



**Exemplar**  
Global

# Certification Requirements Internal Management System Auditor

#### **Disclaimer**

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## Introduction

This guide has been developed to help you to become certified with Exemplar Global and provides the information necessary to achieve Exemplar Global personnel certification.

**Please read this entire guide before applying for certification.**

The Internal Management System Auditor Certification Program has been developed by Exemplar Global in support of internal auditors attending Exemplar Global Training certified courses. The program is designed to provide recognition for internal auditors of management systems including quality, environmental, safety and food management systems.

### How to get started

Apply online at Exemplar Global's [website](#) by creating an account under the Login button in the upper right-hand corner of the screen. Once your account is set up, click on the Apply for Certification button to begin the process.

All application information must be provided in English unless otherwise agreed with Exemplar Global. Where translations of documents are provided, these must be independently verified for accuracy. Should you have any questions regarding what is required for the personnel certification requirements, contact Exemplar Global at [info@exemplarglobal.org](mailto:info@exemplarglobal.org).

## Understanding Grades and Scopes

### Grades of certification

A grade is a specific level within a personnel certification program that best describes the job role for that certification program. Exemplar Global's management system auditor certification grades are shown below:

Grade	Designed For	Training	Personal Attributes
<b>Auditor</b>	Auditors who audit solo or as a member of an audit team.	Exemplar Global-Certified Auditor course: TPECS (AU) or RTP course.	Auditor Work Style Assessment
<b>Lead Auditor</b>	Auditors who lead audits and audit teams.	Exemplar Global-Certified Lead Auditor course: TPECS (AU and TL) or RTP course.	Lead Auditor Work Style Assessment

**TPECS:** Training Provider Examination Certification Scheme (certification of training examinations)

**RTP:** Recognized Training Provider program (certification of courses)



## Scopes of Certification

A scope provides recognition that the applicant has experience within a specific industry. Applicants can choose to add as many scopes to their certification as they need or wish. Should a certified individual wish to add a scope to their current certification, they may submit an expansion application. Likewise, scopes can be removed from a current certification at any time.

Scopes of certification can be obtained by demonstrating relevant training.

## Understanding Training Requirements

All applicants are required to demonstrate knowledge specific to each certification scheme, grade, and scope. Predominately, this is demonstrated by obtaining a TPECS or RTP certificate in the relevant discipline from an Exemplar Global certified or recognized training provider; however, alternative training options exist.

- If a training certificate is older than ten years from the date of application, further examination may be required (see knowledge examinations).
- Transition training and/or assessment may be required where standards are significantly revised.

A register of Exemplar Global Training Providers can be found at the [Exemplar Global Search Register](#)

### **Knowledge examinations**

Exemplar Global examinations are administered directly by Exemplar Global via an online exam portal. Login details will be provided on application where required. Fees may apply to initial examinations and retakes of knowledge examinations.

### **Examination results**

Knowledge examinations for all personnel certification programs are pass/fail (criterion-referenced) examinations, meaning that examinees must meet a specific passing score (performance benchmark) to pass the exam. For Exemplar Global examinations, the passing score required will be stated in your exam confirmation letter or at the time of completion.

### **Retaking knowledge examinations**

Exemplar Global examinations may be retaken until the required passing score is met. Retake fees apply for all Exemplar Global examinations.

### **Requesting examination accommodations**

Examinees who require medical, disability, language, or religious-related accommodations may request examination accommodations by emailing the request to their certification service specialist prior to taking their examination

### **Alternative certificates and courses accepted by Exemplar Global**

In addition to the TPECS or RTP training certificates issued by Exemplar Global certified training providers, certificates from training providers certified by other bodies may be accepted as evidence of meeting knowledge requirements.

## Certification Fees

A certification fee is required for any new certification application. There is no fee for renewing certification. For some personnel certification programs, other fees related to the required examinations, assessments, and skill examinations may apply.

All Exemplar Global management system certifications are “continuous,” which means that your certification remains valid so long as you continue to meet the scheme and grade requirements, complete any necessary assessments, adhere to our code of conduct and pay your fees.

Certification fees are paid monthly or annually by credit or debit card only. Certificates will expire one year from the date of the issuance of certification. However, certification can and will be suspended or withdrawn if you fail to make payments, do not maintain required continuous professional development, do not meet assessment requirements, or violate our code of conduct.

Customers can pay up to one year in advance. Payments are to be made in U.S. dollars except for in Australia, where payments are to be made in Australian dollars.

