

# Increase Your Chances of Passing the CIA<sup>®</sup> Exam

CIA Exam Preparation Webinar

May 14, 2020

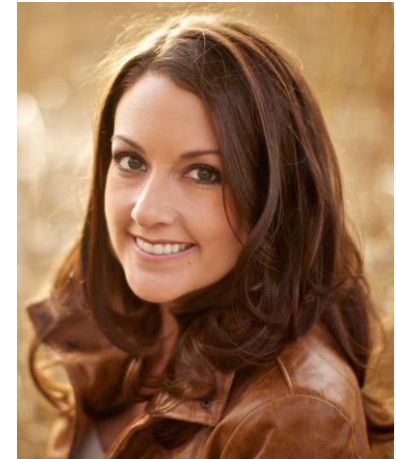
# Today's Presenters



**Jonathon Jones, MATD**  
Manager, IIA Global Certification  
Administration  
The IIA



**Vicki McIntyre,**  
CIA, CPA, CFSA, CRMA, CGAP  
President, FirstPlus Resolutions, Inc.  
Past Chair, IIA Chapter Relations Committee of North America  
Member, IIA North America Board of Directors  
IIA CIA Learning System Instructor



**Kelly Quinn**  
Vice President, IIA Strategic Partnership  
The IIA's CIA Learning System



# What We'll Cover Today

- Certified Internal Auditor® (CIA®) Certification Program
  - CIA Exam Overview
  - Exam Preparation: The IIA's CIA Learning System®
  - Study Tips & Test-Taking Tips
  - Links and Resources
  - Questions
-



*Accelerate*  
Your Success

CIA Proves Credibility  
& Proficiency

# CIA Certification





# CIA Overview

- 165,000+ certified globally
  - Only globally recognized certification for internal auditors
  - Audit in any country, in any company, in any industry, around the world
  - Based on the International Professional Practices Framework (IPPF)
-



# CIA Overview

Certified Internal Auditors by region.

58,608  
NORTH AMERICA

17,161  
EUROPE

3,838  
MIDDLE EAST

72,055  
ASIA PACIFIC

3,854  
AFRICA

1,585  
CENTRAL/SOUTH  
AMERICA

**DRIVE** with the *World Leader*

CIA Global Footprint

The Institute of Internal Auditors (IIA), established in 1941, is the internal audit profession's globally recognized advocate, educator, standard setter, and certifying body. The Certified Internal Auditor® (CIA®) designation, offered by The IIA since 1974, is the only globally recognized certification for internal auditors.

Join this elite group of  
global CIAs

165,000 strong and  
growing



# The Benefits of Earning Your CIA

- Gain instant credibility with internal and external clients
  - Increase opportunities for advancement
  - Broaden your knowledge base
  - Expand your confidence
  - Distinguishes you from your peers
  - Increases your earning potential
-



# The Benefits of Earning Your CIA

## *Proven Value*



*Believe CIA adds value\**



*CAEs prefer to hire CIAs\**



*More annually for CIAs\*\**

.....

\*According to The IIA's 2018 North American Pulse of Internal Audit Survey, 84% believe the CIA brings value to their internal audit work, and 70% of chief audit executives (CAEs) say they prefer to hire candidates with their CIA designation.

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\*\*According to The IIA's 2017 Internal Audit Compensation Study (based on U.S. responses), CIAs earn an average of \$38,000 more annually than those without a certification.





# The Certification Process

01

## APPLY

**Complete all application requirements.** Submit all documentation within 90 days of receipt of payment. Receive program approval.

02

## REGISTER AND TEST

**Prepare and pass all three exam parts.** Complete exam process within three years.

03

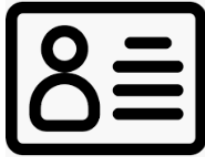
## BECOME CERTIFIED

**Verify experience** based on education level and get certified.



# Required Entry Supporting Documents

01



Government issued ID



Educational Diploma/Transcript



Character Reference

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# Examinations

02



- 3 part exam
- May be taken in any order
- Scaled Scoring Scale of 250-750
  - 600+ required to pass

Learn more about scaled scoring [here](#)

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# The CIA Exam

- ❖ **Part 1** - 125 multiple choice questions; 2 hours, 30 minutes
- ❖ **Part 2** - 100 multiple choice questions; 2 hours
- ❖ **Part 3** - 100 multiple choice questions; 2 hours

The IIA created [computer based exam tutorials](#) to demonstrate the functionality of the exam: flagging a question for review, using the calculator, exam navigation, time remaining, and more.

