

Increase Your Chances of Passing the CIA[®] Exam

CIA Exam Preparation Webinar

February 27, 2019

Today's Presenters



Sherri Lee

Manager, Global Certifications,
The IIA



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IIA CIA Learning System Instructor



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The IIA's CIA Learning System

What We'll Cover Today

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

CIA Certification



Accelerate
Your Success

CIA Proves Credibility
& Proficiency



CIA Overview

- 157,000+ certified globally
 - Only globally recognized certification for internal auditors
 - Audit around the world, in any country, in any company, in any industry
 - Based on the International Professional Practices Framework (IPPF)
-



The Benefits of Earning Your CIA

- Gain instant credibility with internal and external clients
- Increased opportunities for advancement
- Broadens your knowledge base
- Grows your confidence
- Distinguishes you from your peers
- Increases your earning potential





Accelerate Success for Less
Apply for the CIA for **FREE** in March



Learn more about the **March CIA Application Fee Waiver** at
www.theiia.org/cia_afw



The Certification Process

BEFORE You Start

The **application** and **registration** process is managed online through The IIA's [Certification Candidate Management System \(CCMS\)](#).

- If you already have a profile in CCMS but forgot your username or password, contact CustomerRelations@theiia.org or call +1-407-937-1111. Do not create a new profile.
 - If you do not have a profile in CCMS, access the system, select “First Time User” and complete your profile information. Be sure your primary email address is current.
 - Upcoming changes to CCMS will require your primary email address to access your profile.
-



Apply, Register, Schedule, Verify

1. Apply

- Access your profile in CCMS.
- Navigate to “Complete a Form.” Select and complete the CIA application form.
- Upload required documentation using The IIA’s [Document Upload Portal](#). (character reference form, education, photo ID).

2. Register (required for each exam part)

- You will receive notice of program approval and are eligible to REGISTER for an exam part. You do not have to take the exam parts in order.
- Access your profile in CCMS, navigate to “Complete a Form” and select and complete the CIA Registration form.
- You will receive confirmation of your registration with instructions to schedule your exam. Once registered for an exam part, you have 180 days to schedule and sit for your exam part.

3. Schedule Your Exam Part

- Contact [Pearson VUE](#) to schedule your exam.
- If you need to reschedule your exam, contact Pearson VUE directly.

4. Verify

- Candidates are not required to submit professional experience (based on education) at the time of application, but must provide proof of experience in order to receive certification.
 - Complete and upload the [Experience Verification Form](#) through The IIA’s Document Upload Portal.
-



Experience Requirement

- Candidates may apply to the CIA program and complete all exam parts prior to obtaining the required professional experience.
- Candidates will not be certified until the experience requirement is met within the eligibility period.
- The required experience is based on the level of education achieved.
- The IIA offers an alternate path to eligibility for candidates who do not possess the minimum education requirements.

Learn more at: [CIA Eligibility Requirements](#)

Poll Question

When are you planning to take a CIA exam part?

- a) Within the next 6 months
 - b) Within the next 12 months
 - c) Haven't decided yet
-



The CIA Exam

- 3-Part exam
 - ❖ Part 1 - 125 multiple choice questions; 2 hours, 30 minutes
 - ❖ Parts 2 - 100 multiple choice questions; 2 hours
 - ❖ Part 3 - 100 multiple choice questions; 2 hours
- Scoring: Scale of 250-750; 600+ required to pass
- Sit for exam year-round with computer-based testing

The IIA created [computer based exam tutorials](#) to demonstrate the functionality you will experience: flagging a question for review, using the calculator, exam navigation, time remaining, and more.



The CIA Syllabi Changes

- Updated exams released January 1, 2019 – English only
- Take CIA exams in other languages, based on previous syllabi until new release in the following languages:*
- ❖ French & Spanish – June 2019
- ❖ German & Turkish – July 2019
- ❖ Arabic & Russian – August 2019
- ❖ Korean & Portuguese – September 2019
- ❖ Chinese Traditional & Japanese – October 2019
- ❖ Chinese Simplified – 2020

**Release dates are subject to change. Follow exam updates.*

Learn more at: [CIA Exam Updates](#)



