

POLICY TITLE			POLICY NO.
CERTIFIED INSPECTOR GENERAL INSTITUTE® ELIGIBILITY REQUIREMENTS			2101
Approved: 5-16-2024	Effective Date: 5-16-2024	Review Date:	Review Responsibility: Professional Certification Board
Authority: Article IV, Section 5, Association of Inspectors General Articles of Organization, Constitution and Bylaws (as amended May 6, 2021)			
Related Documents:			

I. PURPOSE

- a. The purpose of this policy is to establish the minimum qualification standards for admission into each of the Inspector General Institute® programs.

II. DEFINITIONS

- a. **Assistant or Deputy Inspector General** shall mean a senior level executive who reports directly to the Inspector General and who can stand in for the Inspector General during their absence.
- b. **Audit** shall mean an audit conducted under the Government Accountability Office *Government Auditing Standards* (Yellow Book) or the Institute of Internal Auditors *International Professional Practices Framework* (Red Book).
- c. **Certified Inspector General® Program** means the prescribed course of study offered by the Inspector General Institute® that focuses on executive-level training and results, upon successful completion, in the awarding of the designation Certified Inspector General®.
- d. **Certified Inspector General Auditor® Program** means the prescribed course of study offered by the Inspector General Institute® that focuses on auditing and results, upon successful completion, in the awarding of the designation Certified Inspector General Auditor®.
- e. **Certified Inspector General Counsel Program** means the prescribed course of study offered by the Inspector General Institute that focuses on the provision of legal advice and counsel and results, upon successful completion, the awarding of the designation Certified Inspector General Counsel.
- f. **Certified Inspector General Inspector/Evaluator® Program** means the prescribed course of study offered by the Inspector General Institute® that focuses on inspections/evaluation and results, upon successful completion, in the awarding of the designation Certified Inspector General



Inspector/Evaluator®.

- g. Certified Inspector General Investigator® Program** means the prescribed course of study offered by the Inspector General Institute® that focuses on investigations and results, upon successful completion, in the awarding of the designation Certified Inspector General Investigator®.
- h. Certified Inspector General Institute®** shall mean the individual and collectively prescribed programs of study offered by the Inspector General Institute® those results, upon successful completion, in the awarding of certification in the particular field of study.
- i. Inspection** shall mean the systematic and independent assessments of the design, implementation, and results of operations, programs, or policies. Inspection is synonymous with evaluation, review, and assessment.
- j. Inspector General** shall mean the individual appointed by a government authority to a position designated “Inspector General”; any individual appointed to direct an office with the title of “Office of the Inspector General”; or the head of any government agency with responsibilities and authority commensurate with those typically assigned to offices of inspectors general. The term shall include an “interim” or “acting” inspector general who has received such an appointment by a governmental authority.
- k. Inspector General (Military)** a Military Inspector General shall include the principal most senior Inspector General at the command, installation or higher headquarters.
- l. Legal Counsel** shall mean a bar-licensed attorney assigned to an Office of Inspector General.
- m. Managing** shall mean supervising or administering financial or management audits, investigations or inspections. The position must entail decision making authority with respect to the audits, investigations or inspections.
- n. Professional Certification Board** refers to the individuals appointed by the Association leadership to serve in the oversight and regulatory capacity over the Certified Inspector General Institute®.
- o. Relevant experience** shall mean professional-level experience directly related to the functions or duties associated with the particular field.
- p. Senior Legal Counsel** shall mean the senior-most bar-licensed legal counsel assigned to the Office of Inspector General and reporting directly to the Inspector General.
- q. Senior-level staff member** shall mean a senior level executive who:



- i. Reports directly to the Inspector General and who can stand in for the Inspector General during their absence,
- ii. A division/department head (e.g. Director of Audits),
- iii. The senior legal counsel.
- iv. Has earned a Bachelor's degree from an accredited college or university (Two years of relevant experience in the specific field may be substituted for one year of educational experience.),
- v. Has two years of public sector experience performing or managing audits, investigations, inspections or directly related legal functions,
- vi. Has at least one year of experience as a senior-level staff member in an inspector general's office with direct responsibility managing financial or management audits, investigations, or inspections.