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# CIA Exam Syllabi

## Part 1

*Essentials of Internal Auditing*

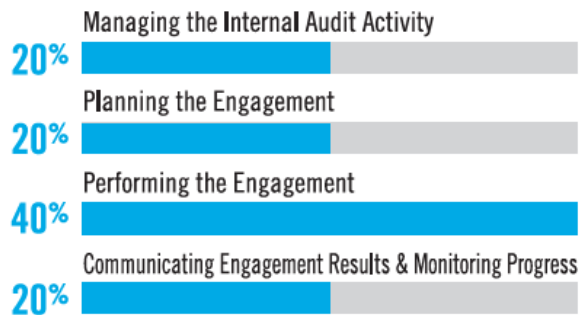
125 QUESTIONS / 150 MINUTES



## Part 2

*Practice of Internal Auditing*

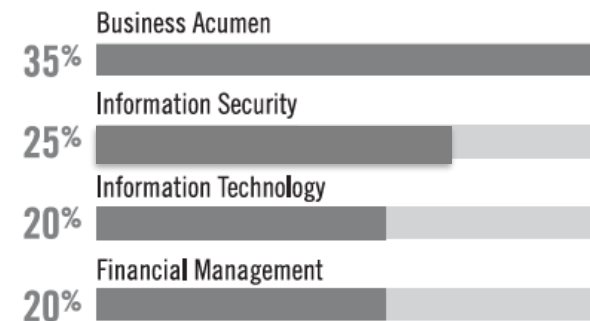
100 QUESTIONS / 120 MINUTES



## Part 3

*Business Knowledge for Internal Auditing*

100 QUESTIONS / 120 MINUTES



Get complete details at [www.theiia.org/CIA](http://www.theiia.org/CIA)



## Exit Requirement - Experience

03



Masters Degree – 12 months experience

Bachelor Degree – 24 months experience

Associates Degree – 60 months experience

Don't have a degree - alternate pathway available.  
Learn more at: [CIA Eligibility Requirements](#)

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## Poll Question

When are you planning to take a CIA exam part?

- a) Within the next 6 months
  - b) Within the next 12 months
  - c) Haven't decided yet
-



# Exam Languages

- Updated exams are available in Arabic, Traditional Chinese, English, French, German, Japanese, Korean, Portuguese, Russian, Spanish, Thai and Turkish.
- Take CIA exams in other languages, based on previous syllabi, until new release in the following languages:\*

  - ❖ Simplified Chinese – June 1, 2020
  - ❖ Polish – January 1, 2021

*\*Release dates are subject to change. Follow exam updates.*

**Learn more at:** [CIA Exam Updates](#)

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# Updated CIA Exam Syllabi

## Part 1

*Essentials of Internal Auditing*

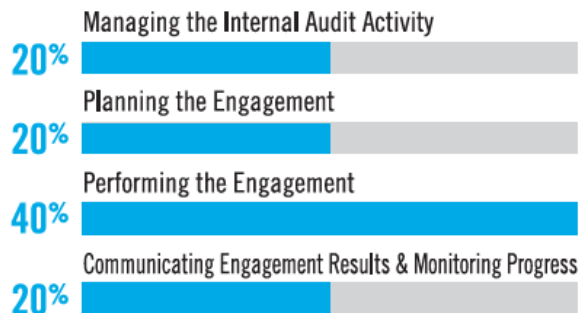
125 QUESTIONS / 150 MINUTES



## Part 2

*Practice of Internal Auditing*

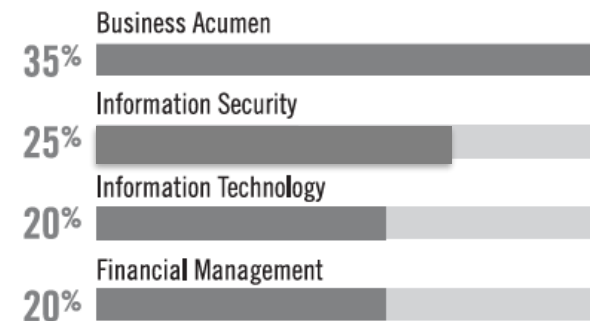
100 QUESTIONS / 120 MINUTES



## Part 3

*Business Knowledge for Internal Auditing*

100 QUESTIONS / 120 MINUTES



Get complete details at [www.theiia.org/CIA](http://www.theiia.org/CIA)



