Application for CGEIT Certification

For individuals who passed a CGEIT exam administered in 2008 to 2012.
REQUIREMENTS TO BECOME A CGEIT

This application is to be used for those individuals who took and passed a CGEIT exam administered in 2008-2012.

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

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

   **Important Note:** Your completed CRISC application for certification must be submitted within 5 years from the date of initially passing the examination. Retaking and passing the examination will be required if the (completed) application for certification is not submitted within five years from the passing date of the examination.

2. **Submit payment for the CGEIT application processing fee of US $50 online at www.isaca.org/cgeitpay.**

3. **Submit verified evidence of five (5) or more years of experience managing, serving in an advisory or oversight role, and/or otherwise supporting the governance of the IT-related contribution to an enterprise is required to apply for certification.** This experience is defined specifically by the domains and task statements described in the CGEIT Job Practice.

   A minimum of one (1) year of experience relating to the development and/or maintenance of an IT governance framework is required. The type and extent of experience accepted is described in CGEIT domain one (1) (IT Governance Framework). 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 (2) through six (6). These domains are:
   - Strategic Alignment
   - Value Delivery
   - Risk Management
   - Resource Management
   - Performance Measurement

   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 exam.

   **Substitutions for IT governance experience (2 years maximum)**

   To recognize other management experience and/or the achievement of specific IT governance related credentials, advanced (post-graduate) degrees and certificates, up to two (2) years of the five years of required IT governance experience can be substituted.

   Specifically, each of the following will qualify (substitute) for one (1) year of IT governance experience, with a maximum of two years of substitutions being accepted:
   - **Other Management Experience** — Other management experience that is not specific to IT governance, such as performing consulting, auditing, assurance or security management related duties will qualify for up to one year of substitution.
   - **Specific Credentials, Advanced (Post-graduate) Degrees and Certificates** — Credentials (in good standing), advanced (post-graduate) degrees and certificate programs which include an IT governance and/or management component or are specific to one or more of the CGEIT domains will qualify for up to one year of substitution.

   These include:
   - Certified Information Systems Auditor (CISA) issued by ISACA
   - Certified Information Security Manager (CISM) issued by ISACA
   - Implementing IT Governance using COBIT and Val IT certificate issued by ISACA (Val IT certificate available in 2009)
   - ITIL Service Manager certification program
   - Chartered Information Technology Professional (CITP) issued by the British Computer Society
   - Certified Information Technology Professional (CITP) issued by the American Institute of CPAs
   - Project Management Professional (PMP) issued by the Project Management Institute
   - Information Systems Professional (I.S.P.) issued by the Canadian Information Processing Society
   - Certified Internal Auditor (CIA) issued by the Institute of Internal Auditors
   - Certified Business Manager (CBM) issued by The Association of Professionals in Business Management
   - Prince2 – Registered Practitioner certificate from the Office of Government Commerce
   - Advanced (post-graduate) degree from an accredited university in governance, information technology, information management or business administration (For example: Masters in Corporate Governance, Masters of Business Administration, Masters in Information and Operations Management, Masters of Information Systems Management, Masters in Information Technology)

   Exception: Two years as a full-time university instructor teaching IT governance related subjects at an accredited university can be substituted for every one year of IT governance experience.

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.**
INSTRUCTIONS FOR COMPLETING AND SUBMITTING YOUR APPLICATION AND DOCUMENTATION

Carefully follow the instructions to complete your application. Be sure to complete all appropriate sections and sign your application. Incomplete or unsigned applications will not be processed. Applications will be randomly selected for a narrative or verification form audit. If you are selected for a narrative audit you will be further required to describe in narrative form (in English), your specific work experience and how it aligns with the CGEIT task statements that you checked on page V-2 and V-3 of the application form. If you are selected for a verification audit, your verifier will be contacted.

In order for your application to be processed, you MUST collect and submit the application and verification of work experience forms and mail, FAX, or e-mail to:

CGEIT Certification Program
ISACA
3701 Algonquin Road, Suite 1010
Rolling Meadows, IL 60008 USA
Fax: +1.847.253.1755 or +1.847.253.1443
E-mail: certification@isaca.org

Instructions for Completion of the Application

Page A-1: IT Governance experience
Complete top portion of A-1 with your (Applicant) name and exam ID number (Exam ID#).