III. ADMINISTRATION

- a. The Professional Certification Board shall be responsible for, and oversee, the application and compliance of this policy.
- b. The Professional Certification Board shall possess decision-making and review authority in determining eligibility of applicants to each of the Certified Inspector General Institute® programs. Substantial exceptions to this policy will be approved by the Association's President.
- c. Applicants to a Certified Inspector General Institute® shall be selected according to the eligibility requirements of the applicable program as set forth in this policy.
- d. The Professional Certification Board of the Association of Inspectors General shall make all decisions regarding interpretations of these requirements and determinations made pursuant to these requirements.
- e. The Professional Certification Board may require additional information or supplemental documentation prior to making a decision on the application. Failure to provide any requested information or documentation will result in the application being judged solely upon the available information or documents in the submitted application.
- f. To obtain a certification, participants are required to be present for all blocks of instruction to be eligible to sit for the comprehensive examination.
- g. To obtain a certification, participants are required to pass the comprehensive exit examination given the afternoon of the last day.
- h. If the certification participant is unable to attend all blocks of instruction or pass the exam, the applicant may sit in or audit the next Institute without a fee.

IV. BASIC ELIGIBILITY REQUIREMENTS TO ATTEND CERTIFIED INSPECTOR GENERAL INSTITUTE®

- a. To obtain a certification, those who attend the Institute® programs must



currently be an employee of an established government Office of Inspector General.

- b.** To obtain continuing education, those who are employees of government organizations that perform similar functions of an Office of Inspector General and share similar characteristics (e.g. independence) may be admitted to the Institute® on a space-available and case by case basis.
 - i. Applicants must also meet the below criteria to be accepted into Institute® programs.
 - ii. Students in this category who successfully complete these courses will receive continuing education credits, but will not be permitted to take certification examinations.
 - iii. Students in this category will **not** receive Institute® certifications.

- c.** To obtain continuing education and broaden one’s knowledge of Inspector General operations, an employee of established government Office of Inspector General may be admitted to other Institute® courses outside of one’s particular discipline on a space-available and case by case basis. For example, an auditor can apply to the Certified Inspector General Investigator® (CIGI) course.
 - i. Students in this category who successfully complete these courses will receive continuing education credits, but will not be permitted to take certification examinations.
 - ii. Students in this category will **not** receive Institute® certifications for this counterpart training.

V. CERTIFIED INSPECTOR GENERAL® (CIG) ELIGIBILITY REQUIREMENTS

All applicants to the Certified Inspector General® program must satisfy one of the criteria below:

- a.** Currently hold an appointed position as an inspector general (including interim/acting or those who have received an appointment) in a public jurisdiction.
- b.** Currently serve as a senior-level staff member in an inspector general’s office.

VI. CERTIFIED INSPECTOR GENERAL AUDITOR® (CIGA) ELIGIBILITY REQUIREMENTS

All applicants to the Certified Inspector General Auditor® Program must satisfy



each of the criteria below:

- a. Currently employed in an Office of Inspector General performing or managing audits.

AND

- b. Have earned a bachelors or graduate degree from an accredited college or university. Two years of relevant experience in the specific field may be substituted for one year of educational experience.

AND

- c. Have one year of specific and documented experience performing or managing public sector audits.

VII. CERTIFIED INSPECTOR GENERAL COUNSEL (CIGC) ELIGIBILITY REQUIREMENTS

All applicants to the Certified Inspector General Counsel Program must satisfy each of the criteria below:

- a. Currently employed in an Office of Inspector General performing or managing a legal counsel function.

AND

- b. Have earned a juris doctor degree from an accredited law school.

AND

- c. Are an active member in good standing of the bar association(s) whose membership is required by the Office of Inspector General in which the applicant is employed.

AND

- d. Have one year of specific and documented experience performing or managing a legal counsel function in the public sector.

VIII. CERTIFIED INSPECTOR GENERAL INSPECTOR/EVALUATOR (CIGE) ELIGIBILITY REQUIREMENTS.

All applicants to the Certified Inspector General Inspector/Evaluator® Program must satisfy each of the criteria below:

- a. Currently employed in an Office of Inspector General performing or managing inspections.



AND

- b. Have earned a bachelors or graduate degree from an accredited college or university. Two years of relevant experience in the specific field may be substituted for one year of educational experience.

AND

- c. Have one year of specific and documented experience performing or managing inspections in the public sector.

***IX. CERTIFIED INSPECTOR GENERAL INVESTIGATOR® (CIGI)
ELIGIBILITY REQUIREMENTS***

All applicants to the Certified Inspector General Investigator® Program must satisfy each of the criteria below:

- a. Currently employed in an Office of Inspector General performing or managing investigations.

AND

- b. Have earned a bachelors or graduate degree from an accredited college or university or have equivalent experience. Two years of relevant experience in the specific field may be substituted for one year of educational experience.

AND

- c. Have one year of specific and documented experience performing or managing public sector investigations.

