ASSOCIATION OF INSPECTORS GENERAL

Advancing Professionalism, Accountability & Integrity

INSPECTOR GENERAL

INSTITUTE ®

ASSOCIATION OF INSPECTORS GENERAL

Instructions for Application to AIG Institute® Programs

Read these instructions carefully!

Failure to follow these steps or upload the required documentation may result in your application being returned for additional information or denied admission. Submitting your application does not constitute acceptance into the Institute® programs. You will receive two automated emails during this process. The first will acknowledge receipt of your application. A second will notify you that your application was approved or denied.

Tuition Payment - Upon acceptance to an Institute® program an invoice will be sent to the admitted student. Tuition payment is due upon receipt and payable within 30 days of acceptance. Organizations paying for three or more students should contact us via email at programsupport@inspectorsgeneral.org for assistance.

Please note – that the online application process is referred to as "registration" or "register." This is a limitation of the platform and "registration" or "register" should not be confused with acceptance to an Institute® program.

Step 1: Complete and Scan Mandatory Documents

These **mandatory** documents must be completed and scanned as PDF documents prior to starting the online application as you will be asked to upload and attach them to the electronic application.

O Applicant's Agency Organizational Chart
O Applicant's Resume
O Agency Inspector General's Certification of Applicant Eligibility Form

Step 2: Online Application (aka Registration)

After uploading and saving your mandatory documents to your computer, select the Institute® program link below to be taken to the electronic application. You may also apply on the Association's website or Glue Up site. Click on "**Register**." Please be sure to apply for the correct program. Each application portal is unique.

Certified Inspector General®

Certified Inspector General Auditor®

Certified Inspector General Investigator®

Certified Inspector General Inspector/Evaluator®

Step 3: Select "Register" Option

After clicking on "Register" tab, select the tuition that corresponds to your membership status and enter "1."

Scroll to the bottom and click on "Continue."

Step 4: Complete the Electronic Application (aka Registration) Form

Read and complete the electronic application.

Upload the mandatory documents.

Enter the date and acknowledgement.

Then click on "Continue."

Step 5: Review & Confirmation that Application has been received by the AIG

Review application details.

Select "Continue" to submit your application.

A confirmation page will appear.

Step 6: Admission Decisions

The Association's Professional Certification Board reviews all applications and is authorized to admit or deny applicants. You will be notified via email of the Board's decision on your application.

Upon acceptance, an invoice will be sent to the contact email provided in the application. Tuition payments must be received in advance. Agencies paying tuition on behalf of applicants must contact the AIG for additional assistance at programsupport@inspectorsgeneral.org.

Applications will be accepted starting on April 15, 2024.

If you have questions or need assistance related to the Institute application/registration process:

For technical questions and assistance related to accessing of event/registration pages and/or assistance with uploading supplemental documents should be directed to AIG Program Support via e-mail at programsupport@inspectorsgeneral.org.

Questions related to memberships, Glue Up account, login issues or updating contact/membership data should be directed to AIG Members Services via e-mail at memberservices@inspectorsgeneral.org