**All fees are non-refundable and subject to change.**

## Submitting an Expansion Application

You may apply to expand your personnel certification at any time. An expansion occurs when you choose to upgrade your certification to a higher grade or to add a scope to your certification program. Submit your expansion application via your [online portal](#). This can be completed for a small fee at any time during your current certification period. Changes to grades may incur additional costs where upfront payments have been made.

## Transitioning to Exemplar Global

If you are a management system auditor certified by one of the bodies listed below and want to transition to Exemplar Global certification, or wish to hold dual certification, Exemplar Global will formally recognize your auditor certification.

- Chinese Certification & Accreditation Association (CCAA)
- International Register of Certified Auditors (IRCA)
- Korean Auditor Registration (KAR)
- Professional Evaluation and Certification Board (PECB)

**There is no transition fee; however, a certification fee will be payable.**

### What is required?

You must provide evidence of current certification in the form of a current card, certificate, or official letter from the authorizing body. **Invoices and receipts will not be accepted.** The certification granted will reflect the grade and scheme you currently hold.

Please note, additional requirements and fees may be applicable if you apply for a higher grade of certification. The transition process is simple and will allow you to become Exemplar Global certified in a very short time. To begin the process, give us a call to speak with a member of our certification team.

## Reducing a Certification

At any time, you may reduce your certification to a lower grade or remove a scope from your certification program by contacting an Exemplar Global examiner. A reduction in certification may also be recommended to an applicant by the examiner after evaluation of an initial application. Acceptance of a reduction of certification must be provided to the examiner in writing from the applicant. No fees are refunded when reducing certification.

## Continuous Certification

Certified individuals are required to demonstrate continuing compliance by meeting the continuous certification requirements. At times, additional requirements may be instituted if there have been major changes to a certification program's requirements due to changes in the industry or the standard upon which the certification is based.

Exemplar Global strongly encourages the completion of Continuing Professional Development relevant to your role and/or profession and we provide numerous opportunities for professional development.

Every third year, all grades are required to demonstrate evidence of the completion of the Work Style Assessment for Auditors within the previous three years. Fees apply.

## Understanding Continuing Professional Development

Individuals should consider their personal strengths and weaknesses when selecting the appropriate professional development to undertake in between recertification periods. Unless the certification program requires specific professional development as part of the recertification requirements, professional development activities should relate to the field of work undertaken by the certified individual.

- Attendance at conferences, seminars, workshops, webinars, or forums
- Full time, part time, or contract employment
- Instructor courses—teaching or leading courses toward the current certification obtained
- Attendance of student courses—any course(s) completed towards the current certification obtained
- Audit experience

## ISO and Industry Transitions

All ISO standards are reviewed on a five-year cycle. Exemplar Global management system programs are based on ISO standards. As such, our certified professionals are required to demonstrate their knowledge of updated standards relevant to their certification.

## Understanding the Work Style Assessment

All applicants are required to complete the Work Style Assessment self-coaching tool as part of the certification and recertification process. The Work Style Assessment is a sophisticated career and self-coaching development tool that empowers auditors through self-awareness. The assessment provides insight into your individual strengths as an auditor, coaching and managing considerations that benefit your auditing career, and areas to consider for professional development. The Work Style Assessment provides evidence that you possess the appropriate work values, style, and attitude attributes related to those defined in ISO 19011. These include:

- The degree to which you are competitive and take charge
- The degree to which you are focused on achieving challenging goals
- The degree to which you are calm and even tempered

- The degree to which you desire and are comfortable with social interaction
- The degree to which you are sensitive to the feelings of others and are empathetic
- The degree to which you are detail focused, organized, and methodical
- The degree to which you are curious, imaginative, and open to new ideas

#### **Additional information**

- Details on how to complete the Work Style Assessment will be provided to you when Exemplar Global receives your application.
- You can take the Work Style Assessment online on your computer or mobile device.
- The assessment takes approximately 15 minutes to complete; however, there is no time limit.
- You will be asked to answer a series of questions based on your first impression. There are no right or wrong answers and there is no pass or fail. It's all about understanding yourself better.
- Responses are automatically processed, and a PDF report will be emailed to you within one hour of completing the survey.
- If you have completed the Work Style Assessment within the three years prior to application, further assessment is not required.

## Questions?

If you have any remaining questions regarding personnel certification, we recommend that you check the Frequently Asked Questions (FAQs) section of the Exemplar Global website before contacting us. Email your questions to [info@exemplarglobal.org](mailto:info@exemplarglobal.org) or use our live chat function, which is located in the lower right-hand corner of the Exemplar Global [website](#).