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TO: Certified AIG Members (“CIG”, “CIGA”, “CIGI” and “CIGE”)
FROM: Association of Inspectors General – Professional Certification Board
RE: Maintaining AIG Certifications in Active Status
DATE: December 20, 2019

The Association of Inspectors General maintains a record of all certifications, and implements a compliance program to verify that certification requirements are met. This memorandum answers common questions regarding the maintenance of AIG issued certifications in “Active Status”.

There are two basic requirements for maintaining your certification(s) in active status:

1. You must maintain annual membership in the national AIG.
2. You must earn 40 Continuing Professional Education (CPE) credits every 2 years.

Common Questions about Maintaining Certifications

- *What kind of membership do I need to have? Can I just join an AIG Chapter?*

On April 14, 2016, the Board of Directors voted to require that to maintain certification you must be a current member of the national Association. A Chapter-only membership will not suffice.

- *When does the membership year begin and how does it affect my certification?*

AIG’s membership year begins on July 1st and ends of June 30th the following year. In order to avoid a lapse in membership that will cause your certification to also lapse, you must renew your membership no later than July 31st of a new membership year. If you forget to renew your membership or do so after July 31st, your certification will go into “lapsed status”.

- *What is the cost of membership?*

Annual national membership is \$100. Chapter membership is \$35 per year. There is a \$10 discount for joining both the National Association and a Chapter.

- *What is the benefit to joining a Chapter in addition to joining the national Association?*

The Chapters provide local training and issue CPEs that can be applied to the certification requirements. In addition, local AIG Chapters offer networking opportunity within the local inspector general community.

- *How can I restore a certification that has lapsed?*

To restore a lapsed certification you must: 1) join the national Association; and 2) submit proof that you have earned 40 CPEs during the previous two years from the date of application for restoration. All requests to restore a lapsed certification should be made to the Association's Executive Director via email at: exec@inspectorsgeneral.org

- *How do you report that you have met the 40 CPE requirement?*

Every year, you will have to affirmatively attest to having met the 40 CPE requirement after you renew your membership. The CPEs have to coincide with our membership year that runs from July 1 to June 30.

For example, after you renew your membership for 2019/20, you will subsequently be sent an email asking you to attest to the fact that you have met the CPE requirement. To be able to affirmatively attest that you have satisfied this requirement, you will have had to have earned a total of 40 CPEs from July 1, 2017 to June 30, 2019. You will be provided with a link to an online form that you should complete and return. This is the attestation.

Please note, you will be affirmatively asked to attest to having met the CPE requirements every year. Thus, as a matter of planning, you should make sure that you earn 40 CPE credits every two-years.

You are not required to submit proof of having obtained the CPEs with your attestation. Once we receive your affirmation attestation, your certification(s) will be deemed "current" for that year. You will only be asked to submit proof of CPEs, if the Association's Professional Certification Board (PCB) randomly selects you for a desk audit.

- *Are there any limitations on the kinds of CPEs that the Association will accept?*

The CPE standards are set forth in our Principles and Standards for Offices of Inspectors General (The “Green Book”), which states:

Continuing Professional Education/Development

OIG staff performing investigations, inspections, evaluations, reviews, or audits need to maintain their professional competence through continuing professional education (CPE). Therefore, each staff person who performs investigations, inspections, evaluations, reviews, or audits should complete, every 2 years, at least 40 hours of CPE that directly enhance the person's professional proficiency. Dependent upon the focus of the office, at least 12 of the 40 hours of CPE should be in subjects directly related to the person's responsibility (investigation, inspection, evaluation, review, or audit), the government environment, or the specific or unique environment in which the entity subject to examination operates. (Green Book p. 14)

The operative words here are “enhance the person’s professional proficiency”. Thus, the CPEs earned should be generally related to the work that offices of inspectors general perform, and 12 of the credits should be specifically related to a person’s professional responsibilities.

- *What if I took a relevant course but the class sponsor was not specifically authorized to grant CPEs? Can such a course count toward the requirement?*

For guidance, please review the Memorandum available on the AIG’s website: <http://inspectorsgeneral.org/files/2019/12/122019-Association-of-Inspectors-General-CPE-Expectations.pdf>

- *How does AIG ensure that certified members have met the CPE requirements?*

The Association’s Professional Certification Board (PCB) oversees compliance with the certification requirements. The Association has directed the PCB to implement an audit/review program to verify that certified members have met the CPE requirements.

In accordance with Association policy, on an annual basis, the PCB will conduct desk audits of “up to 10% of the certified membership” to verify that the requisite CPEs have been earned.

If a certified member is randomly selected for a desk audit, the Association's Executive Director will contact the member via email and request that a pdf of all CPEs earned during the specified two-year period be provided.

The member will have 30 days to comply with the Executive Director's request for documentation.

Members who have attested to the fact that they have met the CPE requirements, but do not produce the required proof, will have their certifications lapse.

- *Can I request an extension of time to complete the 40 CPE requirement?*

There are no provisions to request additional time to earn the requisite CPEs. If you have not met the requirements, your certification lapses, and then you must meet the requirements to restore your certification.

- *What happens to my certification(s) after I retire?*

The policy regarding maintaining certification does not change once a person retires. We anticipate that you may allow your certifications to lapse. However, you may chose to keep your certification current by meeting the certification requirements.