New CIA Exam Syllabi – English Only

CIA Exam Syllabi – January 1, 2019 - English only

Part 1

Essentials of Internal Auditing

125 QUESTIONS / 150 MINUTES



Part 2

Practice of Internal Auditing

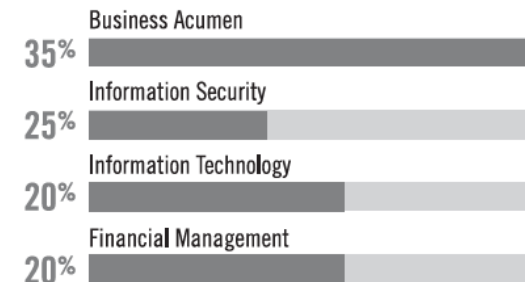
100 QUESTIONS / 120 MINUTES



Part 3

Business Knowledge for Internal Auditing

100 QUESTIONS / 120 MINUTES



Get complete details at www.theiia.org/CIA



CIA Part 3

- **New** CIA Part 3 reduced from 8 domain topics to 4.
- Designed to tests candidates' knowledge, skills, and abilities particularly as they relate to the core business concepts in each domain:
 - ❖ Business Acumen – 35%
 - ❖ Information Security – 25%
 - ❖ Information Technology – 20%
 - ❖ Financial Management – 20%

Learn more at: [CIA Exam Updates](#)

Poll Question

Have you already applied for the CIA certification program?

- a) Yes
 - b) No
 - c) Not sure
-

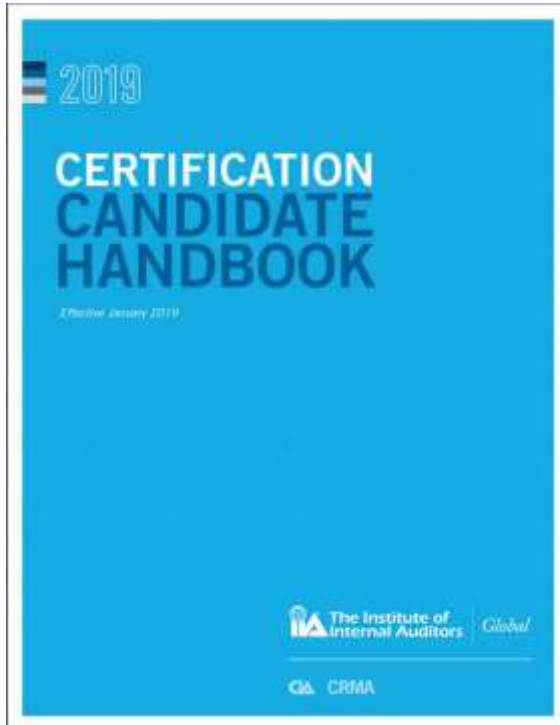


Maintaining Certification



- Practicing CIAs: 40 hours of CPE every year.
- Non-practicing CIAs: 20 hours of CPE every year.
- 80 CPEs awarded upon passing exam
 - *40 awarded year passed*
 - *40 awarded subsequent year*

Your Continuing Professional Education (CPE) must be reported via your profile in CCMS no later than December 31st of every year.



Download the Certification
Candidate Handbook:
theiia.org/certification

[https://na.theiia.org/certification/Public%20Documents/
Certification-Candidate-Handbook.pdf](https://na.theiia.org/certification/Public%20Documents/Certification-Candidate-Handbook.pdf)

EXAM PREPARATION

Why Choose The IIA's CIA Learning System®?

- Version 6.0 for the **2019 CIA exam** now available
- Teaches the entire global CIA exam syllabus
- Designed for learning vs. memorization
- Learning options fit any learning style and schedule
- Online study tools are available immediately and on-demand
- Meets The IIA's standard of excellence



Version 6.0 – What's New?

- Aligned with updated 2019 CIA Exam Syllabi
- 500 new practice questions
- IPPF video tutorials
- Improved software for faster performance
- Fully mobile learning with online reading materials and downloadable e-books
- Optional printed books



Choose Your Learning Option



SELF-STUDY



INSTRUCTOR-LED



CORPORATE

Poll Question

How do you like to study?

- a) On my own: self-study program
 - b) In a classroom: in-person instructor-led course
 - c) In an online classroom: online instructor-led course
 - d) Other
-

Prepare to Pass - 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

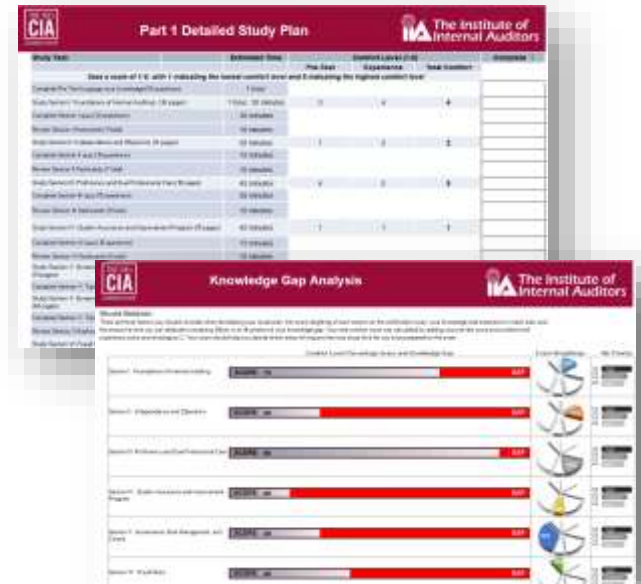
How Much Time Will You Need to Study for the Updated CIA Exam?

