

2022

Inspector General Institute[®] Guide

Jacksonville, Florida



EVALUATOR PROGRAM



AUDITOR PROGRAM



INVESTIGATOR PROGRAM



INSPECTOR GENERAL PROGRAM



INSPECTOR GENERAL

INSTITUTE[®]

ASSOCIATION OF INSPECTORS GENERAL

Updated: 6/5/2022

Introduction

Congratulations on your acceptance into the AIG Inspector General Institute®! This guide will provide you with the information you need to plan your trip and answer commonly asked questions about the Inspector General Institute®. Our four certification programs, Certified Inspector General® (CIG), Certified Inspector General Auditor® (CIGA), Certified Inspector General Inspection/Evaluation® (CIGE), and Certified Inspector General Investigator® (CIGI) are registered trademarks of the AIG's Inspector General Institute®. Students are required to successfully complete the curriculum, which includes a written examination, proscribed by the Professional Certification Board.

Inspector General Institute® Programs

Each of the four Inspector General Institute® programs begin on Monday of the scheduled start date at 8:00 a.m. and conclude at approximately 5:00 p.m. each day, with the exception of Friday. Periodic breaks are provided throughout the day. Each program schedule is unique and exact times of the breaks may vary. On the last day of the program (Friday), programs will start at 8:00 a.m. and usually wrap-up around 11:00 – 11:30 a.m. Generally, the certification exam is offered immediately following the conclusion of the course presentations. Historically, the certification exam normally takes less than two hours to complete. When making travel plans, please keep in mind that travel from hotel to airport is approximately 30 minutes (and could be longer, depending on traffic.)

Attendance is mandatory for all sessions. You will need to check-in with your name tag each morning and upon returning for the afternoon session. There are also NASBA-mandated session evaluation surveys that will be distributed electronically at the conclusion of each session. These session evaluation surveys are required to comply with NASBA standards and mandatory for students to receive full CPE credits.

IMPORTANT! PAPERLESS EXAM!

Each program's certification examination is paperless and conducted via an online examination platform. Each student is responsible to ensure that they bring with them a laptop or computer that is capable of accessing the internet. Should you require a special accommodation for any reason, please notify us as soon as possible via email at:

programsupport@inspectorsgeneral.org

Tuition Payments

Upon your acceptance to the Inspector General Institute®, you will receive an invoice for your tuition payment. Payment is due upon acceptance to an Institute® program. In the event that your agency is paying your tuition, please provide them with your invoice for payment and

inform them that the invoice can be paid online using the link located at the bottom of the invoice. Agencies that are paying for multiple invoices should request a consolidated invoice at programsupport@inspectorsgeneral.org and provide the attendee's names, invoice numbers and a point of contact. Agencies paying by check or purchase/requisition order should contact us for further information.

We recognize that agency procurement processes may result in payment not being made prior to the commencement of the Institute®. In such cases, we do not preclude you from continuing with your program. However, the awarding of "Certified" status and the actual certificate will not be provided until payment is completed. Please consult with any of our on-site staff if you have any questions. **Certificates will NOT be issued when there is an outstanding balance!**

Questions about payments should be directed to programsupport@inspectorsgeneral.org

Institute Site/Hotel – NEW! Please read carefully.

The Hyatt Regency Jacksonville Riverfront is the official site for our August 2022 Inspector General Institute® and we have contracted a block of rooms for the programs. **NEW!** Some agencies require that their attendees book their room at the GSA-approved lodging rate. The links below will take you to the "**IG Institute Contracted Rate**" or the "**GSA-Approved Rate**" to make your room reservation.

[IG Institute Contracted Rate \(\\$149 single/double – includes breakfast daily\)](#)

Click [HERE](#) to book your room using the IG Institute Contracted rate of \$149 per night. This rate includes breakfast each day of the program. You must use the link to secure the rate and breakfast. Booking directly with the hotel may not provide you with the rate or breakfast.

[GSA-Approved Rate](#)

Click [HERE](#) to book your room using the GSA-Approved Rate. Please note: this rate does NOT include breakfast.



Hyatt Regency Jacksonville Riverfront
225 East Coastline Drive
Jacksonville, Florida 32202

Dietary Restrictions or Special Accommodations

Please advise the AIG Program Director at programsupport@inspectorsgeneral.org of any special dietary or physical accommodations, of which, you'd like us to be aware.

For Those Driving:

There is parking available at the hotel. However, parking for the Institute® is not included in the tuition or room rate. We have contracted with the Hyatt for a reduced daily parking rate of \$15. You must obtain a parking sticker for each day of parking from Institute® staff to obtain the reduced rate.

Arrival by Air

The Hyatt Regency Jacksonville Riverfront is located approximately 15 miles (about 30 minutes travel time) from the Jacksonville International Airport. There are a variety of transportation options available. Please note, that the shuttle transportation service offered by the hotel is NOT complimentary.

Attire & Conduct

Business casual is the attire for all sessions and events. All attendees, Association board members, staff and Institute® instructors are expected to conduct themselves in a professional and courteous manner throughout the programs. Inappropriate conduct should be immediately reported to the Association's Executive Director (Gregory Hill) or the Professional Certification Board Chair (John Carey).

Inspector General Institute® Early Check-In

Early check-in for the Institute® programs will open on Sunday, August 7th from 3pm to 6pm. The location of the check-in desk is being finalized and a separate announcement will be made prior to the event. Your name badge is required to be worn for all Institute® courses of instruction and events.

Hyatt Regency Floorplan

Program room assignments are being finalized and will be announced at a later date.

Networking Reception

In addition to the course instruction, one of the great benefits of the Inspector General Institute® is the ability to network with professionals within the IG community. On Tuesday

evening, a reception is held to encourage you to meet old friends and meet new ones! The reception will include two beverage tickets and an assorted menu of appetizer items. Name badges will be required for admittance. We encourage everyone to drink responsibly and, if you are driving – don't drink and drive.

COVID-19

We take Covid-19 seriously and are continuously monitoring the situation. We, together with our partner Hyatt Regency, have taken multiple steps to make the Institute® environment as safe as we can. Our March 2022 Institute® program with more than 170 attendees held in Los Angeles, California was successfully completed without a single reported incidence of suspected or actual Covid-19!

We would ask for your assistance and cooperation in making this in-person training a safe for all those attending and, even more importantly, for the loved-ones that you will return home to at the conclusion of the training.

- The Association does not mandate vaccinations or proof of a negative Covid test prior to the Institute® programs. However, in an abundance of caution for the benefit of everyone attending we do strongly recommend that attendees be, consider, or reconsider being vaccinated prior to attending the Institute®.
- We strongly encourage a mask when social-distancing is not possible. Face mask will be available at the registration desk. Please note, that the Association will comply with all local governmental or health agency directives/orders related to Covid-19.
- If, you test positive for Covid-19, have been exposed to someone who has tested positive or advised by a licensed medical professional that they are Covid-19 positive, experience symptoms that lead you to belief you may be Covid-19 positive, we recommend that you contact us and discuss available options to reschedule your attendance at the Institute®.
- Hand-sanitizer will be made throughout the hotel.
- In the event that you become ill or suspect that you may have been exposed to Covid-19, please mask-up and notify an Institute® staff member immediately.

In the event that the Institute® programs are canceled due to Covid-19, a full refund or transfer of credit to the next Institute® program will be available.