



Schweizerischer Verband für Interne Revision (SVIR)  
Association suisse d'audit interne (ASAI)  
Associazione svizzera di revisione interna (ASRI)  
Institute of Internal Auditing Switzerland (IIAS)

Dear Colleagues,

**It is time to report your Continuing Professional Education (CPE) hours to keep your IIA Certification(s) active.**

**The deadline for CPE reporting is December 31, 2013.** If you fail to meet the CPE requirements by the deadline, you will be automatically placed into an inactive status and may not use your designation.

**You are asked to enter your reporting directly in the Certification Candidate Management System (CCMS).**

**How do I report my CPE?**

If you have already logged into CCMS **before**, please open the link under point 1) of the instruction below and enter **directly** your **password** and your **username**.

If you report for the **first time** in CCMS or if you forgot your password, please read the CPE Reporting Instruction 2013 below and have a look at the PDF documentation 2013 before you start.

- 1) **Log into your CCMS** record by clicking the following link:  
<https://i7lp.integral7.com/durango/do/login?ownername=iia&channel=iia&basechannel=integral7>
- 2) **You have to click on "Forget your password?" in order to set your username and password (Note!: you are NOT a "First Time User" since your master data has already been entered by the IIA).**
- 3) If applicable check and modify your master data record.
- 4) Click on the **"COMPLETE A FORM" link** on the left side of the screen.
- 5) **Per IIA Certification** you will have to fill out **a form** (e.g. for CIA: "Certified Internal Auditor (CIA) 2013 Continued Professional Education (CPE) Reporting Form").
- 6) **Read the questions carefully when completing the form** and click the submit button only at the end.

**What is my ID Number?**

- **Your IIA ID will pop up when you are re-setting your username and password.** In addition, your name and IIA ID is always visible on the top of the screen when logged in the CCMS.

**CPE Requirements**

- For information on **qualifying CPE activities** read the **attached Administrative Directive No. 4: 2111, Continuing Professional Education Requirements for all Certification Programs.**

**Maintaining Records**

- It is **your responsibility to ensure that all CPE information reported is correct** and to **maintain** all supporting documentation regarding your CPE for **at least three years after reporting**
- The IIA may request copies of your supporting documentation to determine CPE compliance.



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## Reporting Fee

- **The reporting is free of charge for individual members and for individuals working in the internal audit department of a corporate member.**

Non-members will be charged of CHF 150.

If you have questions or a problem with your CPE reporting, please send us an email to [info@svir.ch](mailto:info@svir.ch).

Best regards,

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