Section A—Information Technology (IT) Governance Experience
For each employer (starting with the most current), enter the following information:
• Name of employer where IT governance tasks were performed
• Job title held where IT governance management experience is claimed. If multiple positions were held, use one line for each title.
• Date range (month and year) in which IT governance tasks were performed.
• Number of years and months, by employer and in total, performing IT governance tasks.
• CGEIT job practice areas (see pages V-1, V-2, V-3) in which IT governance 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 6.

• Determine your total cumulative years of experience in CGEIT Domain 1—IT Governance Framework only. Are your total cumulative years of experience in CGEIT Domain 1, one (1) year or greater? Check Yes or No.

Section B—Substitution for IT Governance Experience—(1) Other Management Experience
For each employer (starting with the most current), enter information pertaining to other management experience gained that is not specific to IT governance (e.g. consulting, auditing, assurance or security management role unrelated to the CGEIT domains). Experience claimed in Section A cannot also be claimed in Section B.
• Name of employer where other management experience was gained (can be same employer as section A).
• Job title held where other management experience is claimed.
• Date range (month and year) in which other management experience was gained (cannot be same dates as section A).
• Number of years and months, by employer and in total, gaining other management experience (one [1] year maximum).

Section B—Substitution for IT Governance Experience—(2) Credentials, Advanced Degrees and Certificates
Enter information pertaining to each IT governance and/or management related certification, advanced (post-graduate) degree or certificate earned.
• Certifications and certificates held in good standing (include copy of certification or letter indicating good standing), excluding CISA and CISM.
• Advanced (post-graduate) degree in governance, IT or management (for example: Masters in Corporate Governance, Masters of Business Administration, Masters in Information and Operations Management, Masters of Information Systems Management, Masters in Information Technology) including the name of the institution where earned, the degree name and the date the degree was awarded. (A copy of an original diploma, transcript or letter confirming degree status must accompany you application.) DO NOT SEND THE COPY SEPARATELY.
• Record and total the duration of experience in the Section B Summary.

Section C—Summary of Work Experience
Record the total number of years and months from sections A and B in the appropriate box. The total in Section A must be three (3) or more years, including one (1) year of experience performing tasks in domain 1. The total in Section B can be no greater than two (2) years, which is the maximum allowable experience substitution allowed. Add Sections A and B and record the total number of years and months in the box following the line titled “Total Work Experience.” This total must be equal to or greater than five (5) years to qualify for CGEIT certification.
Page A-2: Verifier Information/Acknowledgement
Complete top section of page A-2 with your (Applicant) name, Exam ID#, e-mail address and your (Applicant) phone number:

Section D—Verifier Information
For each employer listed in Section A and Section B, enter the employer name, verifier name, verifier job title, business phone numbers and email address of the person who will attest to your work experience for that employer. The employer name is the name of your employer from Section A and/or B that the verifier is verifying your experience from.

Read the acknowledgement. Print and sign your name and date the application at the bottom of page A-2. Your application is not complete and will not be accepted unless you have signed and dated this page.

Pages V-1, V-2, V-3: Verification of Work Experience Forms
You are required to have your work experience claimed in sections A and B verified by a person qualified to do so. This person should be your immediate supervisor or a person of higher position within your organization. If one person cannot verify all required experience, previous employers must be asked to verify experience. If they are able to, it is permissible for one verifier to verify all of your work experience. If you are no longer in contact with your former supervisors/managers, you can have a colleague that has knowledge of your 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 verify work experiences. The individual verifying your work experience must be an independent verifier and not of any relation to the applicant nor can the applicant verify his/her own work. The individual verifying your work should have first-hand knowledge of the work you do (or did) and the tasks you performed as well as your work employment dates.

Page V-1—Verification Form
Complete top portion of form with your (Applicant) name, Exam ID#, e-mail address on page V-1.

Section E—Applicant request to verifier for work experience verification
Review section. Complete with your name (Printed Name) and sign and date by Applicant’s Signature.

Section F—Verification of Work Experience
This section is to be completed by each individual who you have chosen (from page V-2) to verify your work experience. Two copies of the verification of Work Experience form are included for convenience only.

Give the verification form pages V-1, V-2, V-3 to each person(s) verifying your specific work experience; and a copy of your completed application. It is suggested that you sit with each verifier in order to confirm the tasks that you have claimed (checked off) to have performed on your application for certification. Your verifier will need to complete the form, answering all 5 questions, and review the task statements checked on the form. Your verifier will sign and date the form where indicated on page V-1 verifier signature and date. Two copies of the form are included. If additional copies are required, photocopy the form.

