CISA®

Certified Information Systems Auditor™

Application for Certification

Information Systems Audit and Control Association

Application for CISA Certification

Certified Information Systems Auditor Requirements for Certification

To become a Certified Information Systems Auditor (CISA), an applicant must complete the following qualifications:

1. *Score a passing grade on the CISA exam.* A passing score on the CISA examination, without completing the required work experience as outlined below, will only be valid for five years. If the applicant does not meet the CISA certification requirements within the five year period, the passing score will be voided.

2. *Complete five years work experience in the fields of Information Systems Auditing, Control or Security.* Work experience must be gained within the ten year period preceding the application date for certification or within five years from the date of initially passing the examination.

Substitutions and waivers of such experience may be obtained as follows:

- A maximum of one year of information systems OR one year of non-IS auditing experience can be substituted for one year of information systems auditing, control, or security experience;

- 60 to 120 completed university semester credit hours (the equivalent of a two-year or four-year degree), not limited by the ten year preceding restriction, can be substituted for one or two years, respectively, of information systems auditing, control or security experience; and

- Two years as a full-time university instructor in a related field (e.g.; computer science, accounting, information systems auditing) can be substituted for one year of information systems auditing, control or security experience.

As an example, at a minimum (assuming a two-year waiver of experience by substituting 120 university credits) an applicant must have three years of actual work experience. This experience can be completed by:

- three years information systems audit, control, or security experience;

    OR

- two years information systems audit, control, or security experience and one full year audit or information systems experience or two years as a full-time university instructor.

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3. *Agree to abide by the Information Systems Audit and Control Association Code of Professional Ethics.* A copy of the Code of Professional Ethics appears on the next page.

4. *Agree to abide with Information Systems Standards as adopted by the Information Systems Audit and Control Association*

5. *Apply for CISA Certification.* A successful candidate must submit the "Application for CISA Certification" including "Verification of Work Experience", within the five-year period following passing of the CISA examination.

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Information Systems Audit and Control Association
Code of Professional Ethics

The Information Systems Audit and Control Association, Inc.® (ISACA™) sets forth this Code of Professional Ethics to guide the professional and personal conduct of members of the association and/or holders of the Certified Information Systems Auditor (CISA) designation.

CISAs shall:

- Support the implementation of, and encourage compliance with, appropriate standards, procedures and controls for information systems.

- Serve in the interest of relevant parties in a diligent, loyal and honest manner, and shall not knowingly be a party to any illegal or improper activities.

- Maintain the privacy and confidentiality of information obtained in the course of their duties unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate parties.

- Perform their duties in an independent and objective manner and avoid activities that impair, or may appear to impair, their independence or objectivity.

- Maintain competency in their respective fields of auditing and information systems control.

- Agree to undertake only those activities which they can reasonably expect to complete with professional competence.

- Perform their duties with due professional care.

- Inform the appropriate parties of the results of information systems audit and/or control work performed, revealing all material facts known to them, which if not revealed could either distort reports of operations or conceal unlawful practices.

- Support the education of clients, colleagues, the general public, management, and boards of directors in enhancing their understanding of information systems auditing and control.

- Maintain high standards of conduct and character and not engage in acts discreditable to the profession.

Failure to comply with this Code of Professional Ethics can result in an investigation into a CISA holder's conduct and, ultimately, in disciplinary measures.

Application for CISA Certification

Instructions for Completion of Forms

1. Complete and return both sides of the Application for CISA Certification. Be sure to sign and date the application. On page 2 complete:

   SECTION A – IS AUDIT, CONTROL OR SECURITY EXPERIENCE — For each employer (starting with the most current), enter the:

   - Employer's name

   - Dates of employment in IS auditing, control or security

   - The type of work experience (job process/content areas), by checking the appropriate boxes and entering the total number of years of information systems auditing, control or security experience with each employer. Job process/content areas are defined on page 4 of the application form.

   SECTION B – EXPERIENCE SUBSTITUTION — If substituting other audit experience (such as financial or operational auditing) or other types of information systems work experience (such as application programming or operations), there is a maximum limit of one FULL year for the audit or information systems work experience. If substituting full-time university instructor experience in a related field (e.g.; computer science, accounting, information systems auditing) you must have two FULL years experience for each year of experience substitution. There is no limit on the number of year's experience substitution that may be claimed as a university instructor.

   No credit will be given for a partial year's experience.

