

# Validation of Facilitation Experience for CCSA Candidate

This form or a photocopy of this form should be used to verify attainment of appropriate facilitation experience by a CCSA candidate. The following information should be completed and verified by a CCSA, a CIA, or the candidate's supervisor.

Please complete all sections of this form and mail to:

**The Institute of Internal Auditors Singapore**  
**6 Shenton Way**  
**#41-04 Tower One**  
**Singapore 068809**

Tel: (65) 6324 9029  
 Fax: (65) 6220 5972

<b>1.</b>	<b>Candidate Information</b>	
	Candidate's Name (as in IC or Passport)	
	Organisation	
<b>2.</b>	<b>Verifier's Authority</b>	
	<p>I am (tick all that apply):</p> <p><input type="checkbox"/> A CCSA (Certification in Control Self-Assessment)</p> <p><input type="checkbox"/> A CIA (Certified Internal Auditor)</p> <p><input type="checkbox"/> The candidate's supervisor</p> <p><input type="checkbox"/> Other* (explain) : _____</p> <p><i>*Other qualified verifiers will be considered for approval. (An example of other qualified verifiers would be the candidate's contractual clients if CSA is performed by a candidate who is an external consultant.)</i></p>	

3.	<b>Statement of Verification</b>	
	<p>I verify that _____ (candidate's name) has satisfied all of the following requirements:</p> <ul style="list-style-type: none"> <li>• Facilitated or co-facilitated at least one control self-assessment (CSA) workshop, acquiring at least seven (7) total hours of direct facilitation or co-facilitation experience. A CSA workshop is one that assesses and evaluates risks, controls, or processes supporting the achievement of objectives.</li> <li>• Demonstrated, through facilitation or co-facilitation, the ability to encourage group participation, resolve conflict (if applicable), and build consensus.</li> <li>• Been involved in the planning of at least one CSA workshop.</li> <li>• Received assessment/feedback on performance as a facilitator or co-facilitator.</li> </ul>	
4.	<b>Information About Verifier</b>	
	Name (as in IC or Passport)	
	Title/Position	
	Organization	
	Address	
	Business Phone	
	Fax	
	E-mail	