

## **Continuing Professional Education (CPE) Requirements for Membership in IIA Singapore**

### **1. What is this new 10 CPE hours requirement?**

As a professional body, it is IIA Singapore's goal to ensure that our members develop and maintain an adequate level of current knowledge and proficiency to perform competently in the field of governance, risk and controls. Organisations and employers acknowledge and recognise that our members have adequate knowledge and skills to provide the quality of services that can be expected of them.

Our commitment to uphold professional and ethical standards required of the internal audit profession is consistent with the national initiative on life-long learning where individuals continuously learn to ensure that they are relevant and competent in the changing environment. Hence, the decision to implement the new 10 CPE hours requirement with the first reporting period being 1 June 2018 to 31 May 2019.

### **2. Are these 10 CPE hours an add-on to an IIA certification holder's CPE hours?**

All IIA certification holders (CIA, CCSA, CFSA, CGAP and CRMA) who wish to keep their certifications or designations in good standing are required to meet the CPE requirements and submit CPE report to IIA Global on an annual basis. Such certified individuals are deemed to have met IIA Singapore's 10 CPE hours requirement.

### **3. When do I need to make this 10 CPE hours declaration?**

For the 10 CPE hours required for IIA Singapore's membership, members can carry out the usual annual self-attestation of compliance or non-compliance at the point of the annual membership renewal.

### **4. How do I fulfill the 10 CPE hours?**

IIA Singapore offers seminars, conferences, workshops, Learn at Lunch sessions, Internal Auditor magazine and self-learning courses, which you can choose from to fulfill the 10 CPE hours requirement. In addition to the training programmes offered by IIA Academy, you can also sign up for other activities that may be deemed acceptable if you can demonstrate contribution to your professional competence. Acceptance of the submitted activity will be at the discretion of IIA Singapore.

Out of the 10 CPE hours, members must fulfill two CPE hours in Ethics for every year.

## 5. What qualifies for CPE hours?

Members are expected to uphold the highest standards of the profession when selecting quality educational programmes to fulfil the CPE requirements. The following criteria needs to be satisfied in order for a continuing education programme to be accepted, as stated under the IIA Global Certifications – Administrative Directive Number 4:

- a) The formal programme of learning contributes directly to the professional competence of the member.
- b) Acceptable formal programmes vary and will be at the discretion of IIA Singapore but in general:
  - Contribute to the professional competence of participants;
  - State programme objectives specifying the level of knowledge the participants should have attained, or the level of competence to be demonstrated upon completing the programme;
  - State education or experience prerequisites, if appropriate for the programme;
  - Be developed by individuals qualified in the subject matter and instructional design and
  - Provide programme content which is current.

## 6. What if I cannot meet the 10 CPE hours?

We will provide a 6-month extension of up to 31 December to provide you with more time to make up for any shortfall. However, in the event that you use the hours earned in the following calendar year to make up for the shortfall, the same CPE hours cannot be used to fulfill that year's reporting requirements.

An illustration:

| CPE Hours Earned            | CPE Reporting Year for IIA Membership | CPE Hours Requirement – 10 CPE Hours Annually  |
|-----------------------------|---------------------------------------|--|
| 5 CPE hours earned in 2020  | 1 July 2021                           | 10 CPE hours is required. The shortfall of 5 CPE hours needs to be earned by 31 December 2021 (based on a 6-month extension from 1 July 2021).   |
| 18 CPE hours earned in 2021 | 1 July 2022                           | As 5 CPE hours was used to make up for the shortfall of CPE hours in 2021 reporting year for IIA Membership, the same 5 CPE hours cannot be re-used for 2022 reporting year.<br><br>The balance of 13 CPE hours can be used for submission of CPE for 2022 reporting year. The excess of 3 CPE hours cannot be brought forward to 2023 reporting year. |

**7. Do I need to submit the records every year?**

You are required to keep records or evidence of participation. Annual self-attestation of compliance or non-compliance is sufficient. Records are not required to be submitted unless you are selected for audit purpose.

**8. What records do I need to keep?**

Records that provide evidence of participation such as certificates, receipts, attendance lists, minutes of meetings, and employers' or lecturers' letter of certification. These records should be kept for three years. Such records should include where appropriate, the following information:

1. Title of programme or description of content
2. Dates and location of programme
3. Course organiser
4. Contact hours of credit as recommended by the course organiser
5. Publications, oral presentations and participation in IIA Committee

**9. Who to contact for enquiries?**

Members can contact us at [certification@iaa.org.sg](mailto:certification@iaa.org.sg) or 6324 9029 if you have any queries.