

Article II – Standards

Section V - Continuing Education Requirements

2.5.1 CONTINUING PROFESSIONAL EDUCATION

Internal auditors are responsible for maintaining their knowledge and skills. They should update their knowledge and skills related to improvements and current developments in internal auditing standards, procedures, and techniques. Auditors involved in the planning, directing, performing fieldwork or reporting on an audit or attestation engagement need to maintain their professional competence through continuing professional education (CPE). Internal auditors must complete a minimum of 80 hours of CPE that directly enhance the auditor's professional proficiency to perform audits or attestation engagements. At least 24 of the 80 hours of CPE ~~should~~must be in subjects directly related to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. At least 20 hours of the 80 ~~should~~must be completed in any one-year of the two-year period. At least 4 of the 80 hours of CPE ~~should~~must be in subjects related to ethics.

The 80 hours of CPE, 24 hours of government CPE, and 4 hours of ethics CPE must be satisfied during two successive (non-rolling) calendar years. Internal auditors hired after the beginning of an audit organization's two-year CPE period should complete a prorated number of CPE hours based on the number of full 6-month intervals remaining in the CPE period.

To calculate the prorated hours required for a two-year period, multiply the number of full six-month intervals remaining by 20 to determine total hours required, and multiple the number of full six-month intervals remaining by 8 to determine government hours required, as follows:

Full six-month intervals remaining	Total CPE hours required	Government CPE hours required	Ethics CPE hours required
3	60	18	3
2	40	12	2
1	20	6	1
0	Exempt	Exempt	Exempt

Examples of prorated hours based on hire date:

1. 18 or more full months, less than 24 months - Auditors hired between January 1 and June 30 *of the first year* must obtain 60 total CPE hours, 18 government CPE hours, and 3 ethics hours during the two-year cycle.
2. 12 or more full months, less than 18 months - Auditors hired between July 1 and December 31 *of the first year* must obtain 40 total CPE hours, 12 government CPE hours, and 2 ethics hours during the two-year cycle.
3. 6 or more full months, less than 12 months - Auditors hired between January 1 and June 30 *of the second year* must obtain 20 total CPE hours, 6 government CPE hours, and 1 ethics hour during the two-year cycle.
4. Less than 6 months - Auditors hired between July 1 and December 31 *of the second year* would be exempt from the CPE requirements.

CPE requirements may be prorated in the same or similar manner to the example above in the event of extended absences or other extenuating circumstances such as leave of absences, military service, or disasters prevent the internal auditor from meeting the requirements. CPE requirements should not be prorated or excused for reasons such as workload, budget, or travel constraints.

Internal auditors employed on a part-time or temporary basis may be exempt from the CPE requirements, as long as they are under the supervision of another auditor who is conformant with the CPE requirements.

Auditors required to obtain the total 80 hours of CPE should complete at least 20 hours of CPE in each year of the two-year period. The 20-hour minimum for each CPE year would not apply when a prorated number of hours are being used to cover a partial two-year CPE period.

When an auditor becomes nonconformant with CPE requirements, the auditor has a grace period of two months to make up the deficiency. If the auditor fails to make up the deficiency within two months (i.e., prior to March 1), they should either work under the supervision of another auditor who is conformant, or disclose the nonconformance in their audit reports. Any CPE hours completed toward a deficiency in one period should be documented in the CPE records and should not be counted toward the requirements for the next two-year period.

An Agency's Chief Internal Auditor is responsible for establishing and implementing a program to ensure that staff auditors meet the CPE requirements. In cases where a portion of the internal audit services are contracted out, the Chief Internal Auditor must ensure that individuals assigned to such internal audit services have obtained the appropriate continuing professional education.

CPE Requirements of Professional Organizations

4.34 Individual auditors who are members of professional organizations or who are licensed professionals, such as certified public accountants, are cautioned that the GAGAS CPE requirements, while similar in many respects to those of professional organizations and of licensing bodies, may not be identical. Some subjects and topics may be acceptable to state licensing bodies or professional organizations, but may not qualify as CPE under GAGAS. Conversely, some CPE that qualifies for GAGAS may not qualify for state licensing bodies or professional organizations. Careful consideration of auditors' relevant professional organizations or licensing body requirements is encouraged to meet other relevant CPE requirements. Government Auditing Standards, 2018 Revision (eff: 7/1/2019)