

## Continuing Professional Education Standard: Full text and Guidance

In accordance with article 10.b. of the bylaws of our Institute, the Board of Directors has decided to put in place the Continuing Professional Education Standard for RFA-s. The Continuing Professional Education Standard has been voted at the Annual Members Meeting of 27 March 2009.

### **A. Continuing Professional Education Standard (full text)**

Given Article 10, Paragraph B of the bylaws of the Institute of Forensic Auditors,  
Given Article 9 of the Ethical Code of the Institute of Forensic Auditors,

#### **I. Principles**

Article 1 - The registered forensic auditor must over a period of three years spend a minimum of 120 effective hours, of which 20 at least per year, on activities which contribute to the furtherance of his/her professional expertise.

Article 2 - The registered forensic auditor establishes his/her continuing professional education programme freely taking Article 3 into consideration. The programme includes activities which contribute directly to the improvement of knowledge in the fields which belong to the forensic auditor's domain of expertise and must be put together in a balanced way.

#### **II. Continuing professional education**

Article 3 - The following activities contribute to the continuing professional education of registered forensic auditors:

1. Seminars and study days organised by the IFA;
2. Seminars and study days organised by the public sector, universities or professional associations on a subject that is connected to the domain of expertise of the forensic auditors;
3. Preparation of classes, paper presentations and publications on a subject that is connected to the domain of expertise of the forensic auditors;
4. Active participation in IFA committees;
5. Any other relevant PE-activity or training.

The Board of Directors will provide further Guidance as to the selection of activities, the balance (article 2) and the minimum and maximum number of PE-points per activity.

### **III. Control and sanctions**

Article 4 - The registered forensic auditor must retain an overview of his PE-points as well as the appended justification documents (certificates issued at seminars, study days, etc.) for a period of five years. They may be requested as a result of a control by or on behalf of the Board of Directors.

Article 5 - The permanent training may be checked by the Education Committee of the Board of Directors. Should there be shortcomings such as an insufficient number of hours, the non-compliance of the type of training and missing justification documents, the Education Committee can extend the control to previous years and issue the registered forensic auditor with recommendations in order to help him/her comply with the present Standard.

Article 6 - The established fact of not complying with this standard is considered as a shortcoming, which warrants the referral of the registered forensic auditor by the Education Committee to the Board of Directors, which in turn can obtain the Accreditation Committee's recommendation. At the recommendation of the Education Committee and the recommendation, where provided, of the Accreditation Committee, the accreditation as a registered forensic auditor may be withdrawn based on the Board of Directors' substantiated decision.

Article 7 - PE points such as those usually granted, are put on a par with the hours as intended in this Standard, unless the Board of Directors' Education Committee decides to deviate from this practice in certain cases. Half PE points and half hours do not amount to a whole PE point or whole hour. This Standard will be voted by the General Assembly of 27 March 2009 and will take effect as of 1 April 2009.

Explanation as regards the first term:

Since the Standard takes effect on 1 April 2009, a reduction of three twelfths of the first year is applied for the first term ( $3/12 \times 40$  hours = 10 hour reduction):

- 2009: 20 hours minimum (unchanged)
- 2009-2011: 110 hours minimum (120 hours minus 10 hours), 20 hours per year minimum
- 2012 onwards: 120 hours per 3 years minimum, 20 hours per year minimum.

## B. Guidance on obtaining PE-points

### Requirements

120 PE-points per 3 years, with a minimum of 20 PE-points per year. The number of PE-points attributed by IFA for attending these courses corresponds to the number of hours of the program, normally 2 (on-the-way-back-home-meeting), 4 (half day) or 8 (full day).

### Activities

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| Unlimited per year;<br>min. 10 per year. | <u>Attending forensic audit trainings</u><br>1. PE-points can be obtained at external trainings: IFA, other training agencies, conference institutes, in Belgium and abroad.<br>2. PE-points can be obtained from in-house training. |
| Max. 20 per year                         | <u>Lecturing at forensic audit training (Idem)</u>   |
| Max. 10 per year                         | <u>Writing articles and other publications on forensic audit</u>   |
| Max. 20 per year                         | <u>Activities for IFA</u><br>1. organising trainings<br>2. activities in committees, board of directors, advisory board etc.<br>3. other.  |

In case of doubt whether an activity qualifies under the Continuing PE Standard, for example an in-house training program or a foreign seminar, please contact IFA to discuss.

As you can see it is easy to obtain PE-points for any registered forensic auditor: young or old, rich or poor, busy or retired, in Belgium or abroad. Cost is hardly a factor as there are inexpensive ways, such as the activities for IFA and writing articles, that take only time, no cash-out. Furthermore in 2009 IFA launches their Forensic Audit Training Program, at a low cost per PE-point. Finally, larger organisations that organise in-house trainings and newsletters can ask approval from IFA and register under the PE-program.