



Guidelines for the Annual Renewal of Certification

The currently valid version dated September 1, 2023 of the Annual Certification Renewal Policy can be found under '[Annual Certification Renewal Policy](#)'.

We have summarised the policy's key points for you below:

1. **Abolition of the 'inactive status'** and of the possibility of reactivating certification through the 'reinstatement process'.
2. **Extension of the 'Grace Period'** from 1 to 2 years.
3. After two years in the '**Grace Period**', the certification will be set to '**Revoked**'.

Individuals whose certification is in 'Grace Period' status should check theiia.org to find out when their 'Grace Period' ends and complete the 'Reinstatement Process' in due time in order not to lose their certification.

Those whose certification status is '**Revoked**' must retake Part 1 of the exam as part of the '**Recertification process**', including paying all applicable fees, to restore their certification.

- Recertification is not provided for CCSA, CFSA, CGAP and QIAL.

Status '**Retired**'

- In order to update your certification to '**Retired**' status, you must first update your CIA to 'Active' status.
- The '**Retired**' status does not allow reactivation after two or more years.
- Individuals whose certification has been in '**Retired**' status for more than two years must complete the 'Recertification Process' to regain their CIA or CRMA designation.

Please log in to ccms.theiia.org before **December 31** each year to review the status of your certification and complete the required steps. Also, please ensure that your CCMS data is up to date so that you receive automatically generated emails from IIA Global and do not miss any deadlines. Certificate holders are responsible for obtaining the required CPEs and renewing their certification(s) annually in accordance with the IIA renewal policy.



Please note: The status is used by IIA Global for certification purposes and is independent of membership with IIA Switzerland. However, we support you in the recertification process and offer preferential conditions. **CPE reporting with IIA Global is free of charge for our members.**

Excess CPE Credits

Excess CPE credits may be carried forward to the following year (for CIAs max. 20 CPE credits; for other certifications max. 10 CPE credits).

Ethics Credits

The mandatory reporting of 2 annual Ethics CPEs remains in effect. IIA Switzerland offers several opportunities to obtain these CPEs: [see seminar program](#).