

**(Select only one) Which program are you applying for:**

**CERTIFICATION:** I am currently employed by an IG Office and meet the eligibility criteria to receive the Certified Inspector General Certification. It is mandatory that this form below be completed by the Inspector General or Deputy Inspector General.

**CROSS-TRAINING:** I am currently employed by an IG Office and am seeking a cross-training track.

**CONTINUING ED:** I am employed by an organization (not created or titled as an Office of Inspector General) that performs oversight functions similar to an IG's office.

**Agency Inspector General's Certification of Applicant Eligibility**

To: Association of Inspectors General -- Professional Certification Board

From:

Title:

Agency:

Date:

Re: Certification of Applicant Eligibility of

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I, \_\_\_\_\_ certify that I have reviewed the requirements as outlined in the accompanying document entitled "Institute Eligibility Requirements" and that the applicant meets the requirements as stated in said document to attend the following course:

Inspector General Program (CIG)

Inspector General Auditor Program (CIGA)

Inspector General Inspector/Evaluator Program (CIGE)

Inspector General Investigator Program (CIGI)

Tuition Obligation (Check the appropriate box below):

This agency agrees to pay the Institute tuition for this applicant.

This agency **will not** pay the Institute tuition -- the applicant is personally responsible for payment.

I understand that the Association of Inspectors General and the Professional Certification Board relies upon me, as the Inspector General of the agency, to recommend only eligible candidates to attend the Institute® Programs. I hereby certify, having reviewed the eligibility criteria, that the above-named applicant is eligible and recommend they be considered for admission.

Inspector General's Certification

Date

(Signature) Email:

Business Address:

Telephone Number:

## Institute Eligibility Requirements

### DEFINITIONS.

**Assistant or Deputy Inspector General** shall mean a senior level executive who reports directly to the Inspector General and who can stand in for the Inspector General during their absence.

**Assistant or Deputy Legal Counsel** shall mean a bar-licensed legal counsel that provides substantive legal advice on Inspector General investigations, audits or inspections.

**Certified Inspector General® Program** means the prescribed course of study offered by the Inspector General Institute® that focuses on executive-level training and results, upon successful completion, in the awarding of the designation Certified Inspector General®.

**Certified Inspector General Auditor® Program** means the prescribed course of study offered by the Inspector General Institute® that focuses on auditing and results, upon successful completion, in the awarding of the designation Certified Inspector General Auditor®.

**Certified Inspector General Inspector/Evaluator® Program** means the prescribed course of study offered by the Inspector General Institute® that focuses on inspections/evaluation and results, upon successful completion, in the awarding of the designation Certified Inspector General Inspector/Evaluator®.

**Certified Inspector General Investigator® Program** means the prescribed course of study offered by the Inspector General Institute® that focuses on investigations and results, upon successful completion, in the awarding of the designation Certified Inspector General Investigator®.

**Certified Inspector General Institute®** shall mean the individual and collectively prescribed programs of study offered by the Inspector General Institute® that results, upon successful completion, in the awarding of certification in the particular field of study.

**Inspection** shall include synonyms such as inspection, evaluation, review and assessment.

**Inspector General** shall mean the individual appointed by a government authority to a position designated "Inspector General"; any individual appointed to direct an office with the title of "Office of the Inspector General"; or the head of any government agency with responsibilities and authority commensurate with those typically assigned to offices of inspectors general. The term shall include an "interim" or "acting" inspector general who has received such an appointment by a governmental authority.

**Inspector General (Military)** a Military Inspector General shall include the principal most senior Inspector General at the command, installation or higher headquarters.

**Legal Counsel** shall mean the senior-most bar-licensed legal counsel assigned to the Office of Inspector General and reporting directly to the Inspector General.

**"Managing"** shall mean managing or administering financial or management audits, investigations or inspections. The position must entail decision making authority with respect to the audits, investigations or inspections.

**Professional Certification Board** refers to the individuals appointed by the Association leadership

to serve in the oversight and regulatory capacity over the Certified Inspector General Institute®.

**Relevant experience** shall mean professional-level experience directly related to the functions or duties associated with the particular field.

