

2023_r

Inspector General Institute[®] Student Guide



EVALUATOR PROGRAM



AUDITOR PROGRAM



INVESTIGATOR PROGRAM



INSPECTOR GENERAL PROGRAM



INSPECTOR GENERAL
INSTITUTE[®]
ASSOCIATION OF INSPECTORS GENERAL

Jacksonville, FL
March 13 - 17, 2023

Updated: 2/15/2023

IMPORTANT NOTE

The information and links provided in this guide apply exclusively to the 2023 AIG Inspector General Institute® programs being held in JACKSONVILLE, FLORIDA on March 13th – 17th only.

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®.

Starting in 2023, the Association's Board of Directors approved three categories of student admissions into the IG Institute®: "IG Certification", "Cross-Training" and "Non-OIG". Each student applying for, and admitted into, the Institute® has been qualified by the Professional Certification Board as having met the proscribed eligibility requirements. Only those students admitted under the IG Certification track will be permitted to sit for the certification examination on Friday. IG Certification track students, upon successful completion of all Institute® requirements, including a passing grade on the certification examination, will be awarded the designation of "Certified Inspector General" in their respective program. All students will be eligible to receive Continuing Professional Education (CPE) credits.

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 12:00 pm and students in the "cross-training" and "non-OIG" tracks will be released. For IG Certification track students, the certification exam is normally offered immediately following the conclusion of the course presentations. Historically, the certification exam normally takes no more 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 to obtain CPE credits. Students will be required to check-in to sessions throughout the day using QR code scans and our digital check-in system. Instructions for how to check-in to the sessions will be provided. Digital course and instructor evaluations are distributed each day and are required from each student to comply with NASBA standards. Failure to check-in and/or submit the mandated session evaluation forms may result in a reduction in CPE credits. Course materials (presentations, handouts) will be provided electronically. We recommend that, if you desire to print or download any materials that you do so prior to your arrival at the Institute. All materials will be posted one week prior to the start of the Institute on the course website. The link to the course site will be provided to you. Printed materials will not be provided on-site.

IMPORTANT! PAPERLESS EXAM!

FOR STUDENTS IN THE CERTIFICATION TRACK. 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. We recommend that if you have not received confirmation of payment prior to your departing for the IG Institute® that you consult with your agency administrator to confirm payment has been made. Agency administrators may contact us to coordinate payments or reconciling purchase orders on behalf of their staff. 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

Hotel Reservations

Due to an overwhelming demand, we regret to announce that accommodations at the Hyatt Regency Jacksonville Riverfront have sold out. However, we are excited to partner with Doubletree by Hilton Jacksonville Riverfront as our overflow provider. The Doubletree by Hilton Jacksonville Riverfront is a short walk from the Hyatt and can also be accessed via a short drive by car/Uber or water taxi. There are a limited number of GSA-rate rooms (\$98) available, and reservations **MUST BE COMPLETED** prior to Tuesday, February 28th at 9:00 pm (EST).

Please use the link below or telephone number to make your room reservation at the Doubletree by Hilton Jacksonville Riverfront, 1201 Riverplace Blvd, Jacksonville, Florida 32207

[CLICK HERE](#) to make your online room reservations.

--Or--

By phone (available 24 hours a day) to **1-800-222-8733** and be sure to **ask for "Inspectors General Institute" or Group Code IGI**

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 voucher 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

Business casual is the attire for all sessions and events.

Inspector General Institute® Early Check-In

Early check-in for the Institute® programs will open on Sunday, March 12th 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.

Name badges are color-coordinated to your specific program:

Certified Inspector General (CIG)	NAVY BLUE
Certified Inspector General Auditor (CIGA)	LIGHT GREEN
Certified Inspector General Inspector/Evaluator (CIGE)	RED
Certified Inspector General Investigator	BLACK

Classroom Assignments

PROGRAM	CLASSROOM*
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Certified Inspector General (CIG)	Conference Center A
Certified Inspector General Auditor (CIGA)	River Terrace 2
Certified Inspector General Inspector/Evaluator (CIGE)	River Terrace 3
Certified Inspector General Investigator	River Terrace 1

*Subject to change.

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 catch up with 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.

Code of Conduct

As a professional association, we require that everyone attending the IG Institute® - including students, instructors, staff and board members to conduct themselves in a professional manner at all times. Any conduct observed that is – or could be – harmful, threatening, harassing, or offensive should be reported immediately or as soon as practical to the AIG Executive Director or Professional Certification Board Chair. (Both the Executive Director and PCB Chair are on-site and available throughout the week.) The Inspector General Institute® reserves the right to immediately expel any individual(s) that it deems as having violated the code of conduct.

COVID-19

Covid-19 remains a serious concern and we continue to monitor for any potential impacts upon the IG Institute®. We, together with our partner Hyatt Regency, have taken multiple steps to make the Institute® environment as safe as we can. We have successfully completed multiple Institute® programs 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.

Please consider:

- 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 believe you may be Covid-19 positive, we recommend that you contact us and discuss available options to reschedule your attendance at the Institute®.
- During the program, 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.

- 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 students 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.