- Expect to study a minimum of:
 - Part 1: 40 hours
 - Part 2: 40 hours
 - Part 3: 50 hours
 - Study times vary based on
 - How recently you've completed school/education
 - Years of experience
 - Expertise in accounting and IT
 - Study method
 - How quickly you read and comprehend topics
-

Step 1: Create a Study Plan

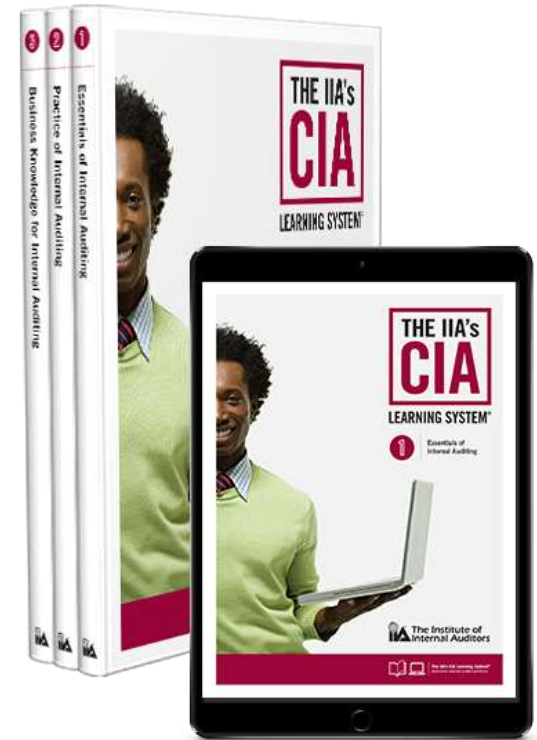
SmartStudy™

- Assess your strengths and weaknesses by completing the online pre-test
- Use results to create a comprehensive, step-by-step plan



Step 2: Study the Reading Materials

- All reading materials can be read online or downloaded to your e-reader device
- Printed books are available as an optional add-on



Step 3: Apply the Concepts

- Section Quizzes

The screenshot displays the IIA's CIA Learning System interface. At the top, there is a navigation bar with the IIA logo and the text 'THE IIA'S CIA LEARNING SYSTEM'. Below this, a breadcrumb trail shows 'Part 1 Course Menu' and 'Part 1 Activities'. The main content area is titled 'SECTION 1 QUIZ'. On the left side of the quiz area, there is a vertical sidebar with icons for home, a document, a bar chart, and a question mark. The quiz content includes a 'RATIONALE' section with the text: 'A charter establishes the department's independence from management. Due care is a function of audit work, not the charter. For more information, refer to Section 1, Chapter 0, Topic B.' Below this is a question: 'A written charter that outlines the internal audit department's purpose, authority, and responsibility and is approved by the audit committee or board of directors is **primarily** meant to enhance the department's'. The question has four radio button options: 'independence', 'due professional care', 'stature within the organization', and 'relationship with management'. The 'independence' option is selected and marked as 'correct' with a green checkmark and a green 'correct' label. At the bottom of the question area, there is a 'Next question' button.