Pages V-2 and V-3—CGEIT Job Practice Areas (Task Statements)
Complete the top portion of form pages V-2 and V-3 with your (Applicant) Name, Exam ID number and Verifier Name. Note that each of your verifiers will need a copy of verification pages V-1, V-2 and V-3 in order to complete the verification.

Review the job practice domain statements. Check off each job practice statement within each domain that applies to your IT governance experience. Your verifier is to review and confirm that the task statements checked off apply to the work experience that is being verified. Your verifier will answer the corresponding question number four in Section E.

Collect verification form(s) from your verifier(s). Send in completed verification forms (verification form pages V-1, V-2 and V-3 for each verifier) with your application. DO NOT SEND THIS INFORMATION IN SEPARATELY.

Please note that verification forms are subject to an audit and verifiers may be contacted to confirm their completion and verification of the work experience form that they signed.
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-V-2 for task descriptions).

<table>
<thead>
<tr>
<th>Employer name and job title</th>
<th>Dates of employment performing CGEIT tasks</th>
<th>Duration of experience</th>
<th>CGEIT job practice areas in which tasks were performed (indicate with an (X) below the number of each domain)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Employer Name</td>
<td>MM/YY to MM/YY</td>
<td>Years Months</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Employer Name</td>
<td>MM/YY to MM/YY</td>
<td>Years Months</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Employer Name</td>
<td>MM/YY to MM/YY</td>
<td>Years Months</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add the years and months of duration of experience and total to the right (must be a total of three or more years) in Section A. Total

Are your total cumulative years of experience in CGEIT Domain 1, one (1) year or greater? Check yes or no.  ○ YES  ○ NO

Section B. Substitutions for IT Governance Experience (two (2) years maximum allowed)
To recognize other management experience and/or the achievement of IT-governance related credentials, advanced (post-graduate) degrees and certificates, up to two (2) years of experience can be substituted.

(1) Other Management Experience (up to one (1) year substitution)
For each employer (starting with the most current), enter information pertaining to the positions where you have had other management responsibility.

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Job Title</th>
<th>Dates of employment</th>
<th>Duration of experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MM/YY to MM/YY</td>
<td>Years Months</td>
</tr>
</tbody>
</table>

Add the years and months of other management experience (maximum 1 year) and total to the right.

(2) Credentials, Advanced Degrees and Certificates (one (1) year substitution each.)
One year of experience may be substituted for each of the following credentials, advanced (post-graduate) degrees and certificates. Mark with (x) those that apply below.

- CISA in good standing with ISACA ............................................................. Yes__
- CISM in good standing with ISACA ............................................................ Yes__
- CTP in good standing with the American Institute of CPAs ........................ Yes__
- CTP in good standing with the British Computer Society .......................... Yes__
- PMP in good standing the Project Management Institute ............................ Yes__
- I.S.P. in good standing with the Canadian Information Processing Society ... Yes__
- CIA issued by the Institute of Internal Auditors ................................. Yes__
- CBM issued by The Association of Professionals in Business Management ... Yes__
- Achieved ITIL Service Manager certification ............................................ Yes__
- Achieved implementing IT Governance using CostT or Val IT certificate issued by ISACA (ValIT certificate available in 2009) ............. Yes__
- Achieved Prince2—Registered Practitioner certification from the Office of Government Commerce ........................................... Yes__
- Advanced (post-graduate) degree in governance, IT or management .......... Yes__

Institution name: ____________________________
Degree name: ____________________________ Date Awarded (month/year): ________________

C. Summary of Work Experience
Record the total number of years from sections A and B in the appropriate box below. The total in section A must be three (3) years or more. The total in section B can be no greater than two (2) years, which is the maximum allowable substitution allowed.

| Section A: Total years of IT governance experience (Must be 3 years or more) | Years | Months | from Section A above |
| Section B: Total number of years being substituted (Must be 2 years or less) | Years | Months | from Section B Summary above |
| Total Work Experience—(Must be 5 years or more) | Years | Months | TOTAL |
Application for CGEIT Certification

Applicant Name: ________________________________  Exam ID # __________________

Last/Family Name First/Given Name Middle Initial

E-mail address: ________________________________  Applicant’s phone number

Section D — Verifier information

Person(s) you have requested to verify your work experience (a work experience verification form, pages V-1, V-2, V-3 must be submitted for each person listed below):

