



Certified in the
Governance of
Enterprise IT®
An ISACA® Certification

Application for CGEIT Certification

For individuals who passed a CGEIT exam
administered in 2013 and Later

Requirements to Become Certified in the Governance of Enterprise IT

To become a Certified in the Governance of Enterprise IT (CGEIT), an applicant must:

1. Obtain a passing score on the CGEIT exam. If the applicant does not apply or meet the CGEIT certification requirements within five years after passing the CGEIT exam, the passing score will be voided and the applicant will be required to re-pass the exam.
2. Submit verified evidence of five years working experience managing, serving in an advisory role, and/or otherwise supporting the governance of IT-related contributions to an enterprise. Work experience must be gained within the ten-year period preceding the application submission date for certification.
3. Submit payment for the CGEIT application processing fee of US \$50 online at www.isaca.org/cgeitpay
4. Agree to abide by the ISACA Code of Professional Ethics, which can be viewed at www.isaca.org/ethics
5. Agree to abide by the CGEIT Continuing Professional Education Policy, which can be viewed at www.isaca.org/cgeitcpepolicy

Experience Requirements for CGEIT Certification

This experience is defined specifically by the domains and task statements described in the CGEIT Job Practice.

A minimum of 1 year of experience relating to the definition, establishment and management of a Framework for the Governance of IT is required. The type and extent of experience accepted is described in CGEIT domain one (Framework for the Governance of Enterprise IT).

Additional broad experience directly related to any two or more of the remaining CGEIT domains is required. The type and extent of experience accepted is described in CGEIT domains two through five. These domains are:

- Strategic Management
- Benefit Realization
- Risk Optimization
- Resource Optimization

Instructions for Completing Your Application for CGEIT Certification

Carefully follow the instructions to complete your application. Be sure to complete all appropriate sections and sign your application. Incomplete or unsigned applications will stall the review process. You have the option to print and handwrite the application or complete the application digitally.

FILLABLE PDF INSTRUCTIONS

1. To fill out the PDF, you will need Adobe Reader (version 8.0 or greater) installed. You can download it here for free:
<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>
2. Select the selection tool from the Acrobat toolbar menu. Position the pointer inside a form field and click. This will allow you to enter text or check a box/radio button.
3. Enter in the required information in the fillable PDF form fields. (See instructions below)
4. Sign page A-1 and V-1 using an [E-Signature](#).
5. Email your verifier(s) the form.
6. Have your verifier(s) sign page V-1 using an [E-Signature](#).

You may also print out the form and handwrite the signatures and dates if needed.

HANDWRITTEN INSTRUCTIONS

1. Print and complete the application.
2. Sign and date page A-1 and V-1 using a handwritten signature.
3. Have your verifier(s) sign and date page V-1 using a handwritten signature.
4. Scan the form back into a computer.

Work Experience Form (Pages A-1 & A-2)

APPLICANT TASKS PAGE A-1

Complete the top portion with Applicant's name and ISACA ID number.

Section A—Information Technology (IT) Governance Experience

For each company where CGEIT tasks were performed by the Applicant (starting with the most current), enter the following information:

- Name of the company
- Job title held. If multiple positions were held, use one line for each title.
- Date range (month and year) in which CGEIT tasks were performed.
- Number of years and months, by employer and in total, performing CGEIT tasks.
- Mark the CGEIT job practice areas (see page V-2) in which CGEIT tasks were performed.

Please note that a minimum of one year of experience must have been gained in domain 1, with additional experience gained in two or more of domains 2 through 5.

Check if your total cumulative years of experience in CGEIT Domain 1 are one year or greater.

APPLICANT TASKS PAGE A-2

Section B—Verifier Information

1. For each company listed in Section A, enter the company name, verifier name, verifier job title, business phone number and email address.
2. Read and review the acknowledgement.
3. Print and sign Applicant's name with a hand-written or certificate-based signature and enter date on form at bottom of page. Signatures cut and pasted into the document or keyboard typed in are **NOT** acceptable.

