



Chartered
Institute of
Internal
Auditors

Continuing Professional Education

Policy document



December 2025

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Contact us



You will find the most up-to-date information about CPE policy within the online portal on our website:

www.charterediia.org



Questions regarding your CPE can be directed to:

cpe@charterediia.org



If you would like to speak to a member of the Chartered IIA, please call:

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Introduction

Introduction

Continuing Professional Education (CPE) is reported annually against the designation held by a member. Members who do not report CPE will have their designations revoked. As membership is linked to the designations, changes to the status of the designation will also impact on the membership grade.

Designations recognised for membership of the Chartered IIA include:

Designations issued by Chartered IIA

Current designations

- CMIIA
- FIA

Legacy designations

- PIIA
- QICA

Designations issued by IIA Global

Current designations

- CIA
- CRMA
- IAP

Legacy designations

- QIAL
- CFSA
- CGAP
- CCSA

This CPE Policy is primarily for holders of a Chartered IIA designation, but does contain information relevant to IIA Global designation holders. Anyone who holds only an IIA Global designation, for example CIA or IAP, should consult Global IIA's [Annual Certification Renewal Policy](#) for full information regarding their CPE obligations.

Any questions regarding either the Chartered IIA or IIA Global CPE policy can be directed to cpe@charterediia.org.

Summarised requirements

A practising internal auditor holding an IIA designation will need to report between 20 - 40 CPE hours, depending on the designation they hold. You can find more information on the specific number of hours required for each designation on [page 9](#).

Everyone holding a Chartered IIA designation, such as FIA, PIIA or CMIIA, declares that their CPE is up-to-date when renewing their Chartered IIA membership each year.

Members who only hold a UK designation may be asked to provide the Chartered IIA with evidence of their CPE activity. This evidence should show that they have undertaken their required CPE hours during the previous membership year of 1st April - 31st March.

Everyone holding IIA Global designations, such as the IAP or CIA, is required to make an annual declaration to IIA Global between 1st October - 31st December each year, paying a reporting fee of \$30 per designation. This is known as the 'Annual Certification Renewal' and is done via the IIA Global's Certification Candidate Management System (CCMS). More information on the IIA Global CPE reporting requirements and processes can be found in IIA Global's [Annual Certification Renewal Policy](#).

Membership requirements

Membership of the Chartered IIA is required if:

- You hold a Chartered IIA designation (CMIIA, CFIIA, PIIA, FIA), or
- You reside in the UK or Ireland and you hold a Global IIA designation (QIAL, CIA, IAP)

Membership with the Chartered IIA typically runs from 1st April - 31st March. You will be required to renew your membership online every April and confirm that your CPE is up-to-date as part of this process. If your membership lapses then your designation is revoked and you may no longer use your designation.

Please be aware that the Global IIA's "Annual Certification Renewal" is the Global CPE process, and not to be confused with the Chartered IIA's member renewal.

In summary

If you hold:

Chartered IIA designations only CFIIA, CMIIA, PIIA, FIA	Declares CPE is up to date when their membership renews.
Global IIA designations only QIAL, CIA, IAP	Reports CPE to IIA Global 31st October - 31st December
Global IIA and Chartered IIA designations (e.g. CIA & CMIIA)	Reports CPE to IIA Global 31st October - 31st December

Summary of Reporting Requirements

Reporting requirements per designation:

CFIIA CMIIA	CIA	IAP	FIA
40 hours	40 hours	20 hours	20 hours
2 hours ethics	2 hours ethics	2 hours ethics	2 hours ethics
Chartered IIA	IIA Global	IIA Global	Chartered IIA

Reporting requirements for multiple designations:

CIA	and any of the following	FIA	IAP	CFIIA CMIIA	40 hours	Incl 2 hours ethics	IIA Global
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Reporting requirements for other designations:

CRMA	40 hours	Incl 2 hours ethics	IIA Global
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Reporting requirements for legacy designations:

QIAL	CFSA	CGAP	CCSA	20 hours	Incl 2 hours ethics	IIA Global
QICA				40 hours	Incl 2 hours ethics	Chartered IIA

Examples

Susan holds the FIA designation. She declares her CPE is up-to-date by renewing her membership via the Chartered IIA website on 1st April. She may be contacted at a later date to provide evidence that she has completed her required CPE between 1st April the previous year and 31st March this year.

John holds the IAP and CIA, and so has to report his CPE directly to IIA Global as per their Annual Certification Renewal Policy. He logs into his CCMS account and clicks the 'Renew' button in his CCMS Home. He pays the reporting fees of \$60 and completes the required attestations. He may be randomly sampled by IIA Global to show that he has completed his required amount of CPE between 1st January - 31st December that year.