   SECTION C – EDUCATIONAL EXPERIENCE WAIVER — Indicate an experience waiver for educational purposes by checking the appropriate box. If requesting this waiver, *please have your college or university send an original transcript or letter confirming your degree status*.

   SECTION D – SUMMARY OF EXPERIENCE REQUIREMENTS — Record the totals from sections A-C above. The line titled "Total Work Experience" should be the total number of years spent working in an information systems auditing, control or security function, plus experience substitution and waivers, if any. A minimum of five years is required for eligibility as a CISA.

2. Complete the top portion of the Verification of Work Experience form. Give the form to the person(s) verifying your work experience; include the descriptions of information systems auditing, control or security job process/content areas, on page 4, and a copy of your completed application. This person should be your immediate supervisor or a person of higher rank within the organization. If this person cannot verify all required experience for you to become a CISA, previous employers must be asked to complete this form. Only one copy of the form is included. If more than one copy is required, photocopy the form (both sides).

3. Mail your completed Application for CISA Certification to:

   Certification Coordinator
   INFORMATION SYSTEMS AUDIT AND CONTROL ASSOCIATION
   3701 Algonquin Road, Suite 1010
   Rolling Meadows, IL 60008-3124 USA

   E-mail: *certification@isaca.org*   Telephone Number: +1.847.253.1545   Fax Number: +1.847.253.1443

NOTE: Please allow approximately eight weeks for the processing of your completed Application for CISA Certification for your CISA certificate package to be mailed.

Application for CISA Certification

Name: _____ Examination ID _____

First   Middle Initial   Last/Family

Maiden Name or Former Name(s) _____Birth Date: _____/ _____ /_____

M   D   Y

Preferred Mailing Address: Home ( )   Business ( )   Month and Year of Exam _____

Home Address: _____

City: _____State/Country: _____ Zip/Postal Code: _____

Home Telephone ( ) _____ Email _____

Present Employer:

Your Job Title: _____

Business Name:_____

Business Address:_____

City: _____State/Country: _____ Zip/Postal Code: _____

Business Telephone ( ) _____ Fax ( )_____

E-mail_____

Immediate Supervisor:_____ _____

Name   Title

Person(s) you have requested to verify your work experience:

1. Name _____Title _____

    Company_____Tel. No. _____

2. Name _____Title _____

    Company_____Tel. No. _____

3. Name _____Title _____

    Company_____Tel. No. _____

I have requested my employer(s) to complete and mail the Verification of Work Experience form. **If I am applying with an Education Experience Waiver, I have also requested my college to send an original transcript or letter confirming my degree status.**

I hereby apply to the Information Systems Audit and Control Association (ISACA) for issuance to me of Certification, as a Certified Information Systems Auditor (CISA) in accordance with and subject to the procedures and regulations of ISACA. I have read and agree to the conditions set forth in the CISA Application for Certification and Continuing Education Policy in effect at the time of my application, covering the Certification process; and Continuing Education policies. I agree to denial of Certification and to forfeiture and redelivery of any certificate or other credential granted me by ISACA in the event that any of the statements or answers made by me in this application are false or in the event that I violate any of the rules or regulations governing such examination.

I authorize ISACA to make whatever inquiries and investigations it deems necessary to verify my credentials and my professional standing. I understand that this application and any information or material received or generated by ISACA in connection with my Certification will be kept confidential and will not be released unless I have authorized such release or such release is required by law. However, the fact that I am or am not, or have or have not been, Certified is a matter of public record and may be disclosed. Finally, I allow ISACA to use information from my application for the purpose of statistical analysis, and to release my contact information to the ISACA chapter in my area.

I hereby agree to hold ISACA, its officers, directors, examiners, employees, and agents, harmless from any complaint, claim, or damage arising out of any action or omission by any of them in connection with this application; the application process; the failure to issue me any certificate; or any demand for forfeiture or redelivery of such certificate.

I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR CERTIFICATION RESTS SOLELY AND EXCLUSIVELY WITH ISACA AND THAT THE DECISION OF ISACA IS FINAL.

I HAVE READ AND UNDERSTAND THESE STATEMENTS AND I INTEND TO BE LEGALLY BOUND BY THEM.

