

2024

# Inspector General Institute<sup>®</sup> Student Guide *New York, New York*



EVALUATOR PROGRAM



AUDITOR PROGRAM



INVESTIGATOR PROGRAM



INSPECTOR GENERAL PROGRAM



INSPECTOR GENERAL

INSTITUTE<sup>®</sup>

ASSOCIATION OF INSPECTORS GENERAL

Updated: July 22, 2024

### **Important Note**

The information and links provided in this guide apply exclusively to the 2024 NYC AIG Inspector General Institute® programs being held in New York, New York from August 12-16, 2024.

### **Introduction**

Congratulations on your acceptance into the AIG Inspector General Institute®! This guide will provide you with the information you need to plan your trip and answer commonly asked questions about the Inspector General Institute®. Our four certification programs, Certified Inspector General® (CIG), Certified Inspector General Auditor® (CIGA), Certified Inspector General Inspector/Evaluator® (CIGE), and Certified Inspector General Investigator® (CIGI) are registered trademarks of the AIG's Inspector General Institute®. Students are required to successfully complete the curriculum, which includes a written examination, administered by the Professional Certification Board.

### **Inspector General Institute® Programs**

Each of the four Inspector General Institute® programs will begin on **Monday, August 12 at 9:00 a.m. to give attendees time in the morning to locate their classroom.** From **Tuesday through Friday classes will start at 8:00 a.m. and conclude at 5:00 pm daily,** except for Friday. Each program schedule is unique and periodic break times will vary. On Friday, August 16, programs start at 8:00 a.m. and usually wrap-up around 11:00 – 11:30 a.m. Students admitted under the “cross-training” and “non-OIG” tracks will be released at the conclusion of the Friday morning session – they are not permitted to sit for the certification examination. For those students taking the certification exam, it is normally offered immediately following the conclusion of the Friday morning sessions. Historically, the certification exam normally takes no more than one hour to complete. When making travel plans, please keep in mind that depending on what airport you are traveling to, the travel time to the airport can range from 30-60 minutes (and could be longer, depending on traffic and which airport you are leaving from).

We recommend that you schedule your return flight after 3:00 PM to give yourself time to reach the airport. Attendees are not permitted to take the exam early, so please plan enough time in your schedule to return to the airport.

Attendance is mandatory for all sessions. To comply with mandated NASBA Standards and AIG policy, we use Conferences i/o, a digital attendance recording platform to conduct rigorous check-in and check-out procedures for every course each day. You must check in every morning and again after lunch (1 p.m.) using the Conferences i/o platform to record your attendance and be eligible to receive CPE credits.

The twice-daily procedure to check in will be as follows. When you arrive in class you will use the Conferences i/o QR code or the Conference i/o URL that will be displayed on the screen. You will then enter your name, email address and a Session Check-In Code. The check-in code – which changes according to the day and session – will be displayed on the screen, is unique to your course, and not interchangeable. There are two mandatory check-ins each day. If you leave the class for more than 5 minutes, you must go to Conferences i/o site and click “check-out.” When

you return, you can check-in again. If have questions, AIG staff will be happy to assist you. **These check-ins/check-outs will only be available for the assigned times. Failure to check-in/check-out during the designated times will result in your loss of CPE credits.**

In addition to the check in process described above, to receive CPE credit, attendees must also complete all session evaluations. Links to all session evaluations will be found on the course website each day. Please complete the session evaluations for that day by 7 p.m. each day.

### **Course Materials**

Course materials (agenda, presentations, handouts) will be provided electronically. We recommend that, if you desire to print or download any materials that you do so prior to your arrival at the Institute. All materials will be posted one week prior to the start of the Institute (August 5, 2024) on the course website. The link to the course site will be provided to you. Printed materials will not be provided on-site. Anyone with a visual impairment that requires a reasonable accommodation should contact us for assistance.