1. Employer Name ________________________________  Verifier Name ________________________________

Verification information: bus tel. No. ________________________________  E-mail address ________________________________

2. Employer Name ________________________________  Verifier Name ________________________________

Verification information: bus tel. No. ________________________________  E-mail address ________________________________

3. Employer Name ________________________________  Verifier Name ________________________________

Verification information: 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 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 CGEIT 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 and that ISACA may ask for clarification or further verification of information submitted and/or may directly contact the verifying professional to confirm the information submitted; comply with the requirements to attain and maintain the certification, including eligibility requirements carrying out the tasks of a CGEIT; complying with ISACA’s Code of Ethics, standards, and policies as appropriate, and to fulfill renewal requirements; notify the ISACA certification department promptly if I am unable to comply with the certification requirements; carry out the tasks of a CGEIT; make claims regarding certification only with respect to the scope for which certification has been granted; not use the CGEIT certificate or logos or marks in a misleading manner. I understand and agree that my Certification application will be denied and any certificate, discontinue its use and retract all claims of my entitlement to the Certification 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. If you are already an ISACA member, and/or if you elect to attend one of our events or purchase other ISACA programs or services, information you submit may also be used as described to you at that time.

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.

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: ____________________________  EXAM ID#: ____________________________

Last/Family Name: ____________________________  First/Given Name: ____________________________  Middle Initial: ____________________________

E-mail address: ________________________________________________________________________________________________________________

Section E—Request for Work Experience Verification

I, ____________________________________________________, am applying through ISACA for the Certified in the Governance of Enterprise IT (CGEIT) certification. 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 and/or management work experience as noted on my application form attached and as described by CGEIT job practice domains and task statements (see below and forms V-2 and V-3). Please return the completed form to me for my submission to ISACA. If you have any questions concerning this form, please direct them to cgeitapplication@isaca.org or +1.847.660.5660. Thank you.

Applicant’s Signature: ____________________________  Date: ____________________________

Section F—Verification of Work Experience

Verifier Name: ________________________________________________________________________________________________________________

Last/Family Name: ____________________________  First/Given Name: ____________________________  Middle Initial: ____________________________

Professional Title: _____________________________________________________________________________________________________________

Company Name: ______________________________________________________________________________________________________________

Address: _____________________________________________________________________________________________________________________

Street: _____________________________________________________________________________________________________________________

City: ____________________________  State/Province/Country: ____________________________  Postal Code: ____________________________

Verifier E-mail: ___________________________________________________  Verifier Telephone Number: __________________________________________

Name of employer being verified on page A-1. 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 can attest to the duration of the applicant’s other management work experience (see Section B of Application) with my organization.

   □ Yes □ No □ N/A

3. 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

   • Other management work experience (see Section B of Application) prior to his/her affiliation with my organization.

   □ Yes □ No □ N/A

4. If verifying IT governance work experience:

   • I can attest that the tasks performed by the applicant with my organization, as listed on pages V-2 and V-3 of this form, are correct to the best of my knowledge. If no, what is incorrect?

   □ Yes □ No

   • I can attest to the fact that, according to the CGEIT job practice domains and task statements, the applicant has worked in, and is competent in, performing tasks in these areas.

   □ Yes □ No

5. 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 _____________________________ EXAM ID# _____________________________

Last/Family Name First/Given Name Middle Initial

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—IT Governance Framework—Develop, or be part of the development of, an IT governance framework that includes the following responsibilities and tasks.

Domain 1—Task Statements: Develop, or be part of the development of, an IT governance framework that includes the following responsibilities and tasks:

- Define the requirements and objectives for, and drive the establishment of, IT governance in an enterprise, considering values, philosophy, management style, IT awareness, organization, standards and policies.
- Ensure that an IT governance framework exists and is based on a comprehensive and repeatable IT process and control model that is aligned with the enterprise governance framework.
- Establish appropriate management governance structures, such as an enterprise investment committee, IT strategy committee, IT steering committee, technology council, IT architecture review board, business needs committee and IT audit committee.
- Ensure that the enterprise governance framework enable the enterprise to achieve optimal value for the enterprise.
- Confirm that the IT governance framework ensures compliance with applicable external requirements and ethical statements that are aligned with, and confirm delivery of, the enterprise’s goals, strategies and objectives.
- Obtain independent assurance that IT conforms with relevant external requirements; contractual terms; organizational policies, plans and procedures; generally accepted practices; and the effective and efficient practice of IT.
- Establish a framework for IT governance monitoring (considering cost/benefits analyses of controls, return on investment for continuous monitoring, etc.), an approach to track all IT governance issues and remedial actions to closure, and a lessons-learned process.
- Ensure that appropriate roles, responsibilities and accountabilities are established and enforced for information requirements, data and system ownership, IT processes, and benefits and value realization.
- Report IT governance status and issues, and effect transparency in reporting.
- Establish a communications plan to continuously market, communicate and reinforce the need and value of IT governance across the enterprise.

