Special Note:

This document contains information for candidates who are serviced by The IIA via CCMS as well as candidates whose certification is administered through local Institutes around the world. Differences between the two groups are called out where applicable throughout the document.

The following table lists countries that administer candidate certification through the local Institute.

Argentina	Australia	Austria
Belgium	Brazil	Bulgaria
China	Chinese Taiwan	Czech Republic
France	Germany	Greece
Indonesia	Italy	Japan
Korea	Malaysia	Mexico
Morocco	The Netherlands	New Zealand
Norway	Philippines	Singapore
South Africa	Spain	Sweden
Switzerland	Thailand	Turkey

1. What is the Part 4 Professional Experience Recognition (PER) credit process?
   - The Professional Experience Recognition credit process requires a CIA candidate to meet certain requirements to be exempted from taking Part 4 of the 4-part CIA exam.

2. Is there a time frame in which I must complete and submit the PER documents?
   - You must complete and submit your PER documents and forms within prescribed time periods as indicated by the table that can be found at https://global.theiia.org/certification/cia-certification/Pages/Transition-Plan-for-CIA-Candidates.aspx .

3. Who is eligible for the Part 4 PER?
   - Candidates who have completed Part 3 but not Part 4 of the current 4-Part CIA exam.
   - Candidates must also hold an MBA or master's degree (5 to 6 years post secondary education) with a curriculum encompassing the 5 domains of Part 4 from an accredited university.

4. What are the requirements for the Part 4 PER?

   A candidate will qualify for the Part 4 PER if:

   - The candidate holds an MBA or a master's degree (5 to 6 years post secondary education) with a curriculum encompassing the five domains of Part 4 from an accredited universtity; **AND**
   - The candidate must complete a detailed narrative of at least 75 to 100 words per domain describing examples of their experience within the domains of the current Part 4 exam. Experience in all five of the domains is required, and the candidate should document a minimum of 60 months experience.
   - The candidate must have successfully completed Part 3 of the four-part exam.

5. What are the 5 domains of Part 4 of the 4-Part CIA exam?
   - Strategic Management
   - Global Business Environments
   - Organizational Behavior
   - Management Skills
   - Negotiating

6. What is the Part 4 PER process?
   - The candidate must complete the CIA Part 4 Professional Experience Recognition Documentation and Verification form in its entirety, then must submit that form and any supporting documentation by the deadline to The IIA (through the Document Upload Portal) or the local institute as required.
   - Once submitted, the form(s) and documentation will be reviewed by IIA Global Headquarters to determine eligibility.

7. Am I required to complete at least a 100 word narrative for each domain that I have experience with?
   - Yes, you are required to complete a narrative for each of the 5 domains as indicated on the CIA Part 4 Professional Experience Recognition Documentation and Verification form. You must complete one form per employer.

8. How much does the Part 4 PER cost?

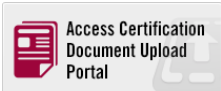| If you are located in North America or one of the 65 countries which are serviced directly by The IIA:	Candidates whose certification is administered by a local Institute:
US $150 for Members / US $250 for Nonmembers	Pricing is determined by your local Institute. Please contact your Institute for additional details.

9. What methods of payment do you accept?

If you are located in North America or one of the 65 countries which are serviced directly by The IIA:	Candidates whose certification is administered by a local Institute:
Candidates may pay their Part 4 PER fee with VISA, MasterCard, Discover, or American Express credit cards. We also accept checks made payable to The IIA (drawn upon a bank in the United States), or wire transfers. Payment by credit card is the preferred and most efficient manner.	Pricing and payment methods are determined by your local Institute. Please contact your Institute for additional details.

10. What documents do I need to submit for the Part 4 PER process?

If you are located in North America or one of the 65 countries which are serviced directly by The IIA:	Candidates whose certification is administered by a local Institute:
1. A completed CIA Part 4 Professional Experience Recognition Documentation and Verification form. 2. Proof of education (educational transcript or diploma, unless it is already in your CCMS record).	1. A completed CIA Part 4 Professional Experience Recognition Documentation and Verification form. 2. Proof of education (educational transcript or diploma, unless it is already in your CCMS record).

11. How do I submit documents for the Part 4 PER?

If you are located in North America or one of the 65 countries which are serviced directly by The IIA:	Candidates whose certification is administered by a local Institute:
Documents must be uploaded through the Document Upload Portal found on the Global website. ![Access Certification Document Upload Portal]	Documents should be returned to your local Institute per their instructions.

12. How will I be notified if I am approved for the Part 4 PER?

If you are located in North America or one of the 65 countries which are serviced directly by The IIA:	Candidates whose certification is administered by a local Institute:
You will receive a notice of approval from The IIA's CCMS system via email.	You will be notified via your local institute.

13. What happens if I'm not approved?

If you are located in North America or one of the 65 countries which are serviced directly by The IIA:	Candidates whose certification is administered by a local Institute:
You will receive an email from The IIA's Global Certifications Department if your application is not approved. This email will specify the reason(s) why your application was not approved so you may make take corrective action if there is an opportunity to do so. Application fees are not refundable.	You will be notified via your local institute.

14. When does the Part 4 PER period close?
    ▪ The PER period closes 6 months following the release of the 3 part exam in each language. Visit this web site for the most current release dates: https://global.theiia.org/certification/cia-certification/Pages/Transition-Plan-for-CIA-Candidates.aspx

15. What happens if I do not complete and submit my Part 4 PER application before the close date?
    ▪ Candidates who do not complete and submit their Part 4 PER application and documentation before the close date will not be eligible for the Part 4 PER and will not be granted their CIA under the 4 part format. In order to complete their CIA requirements, they must then sit for and pass Part 3 of the 3-Part exam.