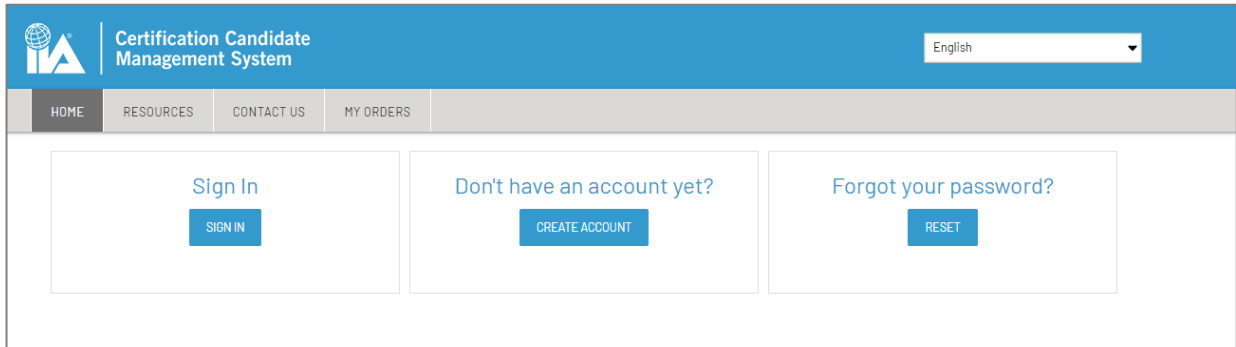


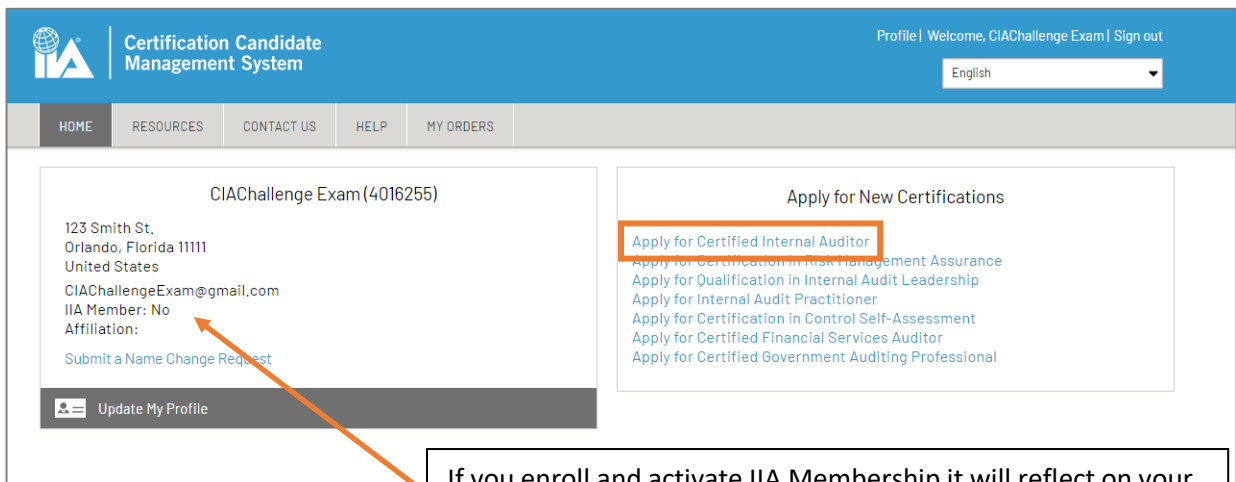
2020 Certified Internal Auditor (CIA) Challenge Exam

Application procedure

1. Create a profile or log into the [Certification Candidate Management System \(CCMS\)](#). You may take reference to [CCMS User Manual](#).