## CIA Part 3

- CIA Part 3 reduced from 8 domain topics to 4.
- Designed to tests candidates' knowledge, skills, and abilities particularly as they relate to the core business concepts in each domain:
  - ❖ Business Acumen – 35%
  - ❖ Information Security – 25%
  - ❖ Information Technology – 20%
  - ❖ Financial Management – 20%

Learn more at: [CIA Exam Updates](#)

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## Poll Question

Have you already applied for the CIA certification program?

- a) Yes
  - b) No
-



# Online Proctoring



**CIA and CRMA**  
Test From Home



[Learn more](#)

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## Save 20% on CIA & CRMA

Save 20% for IIA Members on CIA  
and CRMA applications and exam  
registrations

**Offer expires 31 May 2020**

[Learn more](#)

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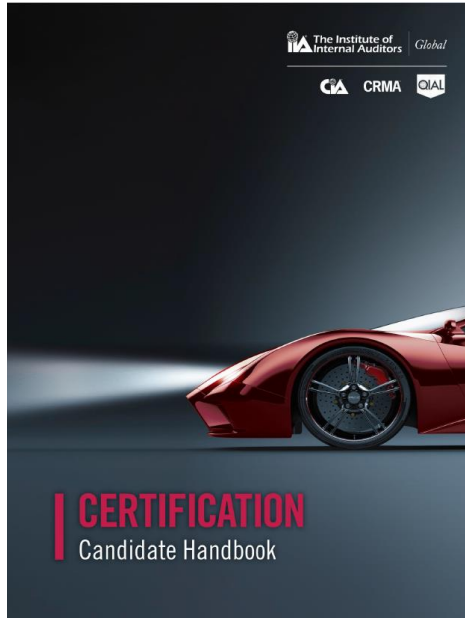
# Maintaining Certification



- Practicing CIAs: 40 hours of CPE every year.
- Non-practicing CIAs: 20 hours of CPE every year.

What qualifies for CPE? Visit the [CPE policy](#) to learn more.

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Download the Certification  
Candidate Handbook:  
[theiia.org/certification](https://theiia.org/certification)

[https://na.theiia.org/certification/Public%20Documents/  
Certification-Candidate-Handbook.pdf](https://na.theiia.org/certification/Public%20Documents/Certification-Candidate-Handbook.pdf)

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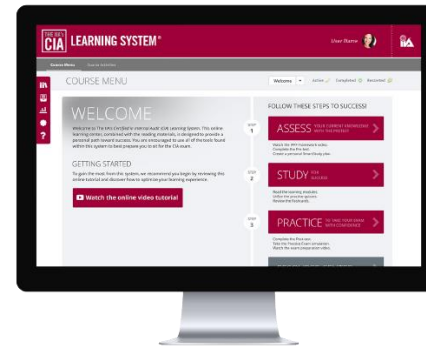
# EXAM PREPARATION

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# Why Choose The IIA's CIA Learning System®?

- Remote-ready study tools, available immediately and on-demand
- Teaches the entire updated CIA exam syllabus
- Designed for learning vs. memorization
- Learning options fit any learning style and schedule
- Meets The IIA's standard of excellence



# Choose Your Learning Option

## SELF-STUDY



- Online & remote-ready
- Self-paced, on your schedule
- Convenient, mobile-optimized

## INSTRUCTOR-LED



- Top-tier CIA instructors
- Structured syllabus & peer discussion
- Online courses available now

## CORPORATE



- Consistent, high quality team training
- Self-study or instructor-led
- Volume savings on 2+

# Poll Question

How do you like to study?