Step 3: Apply the Concepts

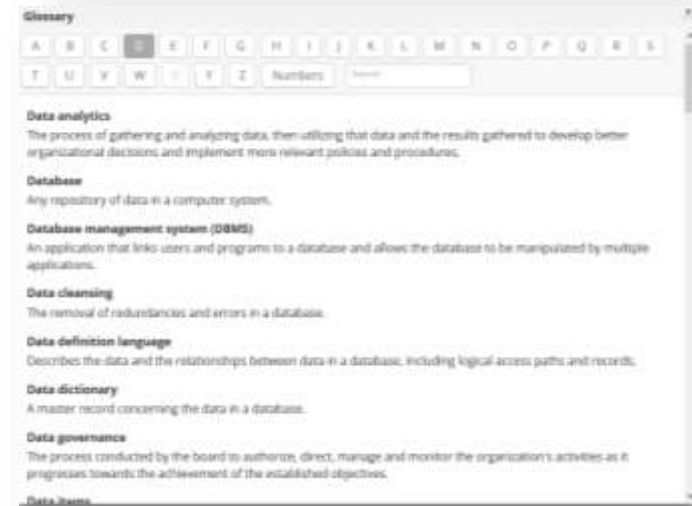
- Flashcards and Glossary



The screenshot shows the 'SECTION I FLASHCARDS' interface. At the top, there is a navigation bar with 'Part 1 Course Menu' and 'Part 1 Activities'. Below this, the title 'SECTION I FLASHCARDS' is displayed. A 'Next Card' button is visible. The main content area features a card titled 'INTERNAL AUDITING' with the following text:

INTERNAL AUDITING

An independent, objective assurance and consulting activity designed to add value and improve an organization's operations; brings a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.



The screenshot shows the 'Glossary' interface. It includes an alphabetical navigation bar (A-Z) and a search box. The main content area lists several terms with their definitions:

- Data analytics**
The process of gathering and analyzing data, then utilizing that data and the results gathered to develop better organizational decisions and implement more relevant policies and procedures.
- Database**
Any repository of data in a computer system.
- Database management system (DBMS)**
An application that links users and programs to a database and allows the database to be manipulated by multiple applications.
- Data cleansing**
The removal of redundancies and errors in a database.
- Data definition language**
Describes the data and the relationships between data in a database, including logical access paths and records.
- Data dictionary**
A master record concerning the data in a database.
- Data governance**
The process conducted by the board to authorize, direct, manage and monitor the organization's activities as it progresses towards the achievement of the established objectives.
- Data items**

Step 4: Practice for Your Exam

- CIA Practice Exam

The screenshot displays the CIA Learning System interface. At the top, the header includes the IIA logo and 'THE IIA'S CIA LEARNING SYSTEM' on the left, and a user profile 'nicole haldwin' on the right. Below the header, there are navigation tabs for 'Part 1 Course Menu' and 'Part 1 Activities'. The main content area shows a 'PRACTICE EXAM' section with a timer '0:29:06' circled in red. To the right, 'QUESTION 1 of 125' and '1:44:47' are also circled in red. Below this, a 'Flagged for Review' button is circled in red. The question text reads: 'A small business uses segregation of duties for processing checks and cash received at its office. No financial transaction is handled by one person from start to finish. This is an example of a'. Below the text are four radio button options: 'mitigating control', 'detective control', 'directive control', and 'preventive control'. A 'Next' button is located at the bottom right of the question area.

Step 4: Practice for Your Exam

- Study Plus
 - Guide to knowing when you're prepared
 - 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
-

How to Purchase Self-Study Materials:



**A System for
Success.**

Get 25% off now.
Expires March 31



SAVE 25%

Applies to individual parts and full 3-part kits.

LearnCIA.com

Expires: March 31, 2019

*Enter code **CIA219** at checkout.*

	Individual Parts	Full Kit (Parts 1-3)
IIA Member	\$295 \$221.25	\$795 \$596.25
Nonmember	\$325 \$243.75	\$895 \$671.25
Printed Books <i>(optional add-on)</i>	\$40 \$30	\$100 \$75

Volume Discounts

Save even more on orders of 2+ kits!

Contact Mike Downs at
mike.downs@theiia.org or
+1-651-905-2609 for details.

Don't Miss Incredible CIA Savings Until March 31!



Apply for the CIA for **FREE** until March 31 with the CIA Application Fee Waiver

- International candidates, contact your local IIA Affiliate
- Get complete details at www.theiia.org/cia_afw



Save **25%** on The IIA's CIA Learning System until March 31

- Enter discount code **CIA219** at checkout
- Order online at www.LearnCIA.com

Resource Links

theiia.org/CIA

- Certification Candidate Handbook
- Certification Candidate Management System (CCMS)
- CIA Exam FAQs

www.LearnCIA.com

- The IIA's CIA Learning System details
 - 10 Free CIA Practice Questions
 - Free Study Tips and Exam Tips
 - List of instructor-led course providers around the globe
-

CIA Online Seminar Winner

One participant on today's call will receive a complimentary registration for one of the following IIA CIA Online Seminars:

- CIA Part 1 Online Seminar: March 18 - 29, 2019
- CIA Part 2 Online Seminar: August 19 - 30, 2019
- CIA Part 3 Online Seminar: April 1 - 12, 2019

Valued up to **\$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/webinar-archive

Available on or before March 5, 2019
