



Association of Inspectors General

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TO: Certified Inspectors General, Auditors and Investigators
FROM: Ron Calvosa, Executive Director
DATE: July 10, 2018
RE: Updated AIG Policy Maintaining Active AIG Certifications

This memorandum provides updated information regarding maintenance of certifications as Inspectors General (CIG®), Inspector General Auditors (CIGA®) or Inspector General Investigators (CIGI®).

There are two specific requirements for maintaining AIG certifications in "active status":

1. Anyone who has received a certification from the Association must be a current national member of the Association. (A Chapter-only membership is not sufficient to meet the membership requirement.)
2. Certified members must obtain 40 relevant hours of Continuing Professional Education (CPE) credits every two years. Certified members will be required to maintain a record of their CPEs and attest to the completion of this requirement upon membership renewal. National members will be required self-certify that they have met the CPE requirement. At the beginning of each new membership year, which begins on July 1, certified members will be required to submit an electronic form attesting to the fact that they have met the 40 CPE requirement during the preceding two years.

Relevant CPE (in mirror to the staff qualification requirements codified in Principles and Standards for Offices of Inspector General) is defined as CPE that directly enhances the person's professional proficiency with 12 of the 40 hours in subjects directly related to the person's responsibility (investigation, inspection, evaluation, reviews, or audit), the government environment, or the specific or unique environment in which the entity subject to examination operates.

The Association's Professional Certification Board conducts random audits of up to 10% of the certified membership to ensure compliance with these regulations.

If a certification is allowed to lapse, it would be inappropriate for someone to assert that they are certified by the Association. If the Association receives an inquiry about a lapsed certification, we will report that the certification has not been maintained and is in inactive status.

Since the Board adopted this CPE requirement for certified members, further questions have been raised about what constitutes CPE for the purpose of this policy. The Board addressed this matter at its May 17, 2018 meeting. Therefore, the information that follows explains the CPE expectations for certified members.

We find the Institute of Internal Auditors Professional Certification Board covered these questions thoroughly in their November 2017 Continuing Professional Education Policy under the heading of Qualifying CPE Activities and Other Qualifying Activities. The Association of Inspectors General is incorporating these provisions by reference:

One of the most common ways certified individuals earn CPE hours is by completing educational programs. In fact, certified individuals may earn all of their required annual CPE hours by attending such programs. Therefore, the PCB has established criteria to ensure that educational programs maintain a high standard of quality. For a CPE program to be deemed acceptable by the PCB, it must meet all of the following criteria:

- *Be a formal program of learning that contributes directly to the professional competence of the certified individual.*
- *Clearly state program objectives, which specify the level of knowledge the participants should have attained, or the level of competence to be demonstrated upon completion of the program.*
- *Clearly state education or experience prerequisites, if appropriate for the program.*
- *Be developed by individuals who are qualified in the subject matter and instructional design.*
- *Provide current program content.*
- *Provide evidence of program completion or participation and the appropriate number of CPE hours earned (e.g., a certificate of completion).*

The Association of Inspectors General Professional Certification Board recognizes the following professional education, development programs, and other qualifying activities as meeting the aforementioned criteria:

- Seminars and conferences, and meetings provided by national, state, or local professional organizations such as chapters established by the Association of Inspectors General, the Association of Certified Fraud Examiners, the Institute of Internal Auditors, the Association of Government Accountants, ISACA, state bar associations, and other relevant educational programs provided by other professional organizations or societies.
- Formal in-house training programs that meet the aforementioned educational program requirements.
- Passing certification examinations offered by other professional organizations with aligned missions such as the Association of Certified Fraud Examiners, the Institute of Internal

Auditors, the Association of Government Accountants, ISACA, state bar associations, and other relevant educational programs provided by other professional organizations or societies. Generally, passing such certification examinations will support the award of 10 CPE during a two-year period.

- Authoring or contributing to publications. Certified individuals who author or contribute to publications may obtain CPE hours for their work, as long as their contributions pertain to relevant subject areas. For CPE earning and reporting purposes, “publication” is defined as books, research papers, and articles in professional periodicals. Maximum CPE reportable in this category annually is 10 (as determined on the basis of 1 CPE per 200 published words) during a two-year period.
- Delivering oral presentations. Certified individuals who deliver oral presentations (e.g., institutes, seminars, conferences, university or other academic settings, or in-house training) may obtain CPE hours for their effort, as long as their contributions pertain to relevant subject areas. Certified individuals may earn one CPE hour for each 50 minutes of presentation time, plus credit for preparation time, equivalent to three times the presentation time. For example, for delivering a 50-minute presentation, a certified individual would earn 4 CPE hours (1 CPE hour for the presentation itself, and 3 CPE hours for preparation). Subsequent presentations of the same material may be reported as presentation time only. Maximum CPE reportable in this category annually is 10 during a two-year period.
- Participating as a board member in a professional organization such as the Association of Inspectors General, a Chapter of the Association of Inspectors General, the Association of Certified Fraud Examiners, the Institute of Internal Auditors, the Association of Government Accountants, ISACA, and other relevant industry-specific professional organizations. Maximum CPE reportable in this category annually is 10 during a two-year period.
- Participating in internal office meetings when a structured educational programs with learning objectives are presented (e.g. that portion of a meeting when a structured educational program is used to teach certified members how professional standards apply to their work). Maximum CPE reportable in this category annually is 5 during a two-year period.
- Serving on Association of Inspectors General Peer Reviews. Maximum CPE reportable in this category annually is 10 during a two-year period.

The Association of Inspectors General will not issue CPE certifications for these qualifying activities. Rather, a certified member should review these guidelines, claim the number of allowable CPEs, retain proof of the qualifying activity (formal in-house training syllabus, copy of published article, agenda for participation as an instructor at an AIG institute, etc.), and file this

information for later reference. If selected for audit, the certified member must present the materials supporting their claimed CPE.

If you have any questions about this policy, please do not hesitate to contact me.

Sincerely,

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