- a) On my own: self-study program
  - b) In a classroom: in-person instructor-led course
  - c) In an online classroom: online instructor-led course
  - d) Other
-

# Prepare to Pass - Steps to Success



**Plan Your  
Studies**



**Study the  
Reading Materials**



**Apply the  
Concepts**



**Practice for  
Your Exam**



# Step 1: Create a Study Plan



## How Much Time Will You Need to Study for the Updated CIA Exam?

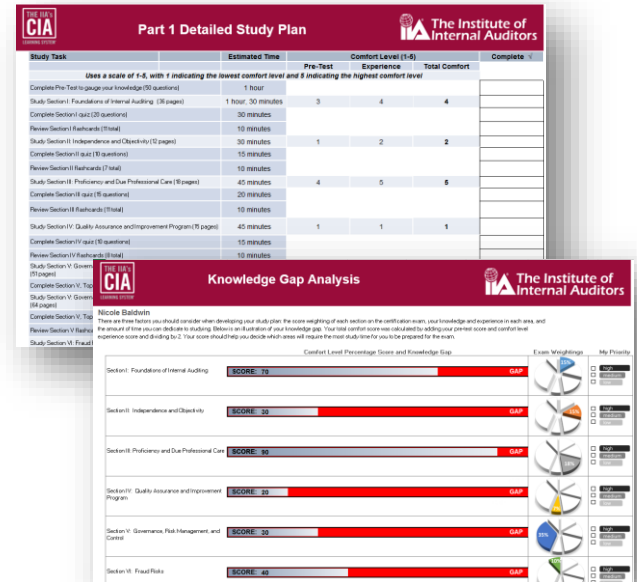
- Expect to study a minimum of:
    - Part 1: 40 hours
    - Part 2: 40 hours
    - Part 3: 50 hours
  - Study times vary based on
    - How recently you've completed school/education
    - Years of experience
    - Expertise in accounting and IT
    - Study method
    - How quickly you read and comprehend topics
-

# Step 1: Create a Study Plan



## SmartStudy™

- Assess your strengths and weaknesses by completing the online pre-test
- Use results to create a comprehensive, step-by-step plan



## Step 2: Study the Reading Materials



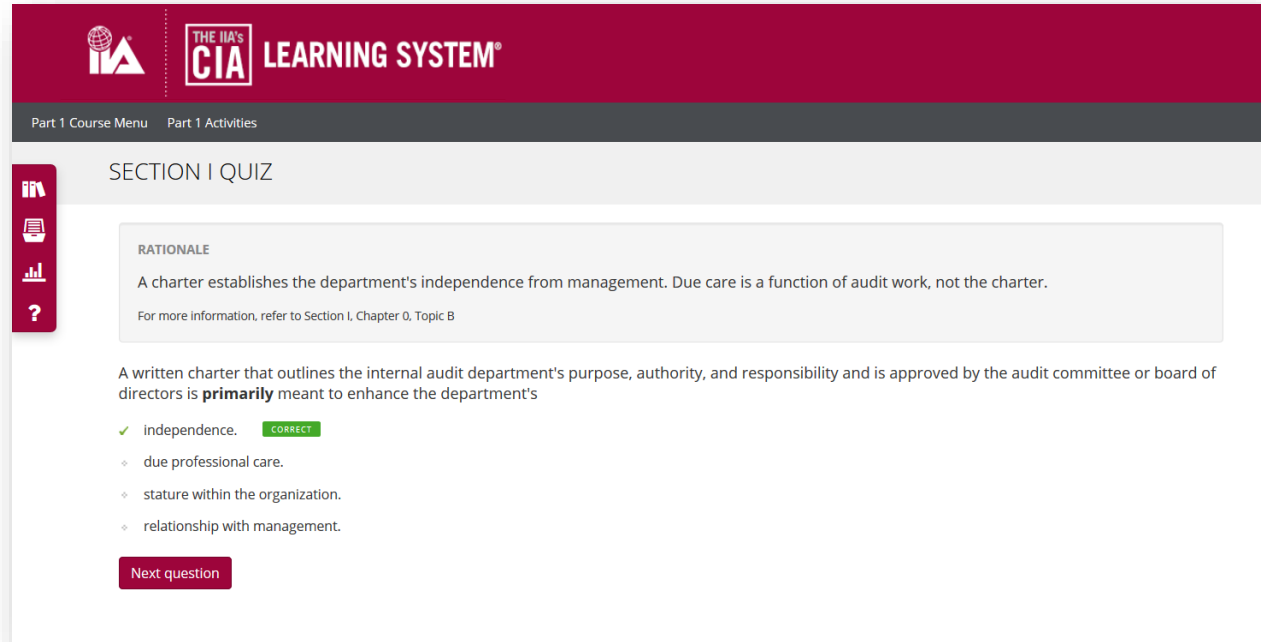
- All reading materials can be read online or downloaded to your e-reader device
- Printed books are available as an optional add-on
- IPPF video tutorial