Samir only holds the CMIIA designation. He normally declares his CPE is up-to-date by remaining in his Group Scheme when it renews in May. However he knows that he failed to complete his required CPE between April and March and so has requested the person administering the Scheme remove him until his CPE is up-to-date, at which point he will re-join.

Lorna holds the FIA, IAP, CIA and CMIIA. She keeps her Chartered IIA membership active, and reports her CPE directly to IIA Global as per their Annual Certification Renewal Policy. By keeping her CIA active, the Chartered IIA know she has fulfilled her CPE obligations for the FIA and CMIIA as well.

Edward holds CIA and CMIIA and is retired, so no longer needs to make an active CPE declaration to retain his designations, although he is still required to keep his membership active.

A full-page photograph of a Black man with a short beard and mustache, looking directly at the camera with a slight smile. He is wearing a blue button-down shirt with a small white geometric pattern. He is holding a dark tablet computer with both hands in front of him. On his left wrist, he wears a watch with a green face and a dark strap. A silver ring is visible on his left ring finger. The background is a blurred interior space with vertical wooden slats or panels. Overlaid on the center of the image is the text 'Reporting requirements' in a large, white, serif font.

Reporting requirements

Section A: CPE reporting requirements

CPE for Chartered IIA designations

Members who hold these designations are required to undertake the following number of CPE hours:

	Practicing	Nonpracticing
Foundations of Internal Auditing (FIA)	20	10
IIA Diploma (PIIA)	40	20
Chartered Internal Auditor (CMIIA / CFIIA)	40	20
Qualification in Information Systems Auditing (QICA)	40	20

Members who hold more than one designation issued by the Chartered IIA will report a total of 40 hours CPE. There are no CPE requirements for IACert holders.

By renewing their membership each year, holders of the above qualifications are declaring their CPE is up-to-date.

Combined CPE for Chartered IIA and IIA Global

Members who hold the CIA designation as well as any Chartered IIA designation (FIA, PIIA, CMIIA, QICA) should report 40 hours CPE to IIA Global. A separate submission to the Chartered IIA is not required, beyond renewing your membership each year.

Members who hold IAP, CCSA, CGAP, CFSA, CRMA or QIAL (excluding CIA), as well as a Chartered IIA designation (excluding FIA) should undertake 20 hours CPE for IIA Global and a further 20 hours CPE for the Chartered IIA.

Fees

There are no CPE reporting fees payable to the Chartered IIA, beyond the annual membership fees.

Members reporting CPE to IIA Global pay \$30 per designation. See CCMS for details.

Working status

Members who work as internal auditors or in related professions are classed as '*Practicing members*' and must fulfil all CPE requirements irrespective of the number of hours worked in a week.

Members who work in professions not related to internal audit are classed as '*Non-practicing*' and required to report 50% of the required CPE hours, but still need to report two hours on ethics training.

"Related professions" are:

- Internal audit
- External audit
- Compliance
- Risk management
- Quality assurance
- Internal control
- Audit/assessment disciplines

If you are unsure if you should be classed as practising or non-practising, please contact cpe@charterediia.org

Retired members

Members who retire are eligible for discounted membership and should contact the Chartered IIA by emailing membership@charterediia.org to declare their retirement and seek further information.

Retired members can continue using Chartered IIA designations without the need for reporting CPE. We do encourage retired members who remain active within the profession (for example as trainers or non-executive directors) to keep their knowledge up to date and to report CPE annually. Retired members will not be included in CPE audits (see [CPE audits](#))

Lifetime membership

Holders of Lifetime Memberships who remain professionally active and continue to use their designations are required to comply with this policy. They must report their CPE to either the Chartered IIA or IIA Global as appropriate and provide CPE evidence if requested to do so. Lifetime members who do not comply with this policy will have their designations revoked and their membership class reassigned.

Once retired, holders of Lifetime Membership can inform the Chartered IIA of their change in working status and report CPE as outlined above.

Newly Certified

Members achieving a designation are not required to submit CPE for the year in which they achieved the designation. Their first CPE reporting will be due the first full CPE year after the designation was awarded.

CPE undertaken during the year the designation was awarded can be carried forward to the following year (See [Carrying forward CPE hours](#))

Group Scheme Members

Members who are part of an employer funded group scheme are expected to comply with this policy. Group Scheme members will be contacted to confirm their CPE is up to date, and may also be asked to provide documentation to substantiate this should they be selected for audit.

For Group Scheme members the CPE reporting and the membership renewals process may be done at different parts of the year.

Reporting requirements on Ethics

All members reporting their CPE must ensure they undertake at least two hours of ethics or ethics related CPE annually. Members should also attest that they are abiding by the IIA's [Code of Professional Standards](#).

Any ethics related CPE is included in the total hours reported.

CPE reporting exemptions

There are certain circumstances that the Chartered IIA may exempt members from reporting some or all of their required CPE, for example for maternity leave (see below), periods of prolonged illness or severe financial hardship.

