

Certified Internal Control Professional

CICP

Certification Program



NEED FOR ADVANCED CERTIFICATION

The need for improved and more reliable internal control necessitates professionals who can effectively design, assess, use, and monitor the functioning of internal control. Recent abuses of internal control are no longer acceptable, nor are poorly designed control systems. Certification is proposed as a means to define the Common Body of Knowledge for the practice of internal control, and to evaluate an individual's ability to apply that knowledge to practice. This is a senior level certification that identifies those experienced and skilled internal control professionals.



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OBJECTIVES AND BENEFITS OF CICP CERTIFICATION

The Certified Internal Control Professional program is intended to establish standards for skilled qualification; then provide direction for the internal control activities through an aggressive education program and specification of an improving standard of professional competence. This certification program helps to:

1. Define the tasks (job dimensions) associated with the internal control activities in order to evaluate mastery of the internal control activities.
2. Demonstrate an individual's willingness to improve professionally.
3. Acknowledge attainment of an acceptable standard of professional competency.
4. Aid organizations in selecting and promoting qualified individuals.
5. Motivate personnel having internal control responsibilities to maintain their professional competency.
6. Assist individuals in improving and enhancing their organization's internal control programs (i.e., provide a mechanism to lead a professional).

IN PARTNERSHIP WITH:



CICP APPLICATIONS ARE ACCEPTED UNDER THE JOB EXPERIENCE AND SKILLS PROVISION

CERTIFICATION PROGRAM

ADMINISTERED BY



5401 S. Kirkman Rd., Suite 310

ORLANDO, FLORIDA 32819

QUALIFICATION FOR CICP CERTIFICATION



Responsibility for administering the Certified Internal Control Specialist program will rest with the certification board.

*“The CICP program is open to **all** qualified individuals who subscribe to the Professional Code of Conduct.”*

JOB EXPERIENCE ATTESTATION

Candidate must have someone in a management position who can attest to their job experience and have them submit a letter to the Director of Certification stating the specified internal control design and/or assessment experience **AND** the candidates' proficiency is performing the job duties.

Recipients of the Certified Internal Control Professional (CICP) designation will be those who demonstrate experience and knowledge in matters related to internal control. The current provision is designed to certify candidates who have: CICS plus a total of eight years internal control work experience; or 1) twelve years internal control design and/or assessment experience or equivalent or 2) a four-year college degree and eight years internal control work experience or 3) masters degree and seven years internal control work experience and can demonstrate proficiency in internal control concepts plus a minimum of five of the other eight internal control job dimensions and additionally have a testimonial letter submitted from a contemporary who can attest to your experience. 4) Doctors Degree and 4 years work experience. Demonstration of skill proficiency requires submission of supporting evidence. The CICP program is open to all qualified individuals who subscribe to the Professional Code of Conduct.

PROFESSIONAL CODE OF CONDUCT

The Professional Code of Conduct is designed to promote and maintain the highest standards of performance and personal conduct among certified professionals. The code requires that Certified Internal Control Professional will:

- Maintain and improve their professional competency through continuing study.
- Cooperate in the development and interchange of knowledge for mutual professional benefit.
- Maintain high personal standards of moral responsibility, character, and business integrity.

CONTINUING EDUCATION

Continuing education will be required to ensure that certificate holders maintain up-to-date technical knowledge and professional capacity. Certificate holders will need to qualify for recertification every three years after becoming certified. The recertification provision will require forty hours per year of continuing professional education as specified by the certification board. Individuals can acquire credit toward recertification by study or attendance at programs in any of the ten internal control job dimensions. Emphasis is on skill improvement, not specific programs. Learning experience can be at company site, through college programs, public and private seminars and conferences, self-study, and active membership in professional groups.

HOW CICP APPLICATIONS WILL BE EVALUATED

Each application will be reviewed by two individuals on the ICI Certification Board. They will evaluate the application using these criteria:

1. Is the candidate's education and work experience adequate to perform a job requiring experience in internal control?
2. Does the candidate's work experience encompass a minimum of 75% of the eight skill domains in the ICI CBOK?
3. Has the candidate provided enough documentation to support items 1 & 2?