## Step 3: Apply the Concepts



### ■ Section Quizzes



The screenshot shows the IIA's CIA Learning System interface. At the top, there is a navigation bar with the IIA logo and the text "THE IIA'S CIA LEARNING SYSTEM". Below this, there are two tabs: "Part 1 Course Menu" and "Part 1 Activities". The main content area is titled "SECTION I QUIZ". On the left side, there is a vertical sidebar with icons for a book, a document, a bar chart, and a question mark. The main content area contains a "RATIONALE" section with the following text: "A charter establishes the department's independence from management. Due care is a function of audit work, not the charter. For more information, refer to Section I, Chapter 0, Topic B". Below this, there is a question: "A written charter that outlines the internal audit department's purpose, authority, and responsibility and is approved by the audit committee or board of directors is **primarily** meant to enhance the department's". The question has four options: "independence.", "due professional care.", "stature within the organization.", and "relationship with management.". The first option is marked as "CORRECT" with a green checkmark. At the bottom of the question area, there is a "Next question" button.



## Step 3: Apply the Concepts



- Flashcards
- Glossary

The screenshot displays the IIA's CIA Learning System interface. At the top, there is a navigation bar with the IIA logo and the text 'THE IIA'S CIA LEARNING SYSTEM'. Below this, a sub-header reads 'SECTION I FLASHCARDS'. A 'Next Card' button is visible. The main content area features a flashcard titled 'INTERNAL AUDITING' with the following text: 'An independent, objective assurance and consulting activity designed to add value and improve an organization's operations; brings a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.'

Overlaid on the right side of the interface is a 'Glossary' window. It includes an alphabetical index (A-Z, Numbers) and a search bar. The visible entries in the glossary are:

- Data analytics**  
The process of gathering and analyzing data, then utilizing that data and the results gathered to develop better organizational decisions and implement more relevant policies and procedures.
- Database**  
Any repository of data in a computer system.
- Database management system (DBMS)**  
An application that links users and programs to a database and allows the database to be manipulated by multiple applications.
- Data cleansing**  
The removal of redundancies and errors in a database.
- Data definition language**  
Describes the data and the relationships between data in a database, including logical access paths and records.
- Data dictionary**  
A master record concerning the data in a database.
- Data governance**  
The process conducted by the board to authorize, direct, manage and monitor the organization's activities as it progresses towards the achievement of the established objectives.
- Data items**

# Step 4: Practice for Your Exam



## ■ CIA Practice Exam

A screenshot of the CIA Learning System interface. The top navigation bar is maroon with the IIA logo and 'THE IIA'S CIA LEARNING SYSTEM' text. The user's name 'nicole baldwin' is in the top right. Below the navigation bar, there are links for 'Part 1 Course Menu' and 'Part 1 Activities'. The main content area shows 'PRACTICE EXAM' with a timer '2:29:06' circled in red. To the right, 'Question 1 of 125' and 'Form: 1-5-11-17' are also circled in red. Below this, there is a 'Flagged for Review' button with a flag icon, also circled in red. The question text reads: 'A small business uses segregation of duties for processing checks and cash received at its office. No financial transaction is handled by one person from start to finish. This is an example of a'. Below the text are four radio button options: 'mitigating control.', 'detective control.', 'directive control.', and 'preventive control.'. A 'Next' button is located at the bottom right of the question area.