If the member seeking a full or partial exemption from CPE reporting only holds a Chartered IIA designation, they should put together a case to be considered by the Institute and sent to cpe@charterediia.org. The case should include support documentation and must reach the Chartered IIA before the renewal deadline. The Chartered IIA will review the case and members will be notified in writing of the outcome.

If a Hardship Exemption has been agreed with IIA Global, then this will also be honoured by the Chartered IIA. It is the responsibility of the member to notify the Chartered IIA.

Extended Leave

Members on extended leave, sick leave, or parental leave are exempt from CPE reporting on a pro rata basis.

If they have taken parental leave during the year and have worked for more than six months, then they will be classed as a 'practising' and as such their CPE hours will be pro-rated, meaning they will be required to report 3.33 hours for each month worked (40 divided by 12).

If they have worked for less than six months, then they will be classified as 'non-practising' and you can report 1.66 hours per month worked (20 divided by 12).

Appropriate evidence (e.g. MAT B1 form) may be required upon request.

For help with calculating pro rata CPE hours, please contact cpe@charterediia.org

Carrying forward CPE hours

Members who accumulate more than the required number of hours in a year may carry over unreported surplus hours to the following year.

Members can carry forward a total of 50% of the total hours to be reported.

Members are required to undertake at least two hours of ethics training annually, irrespective of whether CPE hours are carried forward.

CPE hours carried forward must be reported in the CPE year following the year during which the hours were earned.

Insufficient CPE hours

Members who do not meet the minimum number of CPE hours should not report CPE until they have accumulated sufficient hours. Once the threshold has been met, the member can start the process.

If the member is in a group scheme, they should temporarily remove themselves from the scheme until they have accumulated the remaining hours.

CPE Monitoring

CPE Monitoring is conducted in January and August each year. The Institute will randomly select a number of qualified members who hold only Chartered IIA designations and request to see their CPE evidence.

Members who haven't met their requirements will be resampled the following year. Members who refuse to provide their evidence or fail two consecutive CPE assessments may have their designations revoked and membership reclassified. They may also be referred to the Ethics Committee.

Failing to report CPE

Members reporting CPE to the Chartered IIA are required to sign up and adhere to the CPE policy as part of the renewals process.

Failing to undertake the required amount of CPE or provide evidence when requested to do so can result in the designation being revoked and referral to the Ethics Committee.

Should a member have their Chartered IIA designation revoked, they can reinstate it by demonstrating they have completed 40 hours CPE in the past 12 months and paying the reinstatement fee.

Members who lapse their membership may not use their designation under any circumstances.

Should a member want to reinstate their membership, they are required to report 40 hours of CPE as per usual at the end of the CPE year and pay a reinstatement fee of £50 for each year that they didn't report CPE.

The circumstances under which membership can be reinstated are listed on [page 16](#).

Members should note that IIA Global has a different policy for certification reinstatement. Members who hold IIA Global certifications should see the [Annual Certification Renewal Policy](#) for more information.

Qualifying activities

In order to simplify the CPE process for all members regardless of designation, the qualifying activities for Chartered IIA designation-holders and the CPE points they award mirror those that IIA Global have published in their [Annual Certification Renewal Policy](#). Therefore these activities would apply to CPE submissions to IIA Global and to the Chartered IIA.

The Chartered IIA will consider any activity and accept it as evidence of CPE, provided the member can::

- 1) Demonstrate the relevance of the activity to internal audit or related fields.
- 2) Demonstrate that the member undertook the activity, and when it took place.
- 3) Calculate the appropriate amount of CPE points.

Summary of eligible activities:

Activity	Maximum hours that can be reported
Training courses, in-house training, seminars, conferences	40
Delivering presentations	25
Performing External Quality Assessments (EQAs)	20
Participating as a subject matter expert volunteer, for example serving as a committee member for a relevant professional body	20
Authoring or contributing to publications (for example books, articles or blogs)	25
Drafting materials for Tutors and trainers for workshop delivery (claimed for oral presentations)	20
Delivering workshops using pre-prepared materials	5
Examiners, markers and assessors (1 CPE per hour of work)	20
Facilitators and tutors for online courses (claimed as serving volunteer officer 1 CPE per hour of work)	15

Providing Evidence

Members must keep clear records of every CPE activity that you undertake, and must provide all evidence to the Chartered IIA when requested to do so.

Evidence should be in digital, and clearly organised and indexed.

For activity concerning authoring materials, access to those materials may be required.

Should there be activities without CPE certificates or difficult to evidence, members can use the [CPE Record Template](#) which is included on page 20, or downloadable from the Chartered IIA website. One template should be used per activity, and should be countersigned whenever possible.