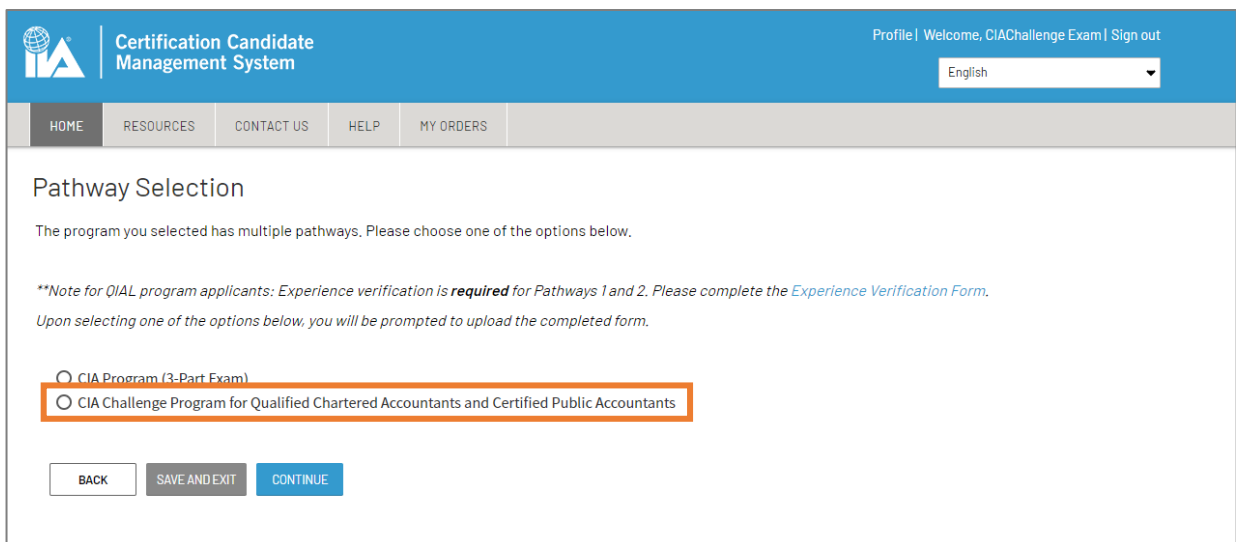


2. On the "Home" page, under "Apply for New Certifications", click "Apply for Certified Internal Auditor".



If you enroll and activate IIA Membership it will reflect on your CCMS home page. This must indicate "IIA Member: Yes", before you apply into the Challenge Exam program to reflect member pricing.

3. Select "CIA Challenge Program for Qualified Chartered Accountants and Certified Public Accountants".



4. Read the terms, conditions, and use of personal information, and proceed.

The screenshot shows the 'Certification Candidate Management System' interface. The header includes the IIA logo, the system name, and user options like 'Profile | Welcome, CIAChallenge Exam | Sign out' and a language dropdown set to 'English'. A navigation bar contains links for HOME, RESOURCES, CONTACT US, HELP, and MY ORDERS. The main content area is titled 'Terms, Conditions, and Use of Personal Information'. It contains several paragraphs of text explaining the IIA's data collection policies for ethical standing, photographic identification, education, character references, special accommodations, and work experience. At the bottom, there is a checkbox for 'I agree to the terms, conditions, and use of my personal information as described above.' and three buttons: 'BACK', 'SAVE AND EXIT', and 'CONTINUE'.

5. Pay for the exam. (Note: Once the application of CIA Challenge Exam has been submitted via the online platform, NO REFUNDS, in part or whole, will be offered.)

The screenshot shows the 'Certification Candidate Management System' interface during the payment process. The header is identical to the previous screenshot. The main content area is divided into two sections. On the left, there are three steps: 'Step 1. Billing and Contact Information', 'Step 2. Payment Information', and 'Complete'. Under 'Step 1', there is a dropdown menu for 'Which billing address would you like to use?' with '123 Smith St. (Billing)' selected, and an 'ADD' button. Below this is a location card for 'CIAChallenge Exam' at '123 Smith St., Orlando, Florida 11111, United States' with an 'ORDER REVIEW AND PAYMENT' button. On the right, there is an 'Order Summary' box. It contains a table for 'Qualified Accountant CIA Challenge Application' with columns for Cost, Quantity, and Item Total. The table shows a cost of \$1,545.00 for 1 item. Below the table, a list of charges is shown: Subtotal (\$1,545.00), Shipping (\$0.00), Handling (\$0.00), Fees (\$0.00), Discounts (\$0.00), Taxes (\$0.00), and Total (\$1,545.00). At the bottom of the summary box, there is a section for 'Do you have any discounts?' with an input field for 'Enter a discount code' and an 'APPLY' button.