INTERNAL CONTROL DESIGN AND/OR ASSESSMENT JOB DIMENSIONS

JOB DIMENSION

JOB DIMENSIONS DESCRIPTION

ONE MANDATORY SKILL

- | | |
|------------------------------|--|
| 1. Internal Control Concepts | Understanding the accepted principles of risk and control. Control concepts include control types, the cost/benefit of control, control responsibilities, the plan-do-check-act concepts, and the control responsibilities and standards issued by the FASB, SEC, NY Stock Exchange, AICPA, and other similar organizations. |
|------------------------------|--|

SEVEN OPTIONAL SKILLS

- | | |
|---|---|
| 2. Internal Control Environment | Control environment establishes the vision, values, policies, procedures, and management leadership in place to assure individuals are encouraged and supported in designing, assessing, using, monitoring, and reporting control violations. |
| 3. Risk Management | Risk Management includes an understanding of the risk factors facing business applications such as security, ease of operations; the trade off between risk factors such as security and ease of operation; developing risk policies and assigning risk responsibilities throughout an organization. |
| 4. Assessing Application Controls | Assessment of the adequacy of the control system to reduce the application business risks to an acceptable level. Assessment should be a formal process that is risk oriented. |
| 5. Business System Control Assessment | Business system controls represent the system of control that will control a business application. The control system should include the business risks and the controls used to minimize those risks; the interrelationship of controls to assure the entire business application is controlled, and the method of reporting and acting upon control violations. |
| 6. Risk Assessment | Understanding of the business risks faced by organizations; mastery of methods to determine the magnitude of those risks; the efficiency/value of controls used to minimize those risks; determination of where perpetrators are most likely to penetrate business systems, including performing risk assessments for complete business applications. |
| 7. Internal Control Measurement and Reporting | Methods used to identify, record, and report results of internal control systems, including both status of control systems and reporting results. This includes the activities of collecting measurement data that can be used by workers, supervisory personnel, operational manager, executive management, and board of directors. The typically also includes the process of naming, identifying, recording, maintaining, and consolidating defects in order to identify problems in the business application and/or the control process. Defect Management reports are used to identify the magnitude of control deficiencies and the points in the control system where control can be improved. |
| 8. Corporate Governance | Corporate code of ethics, corporate environmental and community involvement; good corporate citizenship programs; corporate leadership programs to ensure the code of conduct and values are incorporated into day-to-day operations; the methods used to ensure that the code of ethics is promoted and utilized top down in the corporation. |



RECOMMENDED EVIDENCE TO DEMONSTRATE SKILL PROFICIENCY

Applicant must submit, with their application, evidence to support skill and experience proficiency. Recommended evidence is a copy of your job description(s), college transcript, and reference letter attesting to skill or a work product(s) prepared by you or under your direction, noting which skill dimension it supports. Suggestions for skill proficiency follow (NOTE: You must have been personally involved in these activities):

MANDATORY SKILL

1. Attending seminars, conferences, courses on internal control design and assessment, college transcripts showing applicable courses, certifications requiring knowledge of professional control responsibilities, job descriptions, and professional material reviewed.

SEVEN OPTIONAL SKILLS

2. Responsibility for involvement in developing corporate vision statements, corporate values, leadership activities in building and/or supporting a control environment; copies of policies relating to internal control; involvement in developing methods to submit control violations to appropriate parties for action, and responsibility for resolution of control violations.
3. Job description showing risk responsibilities; experience in making trade offs; determining the greater of multiple risks; risk policies written; risk manuals contributed to or written; reference letter attesting to risk management responsibilities.
4. Job description indicating control assessment responsibilities; audit certification; control assessment process including check list designed to conduct a control assessment; working papers and reports of a control assessment conducted; letter attesting to control assessment responsibilities and proficiency in performing those responsibilities.
5. Job description showing control design responsibilities; examples of control design specifications developed to control an application; manual/procedures developed to design application control of a business system; examples of control violation reports and evidence of action taken to correct violations.
6. Member of risk management team; description of risk assessment team responsibilities; submit risk assessment reports; job descriptions showing risk responsibilities; programs attended to learn risk assessment skills.
7. College transcripts/course certificates indicating attendance in statistical and/or measurement programs; types of statistical tools mastered; reports showing statistical conclusions and how those conclusions were achieved; letters attesting to statistical proficiency. Copy of procedures used to record, report, and consolidate results of internal control systems; procedures for preparing and presenting reports to responsible parties; metrics used for control reporting and roll up to board of directors; job descriptions indicating control reporting responsibilities. Defect management policies and procedures; documentation of a defect management system; naming process for defects including inventory of defect names; description of defects including magnitude, source, and so forth; defect reporting process and action programs to address the more significant defect type; methods for identifying defect prone products and processes.
8. Involvement in developing the corporate code of ethics; leadership and enforcement in the code of ethics and values; development, utilization, and enforcement of policies and procedures associated with the corporate code of ethics and values.



