Increase Your Chances of Passing the CIA® Exam

CIA Exam Preparation Webinar
February 27, 2019
Today’s Presenters

Sherri Lee
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The IIA

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IIA CIA Learning System Instructor

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Director, Business Development,
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

Certified Internal Auditor®
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
Learn more about the March CIA Application Fee Waiver at
www.theiia.org/cia_afw
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.
1. **Apply**
   - Access your profile in CCMS.
   - Navigate to “Complete a Form.” Select and complete the CIA application form.

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.
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
- Foundations of Internal Auditing 15%
- Independence & Objectivity 15%
- Proficiency & Due Professional Care 18%
- Quality Assurance & Improvement Program 7%
- Governance, Risk Management & Control 35%
- Fraud Risks 10%

Part 2
Practice of Internal Auditing
100 QUESTIONS / 120 MINUTES
- Managing the Internal Audit Activity 20%
- Planning the Engagement 20%
- Performing the Engagement 20%
- Communicating Engagement Results & Monitoring Progress 40%

Part 3
Business Knowledge for Internal Auditing
100 QUESTIONS / 120 MINUTES
- Business Acumen 35%
- Information Security 25%
- Information Technology 20%
- Financial Management 20%

Get complete details at www.theiia.org/CIA
New CIA Part 3 reduced from 8 domain topics to 4.

Designed to test 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

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
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
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
Step 3: Apply the Concepts

- Flashcards and Glossary
Step 4: Practice for Your Exam

- CIA Practice Exam
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:

**SAVE 25%**

Applies to individual parts and full 3-part kits.

[LearnCIA.com](http://LearnCIA.com)

Expires: March 31, 2019

Enter code **CIA219** at checkout.

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**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