Verification of Work Experience Form (Pages V-1 & V-2)

The applicant is required to have their work experience claimed verified by a person qualified to do so. If you need more than one verifier, you may complete or print additional copies of pages V-1 & V-2.

Who can perform this role?

A verifier should be the applicant's immediate supervisor or a person of higher rank within their organization. If one person cannot verify all required experience for you to become a CGEIT, previous employers must be asked to complete this form. If they can, it is permissible for one verifier to verify all of the applicant's work experience. If the applicant is no longer in contact with their former supervisors/managers, they may have a colleague that has knowledge of their work from that company verify that work experience. If you currently or once worked as an independent consultant, you can use a knowledgeable client to perform this role.

Who can't perform this role?

The individual verifying the applicant's work experience should not be of any relation to the applicant nor can the applicant verify their own work. Human Resource (HR) verifications for work experience are not acceptable unless applicant directly reports to HR function. Letters of Employment are not acceptable as verification for your work experience.

APPLICANT TASKS PAGE V-1

- The applicant must sign and date the top portion of the page.

APPLICANT TASKS PAGE V-2

- The applicant must check the boxes on page V-2 in the job practice areas that indicate the tasks they have performed to be verified.

VERIFIER TASKS PAGE V-1

- Please have the verifier fill in their contact details and answer all 4 questions pertaining to the working experience.
- Make sure to list the companies being attested to above Question 1 the Contact Information.
- It is suggested that the applicant reviews the task statements checked on page V-2 with the verifier.
- The verifier must sign and date the page on the bottom line.

Instructions for Submitting Your Application for CGEIT Certification

For your application to be efficiently processed, please collect all verification of work experience form(s) and submit your completed Application for CGEIT Certification online at: <https://support.isaca.org>

Topic: Certifications & Certificate Programs **Category:** Application Process

Please allow approximately two weeks for the processing of your completed Application for CGEIT Certification. Verification forms may be subject to an audit and verifiers may be contacted to confirm their completion and verification of the work experience form that they signed.

Upon approval, you will be notified by an email sent to the email address indicated in your ISACA profile. You will also be sent a certificate package via mail to the address listed in your ISACA profile containing a letter of certification, a CGEIT pin and your CGEIT certificate.

Frequently Missed Items

Incomplete applications can stall the review process and thus, stall how soon you can become certified. To ensure you submit a complete application, we have provided a list of items that are frequently missed below:

- Applicant has signed/dated pages A-2 and V-1 of the application and each verifier has signed/dated their respective page V-1.
- Applicant and verification signatures on forms must be [Certificate-Based Signatures](#) or handwritten. Signatures copy and pasted into the documents or typed in are not acceptable.
- On page A-1, please do not leave dates of employment blank. If currently employed, include a date or current, now, present, etc.
- Employment dates do not overlap in any section on page A-1.
- The work experience used in your application must be gained within the ten-year period preceding the application date for certification or within 5 years from the date of initially passing the exam.
- Check to confirm that the verifier listed the companies they are verifying on page V-1.
- USD \$50 application processing fee has been paid online at www.isaca.org/cgeitpay.

Follow Your Application Progress

Once you submit your application, you can follow the progress online at:
www.isaca.org/myisaca/pages/mycertifications.aspx

<i>If Status Shows:</i>	<i>Explanation:</i>
<i>Application Link and Last Date to Apply for Certification</i>	<i>Application has not been received or logged into the record.</i>
<i>Complete Under Review</i>	<i>Application is going through the review process. An email message will be sent if any additional information/documents are needed to complete your application.</i>
<i>Complete Pending Audit</i>	<i>Application was selected for a random verifier audit and ISACA is awaiting response from the verifier.</i>
<i>Incomplete</i>	<i>The application is incomplete or has missing documents. An email message is sent to the applicant with details on the incomplete or missing items.</i>
<i>Approved</i>	<i>Application has been tentatively approved and will be certified in the next grouping or certifying batch for that certification unless selected for the random verification audit.</i>

Exam Pass Year _____

Applicant Name: _____ ISACA ID _____

Section A—IT Governance Experience

For each employer (starting with the most current), enter information pertaining to the positions where you have performed tasks specifically described in the CGEIT job practice domains (see pages V-1 and V-2 for task descriptions). CGEIT certification requires a minimum of five (5) years verified experience managing, serving in an advisory role, and/or otherwise supporting the governance of the IT-related contributions to an enterprise. See page 2 for more details.