**Senior-level staff member** shall mean a senior level executive who reports directly to the Inspector General and who can stand in for the Inspector General during their absence who has earned a Bachelor's degree from an accredited college or university; and has eight years of public sector experience performing or managing audits, investigations, inspections or directly related legal functions; and has at least three years' experience as a senior-level staff member in an inspector general's office with direct responsibility managing financial or management audits, investigations, or inspections.

### **BASIC ELIGIBILITY REQUIREMENTS TO ATTEND CERTIFIED INSPECTOR GENERAL INSTITUTE®**

- a. To obtain a certification, those who attend the Institute® programs must currently be an employee of an established government office of Inspector General.
- b. To obtain continuing education, those who are employees of government organizations that perform similar functions of an office of Inspector General and share similar characteristics (e.g. independence) may be admitted to the Institute® on a space-available and case by case basis.
  - i. Applicants must also meet the below criteria to be accepted into Institute® programs.
  - ii. Students in this category who successfully complete these courses will receive continuing education credits, but will not be permitted to take certification examinations.
  - iii. Students in this category will not receive Institute® certifications.
- c. To obtain continuing education and broaden one's knowledge of Inspector General operations, an employee of an established government office of Inspector General may be admitted to other Institute® courses outside of one's particular discipline on a space-available and case by case basis. For example, an auditor can apply to the Certified Inspector General Investigator® (CIGI) course.
  - i. Students in this category who successfully complete these courses will receive continuing education credits, but will not be permitted to take certification examinations.
  - ii. Students in this category will not receive Institute® certification for this counterpart training.

### **Certified Inspector General® Program**

All applicants to the Certified Inspector General® program must satisfy **one** of the criteria below:

- i. Currently hold an appointed position as an inspector general (including interim/acting or those who have received an appointment) in a public jurisdiction.

--OR--

- ii. Currently serve as a senior-level staff member in an inspector general's office, which includes a senior level executive who reports directly to the Inspector General and who can stand in for the Inspector General during their absence who has earned a Bachelor's degree from an accredited college or university; and has eight years of public sector experience performing or managing audits, investigations, inspections or directly related legal functions; and has at least three years' experience as a senior-level staff member in an inspector general's office with direct responsibility managing financial or management audits, investigations or inspections.

--OR--

- iii. Currently serve as a senior-level staff member in an inspector general's office, which includes a senior level executive who reports directly to the Inspector General and who can stand in for the Inspector General during their absence who has earned a graduate degree in Public Administration, Law, or a related field from an accredited college or university; and has five years of public sector experience performing or managing audits, investigations, inspections or directly related legal functions; and has at least three years of experience as a senior-level staff member in an inspector general's office managing and overseeing audits or investigations.

## Certified Inspector General Auditor® Program

All applicants to the Certified Inspector General Auditor® Program must satisfy each of the criteria below:

(i) Currently employed in an office of Inspector General performing, managing or providing legal advice on audits.

AND

(ii) Have earned a bachelors or graduate degree from an accredited college or university. Two years of relevant experience in the specific field may be substituted for one year of educational experience.

AND

(iii) Have one year of specific and documented experience performing, managing, or providing legal advice on public sector audits.

## Certified Inspector General Investigator® Program

All applicants to the Certified Inspector General Inspector/Evaluator® Program must satisfy each of the criteria below:

(i) Currently employed in an office of Inspector General performing, managing or providing legal advice on investigations.

AND

(ii) Have earned a bachelors or graduate degree from an accredited college or university or have equivalent experience. Two years of relevant experience in the specific field may be substituted for one year of educational experience.

AND

(iii) Have one year of specific and documented experience performing or managing public sector investigations.

## Certified Inspector General Inspector/Evaluator Program

All applicants to the Certified Inspector General Inspector/Evaluator® Program must satisfy each of the criteria below:

(i) Currently employed in an office of Inspector General performing, managing or providing legal advice on inspections.

AND

(ii) Have earned a bachelors or graduate degree from an accredited college or university. Two years of relevant experience in the specific field may be substituted for one year of educational experience.

AND

(iii) Have one year of specific and documented experience performing inspections in the public sector.