Domain 2—Strategic Alignment: Develop, or be part of the development of, an enterprise’s IT strategy that includes the following responsibilities and tasks.

Domain 2—Task Statements: Develop, or be part of the development of, an enterprise’s IT strategy that includes the following responsibilities and tasks:

- Define and implement a strategic planning framework, requiring and facilitating collaborative and integrated business and IT management planning.
- Actively support/promote and participate in IT management planning by employing best practice enterprise architecture (EA) frameworks.
- Ensure that appropriate policies and procedures exist in place, understood and followed to support IT and business strategic alignment.
- Identify and take action on barriers to strategic alignment.
- Ensure that effective communication and engagement exists between business and IT management regarding shared strategic initiatives and performance.
- Ensure business and IT goals cascade down through the enterprise into clear roles, responsibilities and actions.
- Assist senior management by aligning IT initiatives with business objectives and facilitating prioritization of business strategies that optimally achieve business objectives.
- Identify and monitor the interdependencies of strategic initiatives and their impact on value delivery and risk.
- Ensure that the strategic planning process is adequately documented, transparent, and meets stakeholder needs.
- Maintain and update the IT management plans, artifacts and standards for the enterprise.
- Monitor, evaluate and report on the effectiveness of the alignment of IT and enterprise strategic initiatives.
- Monitor and assess current and future technologies and provide advice on the costs, risks and opportunities that they bring.

Domain 3—Domain 3—Value Delivery: Develop, or be part of the development of, a systematic, analytical and continuous value governance process that includes the following responsibilities and tasks.

Domain 3—Task/Responsibility Statements: Develop, or be part of the development of, a systematic, analytical and continuous value governance process that includes the following responsibilities and tasks:

- Ensure that business takes ownership and accountability for business cases, business transformation, organizational change, business process operation and benefit realization for all IT-enabled investments.
- Ensure that all IT-enabled investments are managed as a portfolio of investments.
- Ensure that all IT-enabled investments are managed as programs and include the full scope of activities and expenditures that are required to achieve business value.
- Ensure that all IT-enabled investments are managed through their full economic life cycle so that value is optimized.
- Recognize that different categories of investments need to be evaluated and managed differently.
- Ensure that all IT solutions are developed and maintained effectively and efficiently through the development life cycle to deliver the required capabilities.
- Ensure that all services are delivered to the business with the right service levels.
- Ensure that IT services enable the business to create the required business value using assets (people, applications, infrastructure and information) to deliver the appropriate capabilities at optimal cost.
- Define and monitor appropriate metrics for the measurement of solution and service delivery against objectives and for the measurement of benefits realized, and respond to changes and deviations.
- Engage all stakeholders and assign appropriate accountability for delivery of business and IT capabilities and realization of benefits.
- Ensure that IT investments, solutions and services are aligned with the enterprise strategies and architecture.

Domain 4—Risk Management: Develop, enhance and maintain a systematic, analytical and continuous enterprise risk management process across the enterprise that includes the following responsibilities and tasks.

Domain 4—Task Statements: Develop, enhance and maintain a systematic, analytical and continuous enterprise risk management process across the enterprise that includes the following responsibilities and tasks:

- Ensure that IT risk identification, assessment, mitigation, management, communication and monitoring strategies are integrated into business strategic and tactical planning processes.
- Align the IT risk management processes with the enterprise business risk management framework (where this exists).
- Ensure a consistent application of the risk management framework across the enterprise IT environment.
- Ensure that risk assessment and management is included throughout the information life cycle.
- Define risk management strategies, and prioritize responses to identified risks to maintain risk levels within the appetite of the enterprise.
- Ensure that risk management strategies are adopted to mitigate risk and to manage to acceptable residual risk levels.
- Implement timely reporting on risk events and responses to appropriate levels of management (including the use of key risk indicators, as appropriate).
- Establish monitoring processes and practices to ensure the completeness and effectiveness of established risk management processes.
Domain 5—Resource Management: Develop, or assist in the development of systematic and continuous resource planning, management and evaluation processes that include the following responsibilities and tasks.

