and complete the form called CRMA / Professional Experience Recognition and submit the form to The IIA with the non-refundable USD $100 payment.	Obtain your CRMA Application packet from your local Institute.
Download and complete the CRMA Professional Experience Recognition Form documenting your professional experience with in the 5 domains of the CRMA program. Please note, you will need to submit one form for EACH employer you are claiming experience with.	Complete the application packet documenting your professional experience with in the 5 domains of the CRMA program. Please note, you will need to submit one form for EACH employer you are claiming experience with.
Present your completed Experience Verification form(s) to the person(s) verifying your experience. The verifier will need to attest to your experience as listed on the form and sign and date the form. If your former / current supervisor is not able to sign your verification form, then a person who currently holds an ACTIVE CIA, CCSA, CFSA, or CGAP can sign your form.	
Once the Experience Verification Form is complete forward the form as an attachment to email to CRMA@theiia.org for review / processing.	Once the application packet is complete, return the packet to your local Institute per their instructions for review / processing.

3. How long will the CRMA Professional Experience Recognition application period run?
    i.   The application window end date has not been determined at this time. Once it has been determined The IIA will provide 60 days notice to candidates that the window is closing. Refer to the CRMA webpage at: http://www.theiia.org/certification/crma/ for the latest information.

4. How are points earned?

- Points are earned in 3 categories, and a candidate must obtain a minimum of 155 points to qualify for the CRMA designation without sitting for the CRMA exam.

  - Education (only points for highest degree attained – Maximum 25 points):
    - o Associates Degree (2 year post secondary degree from a University) - 15 points
    - o Bachelors Degree (4 year post secondary degree from a University) - 20 points
    - o Masters or Doctoral Degree (6 or more years post secondary degree from a University) - 25 points

  - Current Active Certifications (Points for only one – Maximum 30 Points):
    - o CIA or CCSA – 30 points
    - o Other Audit Related Certification – 20 points

  - Professional Experience in the CRMA domains (you must have experience in Domain 1 and at least 2 other Domains for a total of experience in a minimum of 3 Domains – No maximum).
    - o Domain 1 - Assessing / Assurance of Risk Management Activities
    - o Domain 2 - Risk management Fundamentals
    - o Domain 3 - Elements of Risk
    - o Domain 4 - Control Theory and Application
    - o Domain 5- Business Objectives and Organizational Performance

  - Experience within the five domains is cumulative across all domains and all employers, the see below regarding how many points you will received based on how many cumulative months of experience you have.
    - o Less than 120 months experience – 100 points
    - o Between 120 and 300 months experience – 120 points
    - o More than 300 months experience – 140 points

5. Am I required to complete the 100 word narrative for each domain that I have experience with?
    - i. Yes, for each domain you are claiming experience within, you are required to supply a 100 word narrative that describes your experience within that domain.

6. How much does the PER cost?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:		Candidates whose certification is administered by a local Institute:
Several factors will determine your cost to participate in the PER process. Current CIA or CCSA status, along with membership status is factors in determining your price.		Pricing will be determined by your local Institute. Please contact your Institute for additional details.
<table><tr><td colspan="2">Pricing as of 1/1/2012</td></tr><tr><td>Members</td><td>Non-Members</td></tr><tr><td>USD $325</td><td>USD $475</td></tr><tr><td>USD $495</td><td>USD $650</td></tr></table>		
Candidates will be required to pay a USD $100 non-refundable application fee when submitting the CRMA Professional Experience Recognition form.		
Candidates whose application is approved will have the USD $100 application fee applied towards their PER cost listed above.		
There are no discounted fees for the CRMA Professional Experience Recognition provision.		

7. What methods of payment do you accept?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:	Candidates whose certification is administered by a local Institute:
Candidates can pay their CRMA application fees with Visa, MasterCard, Discover, or American Express credit cards. We also will accept a check (drawn upon a bank in the United States, or a Wire Transfer.) Please note that credit card is the preferred method as it is the quickest most secure way to pay	Please contact your local Institute for payment options.

8. I noticed on the application that you accept other AUDIT RELATED certifications if I do not have a CIA or CCSA. Which certifications do you accept?
   - For the most up to date list of certifications, please visit our web page at https://www.globaliia.org/certification/crma-certification/Pages/CRMA-PER.aspx.

9. What documents do I have to submit for the PER process?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:	Candidates whose certification is administered by a local Institute:
A completed CRMA Professional Experience Recognition form through the CCMS system.	A completed CRMA Application available from the local Institute.
A completed Professional Experience Recognition Verification form verified and signed by a former / current supervisor or someone that is a CIA, CCSA, CFSA, or CGAP with a current, active CERTIFIED status.	Proof of education (Educational Transcript, or Diploma) unless already on file with your local Institute.
Proof of education (Educational Transcript or Diploma, unless we already have it in your CCMS record).	Proof of current active Certification (if not an IIA related Certification).
Proof of current active Certification (if not an IIA related Certification).	

10. How do I submit documents for the CRMA PER process?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:	Candidates whose certification is administered by a local Institute:
Documents should be submitted as an attachment to an email and emailed to CRMA@theiia.org.	Documents should be returned to your local Institute per their instructions.

11. What if my certifications are not active?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:	Candidates whose certification is administered by a local Institute:
Only active current certifications can be used to claim points for the CRMA. If you have inactive IIA Certifications and wish to get them re-activated, you should complete the CPE reporting form which is located in your CCMS record under the COMPLETE A FORM LINK.	Only active current certifications can be used to claim points for the CRMA. If you have inactive IIA Certifications and wish to get them re-activated, you should contact your Institute to report your CPE per the Institutes established process.

12. How will I be notified if I am approved for the CRMA Professional Experience Recognition provision?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:	Candidates whose certification is administered by a local Institute:
You will be notified that you are approved and certified as a new CRMA by an email from the CCMS system. Instructions regarding your certificate will be included in that email.	You will be notified via your local Institute.

13. What happens if I am not approved?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:	Candidates whose certification is administered by a local Institute:
You will be notified through an email from The IIA Certification Department if your application is not approved. This email will specify the reason why your application was not approved to allow you the chance to make any updates or corrections if the information was incomplete. If you are not approved, your $100 USD application fee is not refundable.	You will be notified via your local Institute.

14. Can I appeal my denial of the CRMA through the PER process?

If you are located in North America or one of the 65 countries which are serviced directly by IIA Global:	Candidates whose certification is administered by a local Institute:
Yes. If you wish to appeal the decision of the review, you should submit an email to CRMA@theiia.org documenting the reasons you wish to file an appeal.	You will need to work through your local Institute to file an appeal.
Then all of your documentation will be forwarded to the CRMA Steering Committee for review.	
The Steering Committee will have the final say if your application is approved or denied.	

15. When will I get my certificate if I am approved for the CRMA through the PER?
  - CRMA certificates are printed quarterly. You will be notified when you certificate is being prepared to be shipped.