## Step 4: Practice for Your Exam



### ■ Study Plus

- Guide to knowing when you're prepared
- Guide to CIA exam scoring
- CIA question analysis grid
- Study tips from successful candidates



# CIA Study Tips & Test-Taking Tips

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# Study Tips

- Choose the right study method for your learning style
- Set your exam date, be realistic, but avoid procrastination
- Set a study plan, make and honor appointments with yourself to study based on your plan
- Know your strengths and weaknesses
- Write your own flashcards
- Put extra effort into studying “proficiency” areas
- Understand how to apply concepts; go beyond memorization for “proficiency” areas
- Be prepared for the computer-based test format



## Study Tips (continued)

- Read, read, write the IPPF
  - Write an audit manual using the *Standards* as a baseline
  - Solidify concepts by thinking of real-life examples
  - Your new job:
    - You work for a publicly traded company
    - The CAE reports to the Audit Committee of the Board
    - You have a large audit department with varying staffing levels
    - You have an advantage if you audit manufacturing, accounts payable, purchasing, inventory, and receivables
-

# Test-Taking Tips

- Read the last sentence / question before the details
- Look for clues such as “all,” “except,” or “not”
- Think of your answer before reading the choices
- Answer broadly and globally – beyond your experience and industry
- Eliminate obvious distracters (aka: wrong answers)
- Trust your first impressions and avoid over-analyzing
- If uncertain, answer it anyway; flag it for review later
- Budget your time and don’t rush
- Be well-rested and comfortable for the exam



# Study from Home, Test from Home



***STUDY FROM HOME & SAVE 20%***

Order Online at [LearnCIA.com](https://www.learnCIA.com)

Enter discount code ***SAVE20WEB*** at checkout.

*Offer expires May 31, 2020*

	Individual Parts	Full Kit (Parts 1-3)
IIA Member	<del>\$295</del> \$236	<del>\$795</del> \$636
Nonmember	<del>\$325</del> \$260	<del>\$895</del> \$716
Printed Books <i>(optional add-on)</i>	<del>\$40</del> \$32	<del>\$100</del> \$80

## Volume Discounts

Save even more on orders of 2+ kits!

Contact Mike Downs at [mike.downs@theiia.org](mailto:mike.downs@theiia.org) or  
+1-651-905-2609 for details.



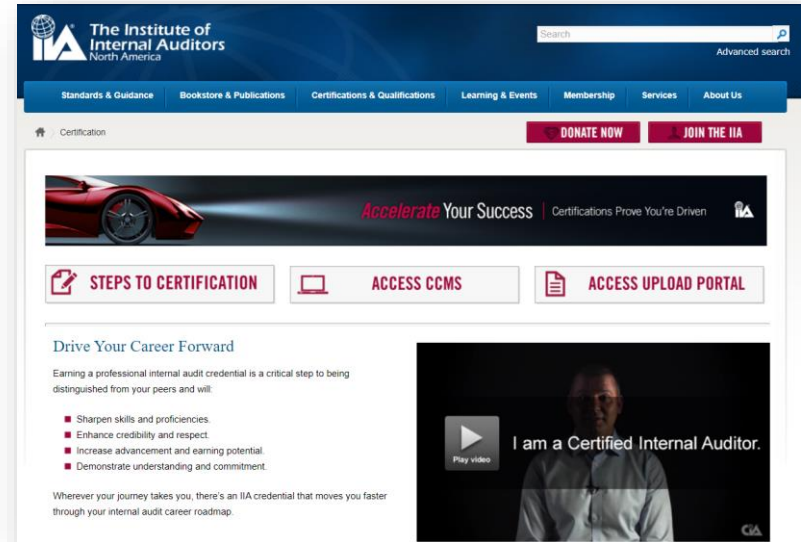
# Resource Links

## [theiia.org/CIA](https://theiia.org/CIA)

- Certification Candidate Handbook
- Certification Candidate Management System (CCMS)
- CIA Exam FAQs

## [www.LearnCIA.com](https://www.LearnCIA.com)

- The IIA's CIA Learning System details
- 10 Free CIA Practice Questions
- Free Study Tips and Exam Tips
- List of instructor-led course providers around the globe



## CIA Online Seminar Winner

One participant on today's call will receive a complimentary registration for one of the following IIA CIA Online Seminars:

- CIA Part 1 Online Seminar: June 1 – 12, 2020
- CIA Part 2 Online Seminar: August 17 – 28, 2020
- CIA Part 3 Online Seminar: June 15 – 26, 2020

Valued up to **\$1,395**

*Chosen participant must be present on the call to win.*

*We will contact the winner via email with details.*

**And the winner is.....**

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# Question & Answer

To download the slides, replay this webinar or review a  
Frequently Asked Questions document, go to:

[www.LearnCIA.com/webinar-archive](http://www.LearnCIA.com/webinar-archive)

Available on or before May 20, 2020

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