**Domain 5—Task Statements:** Develop, or assist in the development of systematic and continuous resource planning, management and evaluation processes that include the following responsibilities and tasks:

- Ensure that the requirements for trained resources with the requisite skill sets are understood and are assessed appropriately.
- Ensure the existence of appropriate policies for the training and development of all staff to help meet enterprise requirements and personal/professional growth.
- Develop and facilitate the maintenance of systems to record the resources available and potentially available to the enterprise.
- Undertake gap analyses to determine shortfalls against requirements to ensure that the business and IT resources (people, application, information, infrastructure) are able to meet strategic objectives.
- Effectively and efficiently ensure clear, consistent and enforceable human resource allocation to investment programs and services.
- Ensure that sourcing strategies are based on the effective use of existing resources and the identification of those that need be acquired.
- Ensure that people, hardware, software and infrastructure procurement policies exist to effectively and efficiently fulfill resource requirements.
- Through periodic assessment of the training requirements for human resources, ensure that sufficient, competent and capable human resources are available to execute the current and future strategic objectives and that they are kept up to date with constantly evolving technology.
- Ensure integration of resource identification, classification, allocation and periodic evaluation processes into the business’s strategic and tactical planning and operations.
- Ensure that the IT infrastructure is standardized; economies of scale are achieved, wherever possible; and interoperability exists, where required, to support the agility needs of the enterprise.
- Ensure that IT assets are managed and protected through their economic life cycle and are aligned with current and long-term business operations requirements to support cost-effective achievement of business objectives.

Domain 6—Performance Measurement; Develop, or assist in the development of, systematic and continuous performance management and evaluation processes that include the following responsibilities and tasks.

**Domain 6—Task Statements:** Develop, or assist in the development of, systematic and continuous performance management and evaluation processes that include the following responsibilities and tasks:

- Establish the enterprise’s strategic IT objectives, with the board of directors and executive leadership team, categorized into four areas: financial (business contribution), customer (user orientation), internal process (operational excellence), learning and growth (future orientation), or whatever areas are appropriate for the enterprise.
- Establish outcome and performance measures, supported by metrics, and targets that assess progress toward the achievement of enterprise and IT objectives and the business strategy.
- Use maturity models and other assessment techniques to evaluate and report on the health of the enterprise’s performance level.
- Use continuous performance measurement to identify, prioritize, initiate and manage improvement initiatives and/or appropriate management action.
- Report relevant portfolio, program and IT performance to relevant stakeholders in an appropriate, timely and accurate manner.
Verification of Work Experience

Applicant Name ____________________________________________________________
Last/Family Name First/Given Name Middle Initial
EXAM ID# ________________________
E-mail address _________________________________________________________________________________________________________________

Section E—Request for Work Experience Verification

I, ________________________________________________________________, am applying through ISACA for the Certified in the Governance of Enterprise IT (Printed Name)
(CGEIT) certification. 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 and/or management work experience as noted on my application form attached and as described by CGEIT job practice domains and task statements (see below and forms V-2 and V-3). Please return the completed form to me for my submission to ISACA. If you have any questions concerning this form, please direct them to cgeitapplication@isaca.org or +1.847.660.5660. Thank you.

________________________________________________________________________
Applicant’s Signature                                                     Date

Section F—Verification of Work Experience

Verifier Name: ________________________________________________________________________________________________________________
Last/Family Name First/Given Name Middle Initial
Professional Title: _____________________________________________________________________________________________________________
Company Name ______________________________________________________________________________________________________________
Address _____________________________________________________________________________________________________________________
Street ____________________________________________________________________________
City State/Province/Country Postal Code
Verifier E-mail: __________________________ Verifier Telephone Number: ____________________

Name of employer being verified on page A-1. 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 can attest to the duration of the applicant’s other management work experience (see Section B of Application) with my organization.
   □ Yes □ No □ N/A

3. 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
   • Other management work experience (see Section B of Application) prior to his/her affiliation with my organization.
     □ Yes □ No □ N/A