	Company name and job title	Dates of employment performing CGEIT tasks	Duration of experience		CGEIT job practice areas in which tasks were performed (indicate with an (X) below the number of each domain)				
			Years	Months	1	2	3	4	5
1	Company Name	MM/YY to MM/YY	Years	Months					
	Job Title	to							
2	Company Name	MM/YY to MM/YY	Years	Months					
	Job Title	to							
3	Company Name	MM/YY to MM/YY	Years	Months					
	Job Title	to							
Add the years and months of duration of experience and total to the right (must be a total of 5 or more years) in Section A. <div style="text-align: right;">Total Years and Months</div>									

ARE YOUR TOTAL CUMULATIVE YEARS OF EXPERIENCE IN CGEIT DOMAIN 1, ONE (1) YEAR OR GREATER? CHECK YES OR NO. YES NO

Applicant Name: _____ ISACA ID _____

E-mail address: _____ Applicant's phone number _____

Section B –Verifier information

Person(s) you have requested to verify your work experience (a work experience verification form, pages V-1 and V-2 must be submitted for each person listed below):

1. Employer Name _____
 Verifier Name _____ Verifier Job Title _____
 Bus. Tel. No. _____ E-mail address _____

2. Employer Name _____
 Verifier Name _____ Verifier Job Title _____
 Bus. Tel. No. _____ E-mail address _____

3. Employer Name _____
 Verifier Name _____ Verifier Job Title _____
 Bus. Tel. No. _____ E-mail address _____

ISACA reserves the right to contact your immediate supervisor and verifiers for confirmation of work experience.

I hereby apply to Information Systems Audit and Control Association, Inc. (ISACA) for the Certified in the Governance of Enterprise IT (CGEIT) certification in accordance with and subject to the procedures and policies of ISACA. I have read and agree to the conditions set forth in the Application for Certification and the Continuing Professional Education (CPE) Policy in effect at the time of my application, covering the Certification process and CPE policy. I agree: to provide proof of meeting the eligibility requirements; to permit ISACA to ask for clarification or further verification of all information submitted pursuant to the Application, including but not limited to directly contacting any verifying professional to confirm the information submitted; to comply with the requirements to attain and maintain the certification, including eligibility requirements carrying out the tasks of a CGEIT, compliance with ISACA's Code of Ethics, the fulfillment of renewal requirements; to notify the ISACA certification department promptly if I am unable to comply with the certification requirements; to carry out the tasks of a CGEIT; to make claims regarding certification only with respect to the scope for which certification has been granted; and not use the CGEIT certificate or logos or marks in a misleading manner or contrary to ISACA guidelines. I understand and agree that my Certification application will be denied and any credential granted me by ISACA will be revoked and forfeited in the event that any of the statements or answers provided by me in this Application are false or in the event that I violate any of the examination rules or certification requirements. I understand that all certificates are owned by ISACA and if my certificate is granted and then revoked, I will destroy the certificate, discontinue its use and retract all claims of my entitlement to the Certification. I authorize ISACA to make any and all inquiries and investigations it deems necessary to verify my credentials and my professional standing. I acknowledge that if I am granted the Certification, my certification status will become public, and may be disclosed by ISACA to third parties who inquire. If my application is not approved, I understand that I am able to appeal the decision by contacting certification@isaca.org. Appeals undertaken by a Certification exam taker, Certification applicant or by a certified individual are undertaken at the discretion and cost of the examinee or applicant.

