



Association of Inspectors General

445 West 59th Street

New York, NY 10019

212-237-8001

exec@inspectorsgeneral.org

Inspector General Institute™



INSPECTOR GENERAL

INSTITUTE

Background

The Association shall foster and promote public accountability and integrity in the general areas of the prevention, examination, investigation, audit, detection, elimination and prosecution of fraud, waste and abuse, through policy research and analysis; standardization of practices, policies, conduct and ethics; encouragement of professional development by providing and sponsoring educational programs; and the establishment of professional qualifications, certifications, and licensing.

Since 1999 the Association has offered training to IGs and their senior staff. In this Inspector General Institute certification program, participants will receive instruction in areas identified by the Association which will lead to the

CERTIFIED INSPECTOR GENERAL™
CERTIFIED INSPECTOR GENERAL AUDITOR™
CERTIFIED INSPECTOR GENERAL INVESTIGATOR™

designation - for those who successfully complete the Institute certification program and meet education and experience eligibility requirements and pass the exit examination. The professional training is recognized by the National Association of State Boards of Accountancy (NASBA). In addition, up to 35 continuing education credits will be awarded.

Instructional Method and Faculty

This Institute program utilizes the group-live instructional method.

Instructors include current or former inspectors general, senior IG staff along with experts in investigative, forensic and related disciplines. The five-day Institute will include lectures, case analysis and didactic training to teach and enhance the skills expected of the professional Inspector General.

Expect to interact with instructors and registrants during and after class and throughout the one-week program. The opportunity to meet informally and share “war stories” with fellow inspectors general will be a valuable part of this training.

Participants may also be expected to read case material and present their own redacted case facts for discussion.

Attendance at All Sessions is Mandatory

If a registrant fails to attend all sessions, Certified Inspector General or certification will be withheld and no attendance certificate will be awarded. Attendance will be determined by the signature on the periodically circulated attendance roster. No exceptions to this policy will be permitted.

Exit Examination

Participants attending all sessions of the Institute will be provided the opportunity to take the exit examination. A passing grade is required for certification. The examination begins on the afternoon of the last day of class. Please coordinate your departure time.

Decisions and Definitions

Note: The Professional Certification Board of the Association of Inspectors General shall make all decisions regarding interpretations of these requirements and determinations made pursuant to these requirements. The Board will use the following definitions:

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.

Managing and overseeing shall mean managing or administering financial or management audits or investigations. The position must entail decision-making authority with respect to the audits or investigations or substantial responsibility for providing legal advice on related cases, and the position share direct responsibility for case outcomes.

35 CPE Credits

Registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN 37219-2417. NASBA Website: www.nasba.org.



The recommended amount of CPE credit for the Institute is 35 CPE credits. Each CPE credit is based upon a 50-minute hour.

Schedule

Participants should plan on arriving at 7:30 A.M. on Monday to register. Seminars are scheduled each day from 8:00 A.M. until 5:00 P.M. The exit examination begins at 2:00 P.M. on Friday

Policies

Cancellation

In the unlikely event of cancellation by the Association, the Association will endeavor to reschedule the Institute. In the event that a paid registered participant is unable to attend the rescheduled Institute, or the Institute is not rescheduled, the Association will refund the payment.

Refunds

All registration fees (less a cancellation fee of \$100) received by the Association are nonrefundable except in the case of cancellation as describe above. However, the Association may allow paid registrants who are unable to attend an Institute to apply the payment to future Institutes or Association conferences.

Participant Records

The Association maintains electronic records of attendance at Association Institutes and conferences. Participants may request a copy of his or her record from the Executive Director. Record requests may require a fee.

PAYMENTS:

FEES SHOULD BE PAID AT THE TIME OF APPLICATION. PAYMENT BY CHECK or PURCHASE ORDER IS REQUIRED. PURCHASE ORDERS, CREDIT/DEBIT CARD AND ELECTRONIC FUND TRANSFERS ARE ACCEPTED FOR THIS PROGRAM.

Future Institute Certification Programs and Plans

Future Institute Certification Programs. Members of the Association will receive notices about future Institutes as they are scheduled. Information will also be posted on the Association's website at www.inspectorsgeneral.org.

Continuing Education and Recertification

Continuing Education and Recertification. The Association's Board of Directors voted in October 2000 to require all Certified Inspectors Generals (CIG) to satisfy a 40-hour per year continuing professional education requirement and to maintain membership in the Association.

To maintain a valid Certificate as a Certified Inspector General, one must be a member of the Association in good standing.

Inquiries

Address inquiries for additional information to:

Robert Clift
Chair, Professional Certification Board
Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0001

Inspector General Institute Tuition

ALL FEES MUST BE PAID PRIOR TO PARTICIPATION

AIG member fee*: \$1,000

Nonmember fee : \$1,200 (includes one year membership)

***To qualify for the member fee the applicant MUST be a members prior to application.**

Please make your checks payable to "Association of Inspectors General"

Mail the application and payment to;

Association of Inspectors General
445 West 59th Street, 3532N
New York, NY 10019

Electronic payment:

<https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=aig&formId=44662>

Filing Deadline

Fully completed applications must be received at the above address by
February 3, 2012

Acceptance occurs on a first complete application submitted, first reviewed basis.

Payment must accompany application to be considered complete.

Each class capped at 25 participants.

Inspector General Institute Location – 2012 Winter- Clearwater, FL

The Association has entered into an agreement providing room discounts with the Clearwater Beach Marriott Suites on Sand Key
1201 Gulf Boulevard Clearwater Beach, FL 33767
(727) 596-1100

TRANSPORTATION

By car: Free parking is available

By commutation: Amtrak-Union Station (28 miles)

By air: Two international airports

Tampa International Airport- TPA (23 miles)

St. Petersburg-Clearwater International Airport- PIE (12 miles)

****Please note the hotel does not provide shuttle service****