

Educational Requirement Exception Information and Application

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Introduction

The IIA is pleased to announce the development of the Educational Requirement Exception option for candidates who wish to pursue an IIA professional credential without holding a bachelor's degree.

Now, candidates who do not meet the requirement of having a 3- or 4-year post-secondary degree (or higher) have an alternate path to obtain an IIA professional credential. The Professional Certifications Board (PCB) and the Global Board of Directors have approved two options that will help candidates enter the program on an exception basis.

What is the Educational Requirement Exception?

The Educational Requirement Exception was approved by the Global Board of Directors as an alternative path for entry into the certification program. Candidates who do not hold a 3- or 4-year post-secondary degree (or higher) may be able to enter the certification program if they meet specific requirements.

This document contains important program requirements, process, and information that must be followed to apply for the Educational Requirement Exception.

How could a candidate qualify for an exception?

There are two options available to candidates seeking entry into The IIA certification program who do not meet the minimum education requirement.

EXCEPTION OPTION #1

A candidate who has completed a minimum of 2 years (full time) of post-secondary/compulsory education from a recognized university or institution and 5 years of verifiable employment as an internal auditor.

- Verifiable employment is defined as internal auditing or equivalent experience such as audit/assessment disciplines, external auditing, quality assurance, compliance, and internal control.
- At least 2 out of the 5 years of verifiable employment should be within the last 3 years.
- "Recognized university or institution" is defined by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). A transcript from the university or institution documenting 2 years of education will be required.
- Candidates who have a minimum of 2 years of education and 2 years of experience can be conditionally approved into the program. Candidates in this situation must earn the additional years of experience during the 4-year program eligibility window.

EXCEPTION OPTION #2

A candidate who has verifiable employment as an internal auditor for 7 or more years can be accepted into the certification program, provided that the candidate meets the following requirements.

- Verifiable employment is defined as internal auditing or equivalent experience such as audit/assessment disciplines, external auditing, quality assurance, compliance, and internal control.
- At least 3 out of the 7 years of verifiable employment should be within the last 4 years.
- Candidates who do not have the full 7 years of experience can be conditionally accepted into the program if they have at least 4 years of experience. Candidates must earn the additional years of experience needed during the 4-year program eligibility window before the designation can be granted.

How does the Educational Requirement Exception work?

Candidates will need to complete the certification program application form located in the “COMPLETE A FORM” link within their CCMS record. When completing the application, candidates must select “OTHER” under the Education section. The rest of the application should be completed and submitted as usual.

Once submitted, your application will be reviewed by our staff. You will be contacted if additional information is needed to process your application through the Educational Requirement Exception.

What documentation is required?

To be granted the exception, candidates must submit the following documentation.

- High school diploma / Secondary school certificate of completion
- Resume / CV
- Letter from your current / direct manager indicating that in the manager’s opinion, the candidate has the necessary academic skills to be able to cope with a post-graduate level program.
- Professional Experience Documentation
 - Required for all candidates.
 - Must illustrate 5 or 7 years of experience (depending on which Exception Option is being applied for).
 - A 500 word narrative describing applicable job duties. Narrative should illustrate the job responsibilities to include specific and original examples of work / projects completed, and methods / models used within the role.
 - The narrative must be unique for each employer listed. *Duplication of narratives will result in application being denied.*

What is the cost to apply for the Educational Exception waiver?

There is no additional cost for this exception review. Candidates must pay the standard application fee. The application fee is based on several factors including membership status, and the applicant’s country of residence. For candidates who use CCMS directly, please click [HERE](#). Candidates whose certification process is administered via their local Institute should contact that Institute directly for assistance.

Where do I go if I have additional questions?

Please log an incident in your CCMS record for additional assistance.

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Professional Experience Documentation

Start with most recent employer first. Please make additional copies of this form as needed.

Candidate Name:	
Candidate ID Number:	

Employer / Company Name:	
Employer Address:	
Employer Address:	
Employer Telephone:	
Employer Website:	

Job Title:	
Employer Start Date:	
Employer End Date:	

Direct Manager's Name	
Direct Manager's Telephone:	
Direct Manager's Email:	

Please provide a 500 word narrative that illustrates your responsibilities, specific projects worked on, and any additional information you wish to be considered in applying for this exception.

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Professional Experience Documentation (page 2)

Candidate Name:	
Candidate ID Number:	

I hereby apply to The IIA for the Educational Requirement Exception in accordance with and subject to the procedures and regulations of The IIA. I have read and agree to the conditions set forth in this form, in effect at the time of my application, covering the certification process and continuing education policies. I agree and certify that I have read and will abide by the provisions of the Code of Ethics (as listed in the Certification Candidate Handbook, or available online) and accept all conditions of the certification program.

I authorize The IIA to make whatever inquiries and investigations it deems necessary to verify my credentials and my professional standing.

I hereby agree to hold The IIA, its officers, directors, examiners, employees, and agents, harmless from any complaint, claim, or damage arising out of any action or omission by any of them in connection with this application, the application process, and/or the failure to issue any certificate to me.

I understand that my application fee for an IIA Professional Credential is non-refundable in the event that my application is not approved.

I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR CERTIFICATION RESTS SOLELY AND EXCLUSIVELY WITH THE IIA. I HAVE READ AND UNDERSTAND THESE STATEMENTS AND INTEND TO BE LEGALLY BOUND BY THEM.

I understand and agree to the above statement.

Candidate's Signature: _____ Date: _____

IIA Global Certifications Use Only:

	Yes / No	Date
Application Completed in CCMS		
Payment		
High School / Secondary School Diploma / Certificate		
Resume / CV		
Letter from direct manager		
Professional Experience Documentation Form Complete		
Total number of years' experience		
Staff Signature		
Department Manager Signature		