By signing below, I authorize ISACA to disclose my Certification status. This contact information will be used to fulfill my Certification inquiries and requests. By signing below, I authorize ISACA to contact me at the address and numbers provided and that the information I provided is my own and is accurate. I authorize ISACA to release confidential Certification application and certification information if required by law or as described in ISACA's Privacy Policy. To learn more about how we use the information you have provided on this form, please read our Privacy Policy, available at www.isaca.org/privacy.

I hereby agree to hold ISACA, its officers, directors, examiners, employees, agents and those of its supporting organizations 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. Notwithstanding the above, I understand and agree that any action arising out of, or pertaining to this application must be brought in the Circuit Court of Cook County, Illinois, USA, and shall be governed by the laws of the State of Illinois, USA.

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.

 Printed Name

 Signature & Date

(For your application to be complete you must sign and date on the line above.)

Verification of Work Experience

Applicant Name _____ ISACA ID _____

E-mail address _____

Section C—Request for Work Experience Verificatio

I, _____, am applying through ISACA for the Certified in the Governance of Enterprise IT
(Printed Name)

(CGEIT) certificatio . As such, my IT governance and management work experience must be independently verified by my current and/or previous employer(s). The individual verifying the work experience must be an independent verifier and not of any relation to the applicant nor can the applicant verify his/her own work. If I currently or once worked as an independent consultant, I can use a knowledgeable client or colleague to perform this role.

I would appreciate your cooperation in completing this form, by verifying my IT governance work experience as noted on my application form attached and as described by CGEIT job practice domains and task statements (see below and form V-2). Please return the completed form to me for my submission to ISACA. If you have any questions concerning this form, please direct them to support.isaca.org. or +1.847.660.5660. Thank you.

Applicant's Signature _____

Date _____

Section D—Verification of Work Experience

Verifier Name: _____

Professional Title: _____

Company Name _____

Address _____

Street

City

State/Province/Country

Postal Code

Verifier E-mail: _____ Verifier Telephone Number: _____

Name of employer(s) being verified from Section A. List all that apply: _____

1. I have functioned in a supervisory or other related position to the applicant and can verify his/her IT governance work experience (see Section A of Application). Yes No N/A
2. I am qualified and willing to verify the applicant's IT governance work experience (see Section A of Application) prior to his/her affiliation with my organization. Yes No N/A
3. Verifying IT governance work experience:
I can attest that the tasks performed by the applicant, as listed on page V-2 of this form, are correct to the best of my knowledge and the applicant has worked in, and is competent in, performing tasks in these areas.
If not correct, please explain. Yes No

4. Is there any reason you believe this applicant **SHOULD NOT** be certified in the governance of enterprise IT? Yes No

Verifier's Signature _____

Date _____

CGEIT Job Practice Areas

(Applicant required to indicate with an (x) in each box the task they performed to be confirmed by the verifier

Applicant Name _____ ISACA ID _____

Verifier Name: _____

Applicant required to indicate with an (✓) or (x) in each box of the task they performed, to be confirmed by the verifier.

Domain 1: Framework for the Governance of Enterprise IT—Ensure the definition, establishment, and management of a framework for the governance of enterprise IT in alignment with the mission, vision and values of the enterprise.

- Ensure that a framework for the governance of enterprise IT is established and enables the achievement of enterprise goals and objectives to create stakeholder value, taking into account benefits realization, risk optimization, and resource optimization.
- Identify the requirements and objectives for the framework for the governance of enterprise IT incorporating input from enablers such as principles, policies and frameworks; processes; organizational structures; culture, ethics and behavior; information; services, infrastructure and applications; people, skills and competencies.
- Ensure that the framework for the governance of enterprise IT addresses applicable internal and external requirements (for example, principles, policies and standards, laws, regulations, service capabilities and contracts).
- Ensure that strategic planning processes are incorporated into the framework for the governance of enterprise IT.
- Ensure the incorporation of enterprise architecture (EA) into the framework for the governance of enterprise IT in order to optimize IT-enabled business solutions.
- Ensure that the framework for the governance of enterprise IT incorporates comprehensive and repeatable processes and activities.
- Ensure that the roles, responsibilities and accountabilities for information systems and IT processes are established.
- Ensure issues related to the framework for the governance of enterprise IT are reviewed, monitored, reported and remediated.
- Ensure that organizational structures are in place to enable effective planning and implementation of IT-enabled business investments.
- Ensure the establishment of a communication channel to reinforce the value of the governance of enterprise IT and transparency of IT costs, benefits and risk throughout the enterprise.
- Ensure that the framework for the governance of enterprise IT is periodically assessed, including the identification of improvement opportunities.