## **IMPORTANT! PAPERLESS EXAM!**

Each program's certification examination is paperless and conducted via an online examination platform. Each student is responsible to ensure that they bring with them a laptop or computer that is capable of accessing the internet. Do not forget your power cord! Should you require a special accommodation for any reason, please notify us as soon as possible via email at: [programsupport@inspectorsgeneral.org](mailto:programsupport@inspectorsgeneral.org)

### **Internet & Power Strips**

Power strips and internet access will be available in each of the program rooms. While in the program rooms, we ask that you use only one device to login into the internet. A frequent complaint is a slow internet which arises when there are multiple devices (e.g., laptop + cell phone) logged into and using the meeting space internet by a single user or streaming of videos.

For students using their government computer, please check with your IT department prior to traveling to ensure that your agency's firewall and security settings will permit you to access the hotel internet. The Association and IG Institute® staff are not permitted to provide any technical assistance on any of your devices – agency or personal.

### **Tuition Payments**

Upon your acceptance to the Inspector General Institute®, you will receive an invoice for your tuition payment. Payment is due upon acceptance to an Institute® program. In the event that your agency is paying your tuition, please provide them with your invoice for payment and inform them that the invoice can be paid online using the link located at the bottom of the invoice. Agencies that are paying for multiple invoices should request a consolidated invoice at [programsupport@inspectorsgeneral.org](mailto:programsupport@inspectorsgeneral.org) and provide the attendee's names, invoice numbers

and a point of contact. Agencies paying by check or purchase/requisition order should contact us for further information.

We recognize that agency procurement processes may result in payment not being made prior to the commencement of the Institute®. In such cases, we do not preclude you from continuing with your program. However, the awarding of “Certified” status, the actual certificate and CPE credits will not be provided until payment is completed. Please consult with any of our on-site staff if you have any questions. **Certificates and CPE Credits will NOT be issued when there is an outstanding balance!**

Questions about payments should be directed to [micastrilli@inspectorsgeneral.org](mailto:micastrilli@inspectorsgeneral.org).

### **Meals**

Please note that meals are not included in the tuition. All meals (breakfast, lunch, and dinner) are on your own. We will provide some recommendations for lunch that are convenient to John Jay College.

### **Special Accommodations or Dietary Allergies**

The Association of Inspectors General is committed to providing universal access to all of our events. If you have a disability and may require accommodation in order to fully participate, please contact us. Advance notice is necessary to arrange for some accessibility needs. Please contact the AIG Program Director at [programsupport@inspectorsgeneral.org](mailto:programsupport@inspectorsgeneral.org). Please also advise of any special dietary allergies of which we should be aware.

### **For Those Driving:**

There is parking available in New York City, however it is extremely expensive. We recommend you take public transportation to the Institute. The Institute is four blocks from Columbus Circle Station. If you do require parking, one recommendation is to use the mobile app Spot-Hero to find parking for the week.

### **Arrival by Air**

New York City is served by three airports: LaGuardia Airport (LGA), John F. Kennedy International Airport (JFK), and Newark Liberty International Airport (EWR). If traveling by Amtrak, Moynihan Penn Station is located in midtown Manhattan, a few subway stops away from the Institute.

### **Attire**

Business casual is the attire for all sessions and events. Please note that Institute classes are held in large lecture halls. John Jay attempts to keep the temperature of the lecture halls consistent, but it varies from room to room. If you know that you tend to run cold, especially while sitting for long stretches, make sure to bring a sweater, jacket, or scarf. If you know that you will be warm, please dress lightly. Wearing layers is always a safe choice.

## Inspector General Institute® Early Check-In

Early check-in for the Institute® programs will open on Sunday, August 11 from 3pm to 6pm. AIG Registration is located at the main entrance of John Jay College located at 524 West 59<sup>th</sup> Street. Note there are several buildings affiliated with John Jay. You want to go to the main building and entrance that is located in the middle of the block on West 59<sup>th</sup> Street between 10TH and 11TH Avenues. **Once you receive your badge, your name badge is required to be worn for all Institute® courses of instruction and events and to enter John Jay at the security desk.**



Name badges are color-coordinated to your specific program:

Certified Inspector General (CIG)

Certified Inspector General Auditor (CIGA)

Certified Inspector General Inspector/Evaluator (CIGE)

Certified Inspector General Investigator

NAVY BLUE

LIGHT GREEN

RED

BLACK

## Public Safety

Maintaining the safety and security of Institute attendees is critical to us. Should you need to reach John Jay Public Safety at any point during your stay, call 212-237-8524 or reach them via email at [publicsafety@jjay.cuny.edu](mailto:publicsafety@jjay.cuny.edu).