6. Declare if you have ever been convicted of a federal offense, felony, or an indictable offense in a court of law.

The screenshot shows the 'Ethical Standing' page in the Certification Candidate Management System. The header includes the IIA logo, the system name, and user information: 'Profile | Welcome, CIAChallenge Exam | Sign out'. A language dropdown menu is set to 'English'. A navigation bar contains links for HOME, RESOURCES, CONTACT US, HELP, and MY ORDERS. The main content area is titled 'Ethical Standing' and contains a sidebar with an 'APPLY' section listing: Ethical Standing, Photo ID, Character Reference, Special Accommodations, Qualified Status (checked), and Review and Submit. Below this is a 'TEST' section with a lock icon and 'Qualified Accountant CIA Challenge Exam'. The main content area asks: 'Have you ever been convicted of a federal offense, felony, or an indictable offense in a court of law?' with two radio button options: 'No, I have not been convicted of a federal offense, felony, or indictable offense.' and 'Yes, I have been convicted of a federal offense, felony, or indictable offense.'. At the bottom are 'SAVE AND EXIT' and 'CONTINUE' buttons.

7. Upload the computer file of your proof of identification, e.g. government issued photo ID.

The screenshot shows the 'Proof of Identification' page in the Certification Candidate Management System. The header and navigation are identical to the previous page. The main content area is titled 'Proof of Identification' and includes the instruction: 'Please provide identification in the form of a current government-issued photo ID. Expired IDs will not be accepted. All IDs must be scanned in a manner that ensures the ID is legible and your photo is clearly visible.'. The sidebar on the left is updated: 'Ethical Standing' is now checked, 'Photo ID' is unchecked, and 'Qualified Status' remains checked. The main content area features a 'Photo ID Type' dropdown menu, a 'Choose File' section with an 'ADD FILES...' button, and 'BACK', 'SAVE AND EXIT', and 'CONTINUE' buttons at the bottom.

8. Input the details of your character reference.

(Note: The character reference will be sent electronically to the person you submitted. If you do not input the correct email, you will need to wait 7 days before these fields are unlocked and you can re-input another reference with correct email. Please ensure the information is inputted correctly.)

Certification Candidate Management System Profile | Welcome, CIAChallenge Exam | Sign out
English

HOME RESOURCES CONTACT US HELP MY ORDERS

Character Reference

IIA certification candidates must exhibit high moral and professional character and agree to abide by The IIAs Code of Ethics. As part of the certification application process, you are required to obtain a character reference from one of the following:

- An individual holding an active IIA designation.
- Your current supervisor.
- A professor (for students only).

Please identify an appropriate person to serve as your reference and complete the information below. The IIA will email a character reference request to the person you selected, which will include your name and email address.

APPLY

- Ethical Standing
- Photo ID
- Character Reference
- Special Accommodations
- Qualified Status

Review and Submit

TEST

- Qualified Accountant CIA Challenge Exam

Character Reference Full Name

Character Reference Title

Character Reference Email Address

Character Reference Preferred Language

Character Reference Company

SEND CHARACTER REFERENCE VERIFICATION

BACK SAVE AND EXIT CONTINUE

9. Indicate your special accommodations for taking the exam, if any.

Certification Candidate Management System Profile | Welcome, CIAChallenge Exam | Sign out
English

HOME RESOURCES CONTACT US HELP MY ORDERS

Special Accommodations

The IIA will make reasonable testing accommodations for certification candidates when appropriate and consistent with legal requirements, such as for candidates with a documented disability that substantially limits their ability to read or otherwise complete the examination.