JOB EXPERIENCE & SKILL PROFICIENCY SUPPORT

(A MINIMUM OF 6 SKILLS REQUIRED; 1 MANDATORY; 5 OPTIONAL)

JOB DIMENSION	PROOF OF SKILL PROFICIENCY (Identify here and attach evidence)
Internal Control Concepts (Mandatory)	
2 Internal Control Environment	
3 Risk Management	
4 Assessing Application Controls	
5 Business System Control Assessment	
6 Risk Assessment	
7 Internal Control Measurement & Reporting	
8 Governance Practices	

In making this application, I certify that all information (including any attachments submitted) is accurate to the best of my knowledge, and that any false entry may be considered sufficient cause for rejection or withdrawal of certification, and forfeiture of fee. I have read, and subscribe to, the Professional Code of Conduct.

Signature _____ Date _____

(Reference attached evidence or use additional sheets as needed.)

Submission Checklist

Item	Completed
1. Have you included your Internal Control Specialty job description?	<input type="checkbox"/>
2. Have you included your Internal Control process <u>OR</u> Activity plan?	<input type="checkbox"/>
3. Have you asked a client or manager to write your job experience attestation letter?	<input type="checkbox"/>
4. List current CICS No. and attach additional experience required: CICS #: _____ (if applicable)	<input type="checkbox"/>



HOW TO APPLY FOR CERTIFICATION

Those meeting the requirements for certification (eight years work experience and a college bachelor's degree or master's degree in an acceptable field and seven years work experience or Doctorate and four years experience or 12 years experience without a degree **with** proficiency in a minimum of six CBOK skills) should complete the attached application form and mail with the **\$400 USD** (\$125 for current/active CICS professionals) refundable fee if not accepted to the Director of Certification. Applications will be immediately acknowledged and acted on within sixty days after receipt of the reference letter. A CICP certificate will be issued approximately thirty days after approval. If the application is rejected, the applicant will have three months to submit additional documentation. NOTE: All information received will be treated as confidential.

APPLICATION FOR CERTIFICATION

APPLICATION PROCEDURE AND FEE:

Four items are needed for certification: 1) complete this application form; 2) sign it to attest to the validity of the submitted data; 3) attach supporting evidence of skill proficiency as appropriate; and 4) mail form with a check for **\$400 USD** (\$125 for current/active CICS professionals) payable to "CICP Certification Program" to:

Internal Control Institute 5401 S. Kirkman Rd., Suite 310 Orlando, Florida 32819

PLEASE PRINT OR TYPE APPLICATION

First Name	Initial	Last Name	
NAME _____		EMAIL _____	
BUSINESS ADDRESS:			Business Phone
<input type="checkbox"/>	Company _____	_____	
	Address _____	_____	
	City _____	State or Province _____	Country _____ Zip or Postal Code _____
HOME ADDRESS:			Home Phone
<input type="checkbox"/>	Address _____	_____	
	City _____	State or Province _____	Zip or Postal Code _____

SEND MAIL TO: (check one)

Application fee **\$400 USD** check enclosed
\$125 for current/active CICS professionals

Credit Card AMEX MasterCard Visa
CC Number: _____

Expiration Date: _____ V-Code (Visa CC only): _____

COLLEGE EDUCATION (Business Administration, Industrial Engineering or Equivalent)

Name of College/University City, State/Prov., Zip/Postal Code	Attendance		Major	Year of Graduation	Degree Received
	From	To			

INTERNAL CONTROL DESIGN AND/OR ASSESSMENT WORK EXPERIENCE

Dates of Employment From (Mo., Year) to (Mo., Year)	Name of Employer	Address	Position Title/Rank/Grade
Total Months in This Assignment	Number of Personnel at all Locations under Your Supervision	Name & Title of Immediate Supervisor	Internal Control Work Activities

(USE ADDITIONAL SHEETS IF NEEDED)