## John Jay College Classrooms

Program room assignments are being finalized and will be announced during the week of August 5.

## Networking Reception: Tuesday, August 13, 6 p.m. – 8 p.m.

In addition to the course instruction, one of the great benefits of the Inspector General Institute® is the ability to network with professionals within the IG community. On Tuesday evening, a reception is held to encourage you to meet old friends and make new ones! The reception will include two beverage tickets and an assorted menu of appetizer items. Name badges will be required for admittance. We encourage everyone to drink responsibly and, if you are driving – don't drink and drive.

## Code of Conduct

All attendees, Association board members, staff, and Institute® instructors are expected to conduct themselves in a professional and courteous manner throughout the program. The Association and IG Institute® have policies in place that prohibit inappropriate conduct (whether physical, sexual, harassing, or discriminatory in nature) and any such observed or suspected conduct should be reported immediately to the Association's Executive Director (Michael

Castrilli) or the Professional Certification Board Chair (John Carey.) The Inspector General Institute® reserves the right to immediately expel any individual(s) that it deems as having violated the code of conduct.

### Questions

For questions, contact AIG Program Director, **Elizabeth Foreman** at [eforeman@inspectorsgeneral.org](mailto:eforeman@inspectorsgeneral.org) or AIG Executive Director, **Michael Castrilli** at [mjcastrilli@inspectorsgeneral.org](mailto:mjcastrilli@inspectorsgeneral.org).

## Walking Maps from Institute Hotels to John Jay

### From EMPIRE HOTEL (44 W 63<sup>rd</sup>) to John Jay (524 W 59<sup>th</sup>)

When exiting the hotel, turn left out of hotel, and left on Columbus Ave (9<sup>th</sup>). Walk four blocks (south) and turn right on W 59<sup>th</sup> Street. Walk two blocks west and the Main entrance to John Jay is on the left side of W 59<sup>th</sup> Street, between 10<sup>th</sup> and 11<sup>th</sup> Avenues (about 10 mins)



*See next page for walking directions from Fairfield Inn & Suites*

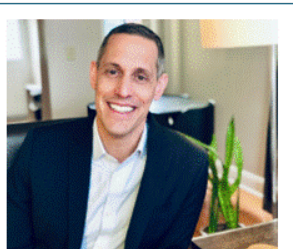
## From FAIRFIELD Inn (538 W 58th) to John Jay (524 W 59th)

When exiting hotel, turn right out of hotel, and turn left on 10<sup>TH</sup> Ave. Walk one block (north) and turn left on W 59<sup>th</sup> Street. The Main entrance to John Jay is on the left side of W 59<sup>th</sup> Street, between 10th and 11th Avenues (about 5 mins)



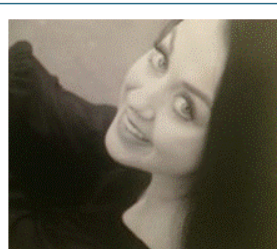
## Meet the AIG Staff

During the Institute, AIG staff will be available for assistance!



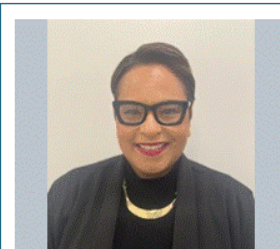
**Michael Castrilli**

Executive Director



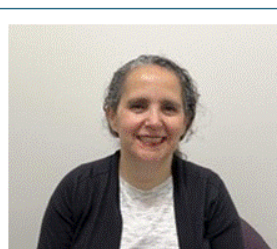
**Elizabeth Foreman**

Program Director



**Lisa Rodriguez**

Program Support Manager



**Judith Ness**

Membership Director