If you require testing accommodations, please download The IIAs official [Accommodations Application](#). By selecting Yes below, you will be instructed to upload your completed form and any other relevant supporting documentation.

Do you require special accommodations for testing?

No

Yes

BACK SAVE AND EXIT CONTINUE

10. Upload your letter of good standing issued by HKICPA.

The screenshot shows the 'Proof of Qualified Status' page in the Certification Candidate Management System. The header includes the IIA logo, the system name, and user navigation links. A language dropdown is set to 'English'. A navigation bar contains 'HOME', 'RESOURCES', 'CONTACT US', 'HELP', and 'MY ORDERS'. The main heading is 'Proof of Qualified Status', followed by instructions to submit proof of status from a list of qualified bodies. The 'Official verification letter of good standing' is selected. A 'Note' states that former members and students are ineligible. The left sidebar has 'APPLY' checked and 'TEST' locked. The main form area is titled 'Qualified Accountant Information' and includes dropdowns for 'Eligible Accounting Body' and 'Document Type', and text input fields for 'Member ID or License Number'. A 'Choose Files' button is present for document upload. At the bottom are 'BACK', 'SAVE AND EXIT', and 'CONTINUE' buttons.

11. Confirm the information and submit the application.

The screenshot shows the 'Review and Submit' page in the Certification Candidate Management System. The header and navigation are identical to the previous page. The main heading is 'Review and Submit', with instructions to select items from the left-hand progress checklist. The left sidebar shows 'APPLY' checked and 'TEST' locked. The main form area lists the following items: Program (CIA), Proof of Identification (Government-Issued Driver's License), Ethical Standing (No, I have not been convicted of a federal offense, felony, or indictable offense), Character Reference, Test (Special Accommodations: No), Fee Payment Status (Paid), and a 'SUBMIT' button highlighted with an orange box.

12. The IIA will then review the documents you have submitted and it will normally take 2 business days. Once they are approved, you will receive a notification email. You can then log in to CCMS and go to "Manage my Program" to schedule your examination OR there is another button that populates on the top gray menu bar "Access PearsonVUE" and you can scheduled exams. Invoices may be accessed under the "My Order" tab where you can print.

The screenshot displays the Certification Candidate Management System (CCMS) interface. At the top, there is a blue header with the IIA logo and the text "Certification Candidate Management System". On the right side of the header, it says "Profile | Welcome, CIAChallenge Exam | Sign out" and a language dropdown menu set to "English". Below the header is a gray navigation bar with links for "HOME", "RESOURCES", "CONTACT US", "HELP", and "MY ORDERS".

The main content area is divided into several sections:

- CIAChallenge Exam (4016255)**: This section contains the user's contact information: "123 Smith St., Orlando, Florida 11111, United States, CIAChallengeExam@gmail.com, IIA Member: No, Affiliation:". There is also a link to "Submit a Name Change Request" and an "Update My Profile" button.
- Apply for New Certifications**: This section lists several certification options: "Apply for Certification in Risk Management Assurance", "Apply for Qualification in Internal Audit Leadership", "Apply for Internal Audit Practitioner", "Apply for Certification in Control Self-Assessment", "Apply for Certified Financial Services Auditor", and "Apply for Certified Government Auditing Professional".
- PROGRAMS IN PROGRESS**: This section shows the user's current program: "Certified Internal Auditor (CIA)". It includes details: "Program Status: Applied", "Status Expiration: 20 October 2020", "Payment: Paid", "Proof of Identification: Submitted 22 July 2020 - Pending", and "Character Reference: Submitted 22 July 2020 - Pending". At the bottom of this section is a prominent blue button labeled "Manage My Program".

An orange callout box with a black border points to the "Manage My Program" button and the top gray menu bar. The text inside the callout box reads: "Go to 'Manage my Program' to schedule their examination OR there is another button that populates on the top gray menu bar 'Access PearsonVUE' and they can scheduled their exams."