Members should note that preparing for and undertaking an audit is the output rather than the learning, and so not would not be considered a CPE activity itself, and although company-wide CRM training, for example, might be helpful for a role, it's unlikely to contribute to overall development as an internal auditor.

Members can contact cpe@charterediia.org should they have questions.

A man with a full dark beard and hair tied in a bun is sitting at a desk. He is wearing a light blue button-down shirt and holding a red pen with both hands. The word "Reinstatements" is written in a large, white, serif font across the middle of the image. In the background, there is a blurred indoor plant and a window. In the foreground, a portion of a yellow object is visible on the right side.

Reinstatements

Section B: Reinstatements

CPE policy requirements for members

A member fails to report CPE to IIA Global

If a member holds CIA and Voting membership, and the CIA designation is revoked, the member will be reassigned Affiliate membership.

If a member holds CIA and a Chartered IIA designation (e.g. CMIIA), and the CIA designation is revoked, the Chartered IIA will contact them to request to see their CPE evidence in order to ensure compliance with this Policy. If the member is unable to provide this evidence when asked, their Chartered IIA designation will also be revoked and the member reassigned Affiliate membership.

Should the member successfully complete the recertification application, then the member should inform the Chartered IIA in order to have membership upgraded.

Should a member want to reinstate the CMIIA designation without recertification, they can do so by reporting 40 hours CPE and paying the reinstatement fee.

A member fails to report CPE to the Chartered IIA

If a member only holds the CMIIA and this designation is revoked, the member will be reassigned Affiliate membership. Should a member want to reinstate the CMIIA designation, they can do so by reporting 40 hours CPE and paying the reinstatement fee:

A member resigns CIA but retains CMIIA

If a member holds CIA and CMIIA, they may resign their CIA designation and retain CMIIA. This will result in the CIA being revoked, and as such cannot be reinstated.

The member retains the right to use the CMIIA designation and will remain a Chartered member of the Chartered IIA and will be required to report 40 hours CPE annually to the Chartered IIA.

Members should notify the Chartered IIA in writing to ensure Chartered membership and CMIIA are protected.

Reinstatement of PIIA from CIA

PIIA-holders who claimed the CIA designation between 2016-2019 should report their CPE to IIA Global. They can continue to use their PIIA designation as long as their CPE remains up to date. Should the CIA be revoked, PIIA is also revoked and the member is assigned Affiliate membership.

If the member has CIA restored, then PIIA and Voting membership is also restored.

A member may choose to have only PIIA restored by reporting 40 hours of CPE to the Chartered IIA and paying the reinstatement fee.

Members who achieved CIA cannot claim the PIIA.

Implications for further study

Members are required to hold membership for the duration of their studies. If a member's membership lapses, then they are unable to continue their studies.

Where the CIA designation is revoked after a member has registered on the Chartered Leadership Programme, the member will be assigned Student membership instead of Affiliate membership, and will be able to continue with their studies.

A woman with dark hair, smiling, wearing a beige blazer over a white turtleneck and orange pants, holding a dark tablet. The word "Procedures" is overlaid in white serif font.

Procedures

Section C: Procedures

CPE audits

The Chartered IIA audits a random selection of Chartered IIA designation holders to review whether the activities reported on were suitable for CPE and if the hours reported are appropriate. Members who are selected will be contacted and asked to submit a complete record of their CPE activity.

Members who do not form part of the audit are not required to submit any documented evidence of CPE undertaken.

The Chartered IIA will not audit any retired members, or members in possession of an active IIA Global certificate.

Revoking discontinued programmes

The Chartered IIA's QICA designation and the IIA Global CCSA, CFSA, CGAP and QIAL have been discontinued and once revoked cannot be completed again. That means that should a member lose this designation, there is no avenue for achieving the designation again.

As the CIA and CRMA are still active programmes, members who have had their designation revoked can sit a recertification exam in order to reactivate them.

Since 2025, IAP is a permanent designation and members are required to undertake 20 hours of CPE.

CPE record

Name:

Member number:

CPE year:

Description of CPE activity
Date(s)
What were the aims and objectives of this activity?
What did you learn and how did/will you apply it?
Evidence/validation Supporting evidence (such as a certificate of attendance) or the name and signature of your line manager or head of internal audit.
Number of CPE hours claimed

About the Chartered Institute of Internal Auditors

The Chartered Institute of Internal Auditors is the only professional body dedicated exclusively to training, supporting and representing internal auditors in the UK and Ireland. We have 10,000 members in all sectors of the economy.

First established in 1948, we obtained our Royal Charter in 2010. About 2,500 members are Chartered Internal Auditors and have earned the designation CMAA. Over 1,000 of our members hold the position of head of internal audit and the majority of FTSE 100 companies are represented amongst our membership.

Members are part of a global network of 200,000 members in 170 countries, all working to the same International Standards and Code of Ethics.

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