_____

Name

_____

Signature

_____

Date

Application for CISA Certification

Work Experience Detail

Examination ID＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ Name ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

A. INFORMATION SYSTEMS AUDIT, CONTROL OR SECURITY EXPERIENCE — List your most recent experience first.

Employer	Dates of Employment in IS Audit, Control or Security		Job Process/Content Areas Check All That Apply (see page 4)							Number of	
	MM/YY	MM/YY	1	2	3	4	5	6	7	Years	Months
	To										
	To										
	To										
	To										
Total number of years IS auditing, control or security experience (round down to whole year)											

B. EXPERIENCE SUBSTITUTION — A maximum of 1 year IS auditing, control or security experience may be substituted with either one FULL year of auditing experience OR one FULL year of information systems experience. There is no maximum limitation for university instructor experience. However, two FULL years of university instructor experience is required for each one year of IS auditing, control or security experience substitution.

Employer	Dates of Employment		Indicate Number of Years of Experience Substitution		
	MM/YY	MM/YY	Non-IS Audit	Information Systems	University Instructor
	To				

C. EDUCATIONAL EXPERIENCE WAIVER — If you are applying for any experience waivers, please check the appropriate box and *have your university send an original transcript or letter confirming your degree status. Please provide your name as listed on the transcript* ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

- ☐ Two years experience waiver for a four-year university degree

- ☐ One year experience waiver for a two-year university degree

- ☐ Equivalent educational experience to the above, listed here and official verification provided.
  (list) ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

D. SUMMARY OF EXPERIENCE REQUIREMENTS

1. Total number of years of information systems audit, control or security experience — enter the total from Section A above .... ☐

2. If applying for an experience substitution, enter number of years being substituted in the box and complete Section B above .... ☐

3. If applying for an experience waiver, enter 1 or 2 in the box as appropriate and complete Section C above .... ☐

   TOTAL WORK EXPERIENCE — add boxes 1, 2 and 3
   (must total five years or more to apply for CISA certification) .... ☐

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Verification of Work Experience

Examination ID_____

I, _____, am applying for Certification as a Certified Information
(Printed Name)

Systems Auditor. My work experience must be independently certified by my current (and possibly previous) employer(s).
I would appreciate your cooperation in completing this form and mailing it directly to:

> Certification Coordinator
> INFORMATION SYSTEMS AUDIT AND CONTROL ASSOCIATION
> 3701 Algonquin Road, Suite 1010
> Rolling Meadows, IL 60008-3124 USA

> Telephone No. +1.847.253.1545   Fax No. +1.847.253.1443

> Thank you

_____

Applicant's Signature   Date

Employer's Verification

Supervisor's Name:_____

Company Name: _____

Job Title: _____

Telephone Number: _____

1. Have you functioned in a supervisory position to the applicant
   such that you can verify his/her work experience?   ☐ Yes   ☐ No

2. How long have you known the applicant?   _____ years

3. Is the categorization and duration of the applicant's work
   experience, for your organization, as listed on the application
   for certification form, correct to the best of your knowledge?   ☐ Yes   ☐ No

4. Are you qualified and willing to verify the applicant's work
   experience prior to his/her affiliation with your company/organization?   ☐ Yes   ☐ No   ☐ N/A

5. Is there any reason you believe this applicant should not be
   certified as a information systems auditor?   ☐ Yes   ☐ No

_____   _____

Supervisor's Signature   Date

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Description of Information Systems Auditing, Control and Security Job Process/Content Areas

1. The IS Audit Process

Conduct IS audits in accordance with generally accepted IS audit standards and guidelines to ensure that the organization's information technology and business systems are adequately controlled, monitored and assessed.

2. Management, Planning and Organization of IS

Evaluate the strategy, policies, standards, procedures and related practices for the management, planning, and organization of IS.

3. Technical Infrastructure and Operational Practices

Evaluate the effectiveness and efficiency of the organization's implementation and ongoing management of technical and operational infrastructure to ensure that they adequately support the organization's business objectives.

4. Protection of Information Assets

Evaluate the logical, environmental and IT infrastructure security to ensure that it satisfies the organization's business requirements for safeguarding information assets against unauthorized use, disclosure, modification, damage or loss.

5. Disaster Recovery and Business Continuity

Evaluate the process for developing and maintaining documented, communicated and tested plans for continuity of business operations and IS processing in the event of a disruption.

6. Business Application System Development, Acquisition, Implementation and Maintenance

Evaluate the methodology and processes by which the business application system development, acquisition, implementation, and maintenance are undertaken to ensure that they meet the organization's business objectives.

7. Business Process Evaluation and Risk Management

Evaluate business systems and processes to ensure that risks are managed in accordance with the organization's business objectives.