Domain 2: Strategic Management—Ensure that IT enables and supports the achievement of enterprise objectives through the integration and alignment of IT strategic plans with enterprise strategic plans.

- Evaluate, direct and monitor IT strategic planning processes to ensure alignment with enterprise goals.
- Ensure that appropriate policies and procedures are in place to support IT and enterprise strategic alignment.
- Ensure that the IT strategic planning processes and related outputs are adequately documented and communicated.
- Ensure that enterprise architecture (EA) is integrated into the IT strategic planning process.
- Ensure prioritization of IT initiatives to achieve enterprise objectives.
- Ensure that IT objectives cascade into clear roles, responsibilities and actions of IT personnel.

Domain 3: Benefits Realization—Ensure that IT-enabled investments are managed to deliver optimized business benefits and that benefit realization outcome and performance measures are established, evaluated and progress is reported to key stakeholders.

- Ensure that IT-enabled investments are managed as a portfolio of investments.
- Ensure that IT-enabled investments are managed through their economic life cycle to achieve business benefit
- Ensure business ownership and accountability for IT-enabled investments are established.
- Ensure that IT investment management practices align with enterprise investment management practices.
- Ensure that IT-enabled investment portfolios, IT processes and IT services are evaluated and benchmarked to achieve business benefit
- Ensure that outcome and performance measures are established and evaluated to assess progress towards the achievement of enterprise and IT objectives.
- Ensure that outcome and performance measures are monitored and reported to key stakeholders in a timely manner.
- Ensure that improvement initiatives are identified, prioritized, initiated and managed based on outcome and performance measures.

Domain 4: Risk Optimization—Ensure that an IT risk management framework exists to identify, analyze, mitigate, manage, monitor, and communicate IT-related business risk, and that the framework for IT risk management is in alignment with the enterprise risk management (ERM) framework.

- Ensure that comprehensive IT risk management processes are established to identify, analyze, mitigate, manage, monitor, and communicate IT risk.
- Ensure that legal and regulatory compliance requirements are addressed through IT risk management.
- Ensure that IT risk management is aligned with the enterprise risk management (ERM) framework.
- Ensure appropriate senior level management sponsorship for IT risk management.
- Ensure that IT risk management policies, procedures and standards are developed and communicated.
- Ensure the identification of key risk indicators (KRIs).
- Ensure timely reporting and proper escalation of risk events and responses to appropriate levels of management.

Domain 5: Resource Optimization—Ensure the optimization of IT resources including information, services, infrastructure and applications, and people, to support the achievement of enterprise objectives.

- Ensure that processes are in place to identify, acquire and maintain IT resources and capabilities (i.e., information, services, infrastructure and applications, and people).
- Evaluate, direct and monitor sourcing strategies to ensure existing resources are taken into account to optimize IT resource utilization.
- Ensure the integration of IT resource management into the enterprise's strategic and tactical planning.
- Ensure the alignment of IT resource management processes with the enterprise's resource management processes.
- Ensure that a resource gap analysis process is in place so that IT is able to meet strategic objectives of the enterprise.
- Ensure that policies exist to guide IT resource sourcing strategies that include service level agreements (SLAs) and changes to sourcing strategies.
- Ensure that policies and processes are in place for the assessment, training and development of staff to address enterprise requirements and personal/professional growth.