

Certified Internal Auditor CPE Report

In order to encourage understanding of and compliance with The IIA's Standards, CIAs are required to stay abreast of The IIA's Standards as part of their CPE. CIAs must review or receive training on The IIA's Standards at some point during their CPE reporting period. If you are completing your CPE reporting form and have not already met this requirement, please take a moment to review the Standards before submitting your form. While there, we also encourage you to review the Practice Advisories and other sections of The IIA's Professional Practices Framework.

Reporting hours*

Name in Full _____

E-mail address: _____

Member ID # _____ (generally 6 or 7 digits)

CIA Certificate # _____ (5 digits)

- I am a practising CIA (performing internal audit functions) and have complied with the **80 hour** biennial requirement. Enclosed is my record of CPE hours. Please update IIA records, if necessary, to reflect my status as a practising CIA.
- I am a non-practising CIA (not performing internal audit functions) and have complied with the **40 hour** biennial requirement. Enclosed is my record of CPE hours. Please update IIA records, if necessary, to reflect my status as a non-practising CIA.
- I am a retired CIA and I am not required to report CPE hours. Please update IIA records, if necessary, to reflect my status as a retired CIA.
- I am a pending CIA (candidates who have passed the exam but have not yet met all the requirements to become a CIA must be in compliance with CPE requirements of **80 hours** for the prior two year period) when applying for a certificate. The CPE requirement is waived for the year the exam is passed and for subsequent year.)

Note: Non-member reports received without payment will not be processed.

- I am not a member of The IIA Inc. Enclosed is my cheque for S\$100 payable to “**The Institute of Internal Auditors Singapore**”.

REQUIRED CONFIRMATION BY CIA:

This form constitutes my official submission of Continuing Professional Education hours. By submitting this form to The IIA Singapore, I signify that all information on this form is true and correct.

Please print a copy of this form and please complete the box below, please sign below before mailing or faxing.

Applicant's Signature / Date

Full Name: _____

* Note: For CIAs whose membership or customer identification numbers end with an even number should report in even-numbered years and those whose membership or customer identification numbers end with an odd number should report in odd-numbered years. For example: Membership/Customer ID = #22222 (even number) reports 2008 and 2009 CPE by 31 May 2010. Membership/Customer ID = #33333 (odd number) reports 2009 and 2010 CPE by 31 May 2011.