4. If verifying IT governance work experience:
   • I can attest that the tasks performed by the applicant with my organization, as listed on pages V-2 and V-3 of this form, are correct to the best of my knowledge. If no, what is incorrect?
     □ Yes □ No
   • I can attest to the fact that, according to the CGEIT job practice domains and task statements, the applicant has worked in, and is competent in, performing tasks in these areas.
     □ Yes □ No

5. 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 (✓) in each box the task they performed to be confirmed by the verifier)

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Last/Family Name</th>
<th>First/Given Name</th>
<th>Middle Initial</th>
<th>EXAM ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verifier Name:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Domain 1—IT Governance Framework—Develop, or be part of the development of, an IT governance framework that includes the following responsibilities and tasks:**

**Domain 1—Task Statements:** Develop, or be part of the development of, an IT governance framework that includes the following responsibilities and tasks:

- Define the requirements and objectives for, and drive the establishment of, IT governance in an enterprise, considering values, philosophy, management style, IT awareness, organization, standards and policies.
- Ensure that an IT governance framework exists and is based on a comprehensive and repeatable IT process and control model that is aligned with the enterprise governance framework.
- Establish appropriate management governance structures, such as an enterprise investment committee, strategy committee, steering committee, technology council, IT architecture review board, business needs committee and audit committee.
- Ensure that the enterprise and IT governance frameworks enable the enterprise to achieve optimal value for the enterprise.
- Confirm that the IT governance framework ensures compliance with applicable external requirements and ethical standards that are aligned with, and confirm delivery of, the enterprise’s goals, strategies and objectives.
- Obtain independent assurance that IT conforms with relevant external requirements; contractual terms; organizational policies, plans and procedures; generally accepted practices; and the effective and efficient practice of IT.
- Apply IT best practices to enable the business to achieve optimal value from implementation of IT services and IT-enabled business solutions.
- Ensure the establishment of a framework for IT governance monitoring (considering cost/benefits analyses of controls, return on investment for continuous monitoring, etc.), an approach to track IT governance issues and remedial actions to closure, and a lessons-learned process.
- Ensure that appropriate roles, responsibilities and accountabilities are established and enforced for information requirements, data and system ownership, IT processes, and benefits and value realization.
- Report IT governance status and issues, and effect transparency in reporting.
- Establish a communications plan to continuously market, communicate and reinforce the need and value of IT governance across the enterprise.

**Domain 2—Strategic Alignment: Develop, or be part of the development of, an enterprise’s IT strategy that includes the following responsibilities and tasks:**

**Domain 2—Task Statements:** Develop, or be part of the development of, an enterprise’s IT strategy that includes the following responsibilities and tasks:

- Define and implement a strategic planning framework, requiring and facilitating collaborative and integrated business and IT management planning.
- Actively support/promote and participate in IT management planning by employing best practice enterprise architecture (EA) frameworks.
- Ensure that appropriate policies and procedures are in place, understood and followed to support IT and business strategic alignment.
- Identify and take action on barriers to strategic alignment.
- Ensure that effective communication and engagement exists between business and IT management regarding shared strategic initiatives and performance.
- Ensure business and IT goals cascade down through the enterprise into clear roles, responsibilities and actions.
- Assist senior management by aligning IT initiatives with business objectives and facilitating prioritization of business strategies that optimally achieve business objectives.
- Ensure that the strategic planning process is adequately documented, transparent and meets stakeholder needs.
- Maintain and update the IT management plans, artifacts and standards for the enterprise.
- Monitor, evaluate and report on the effectiveness of the alignment of IT and enterprise strategic initiatives.
- Monitor and assess current and future technologies and provide advice on the costs, risks and opportunities that they bring.

**Domain 3—Value Delivery: Develop, or be part of the development of, a systematic, analytical and continuous value governance process that includes the following responsibilities and tasks:**

**Domain 3—Task/Responsibility Statements:** Develop, or be part of the development of, a systematic, analytical and continuous value governance process that includes the following responsibilities and tasks:

- Ensure that business takes ownership and accountability for business cases, business transformation, organizational change, business process operation and benefit realization for all IT-enabled business investments.
- Ensure that all IT-enabled investments are managed as a portfolio of investments.
- Ensure that all IT-enabled investments are managed as programs and include the full scope of activities and expenditures that are required to achieve business value.
- Ensure that all IT-enabled investments are managed through their full economic life cycle so that value is optimized.
- Recognize that different categories of investments need to be evaluated and managed differently.
- Ensure that all IT solutions are developed and maintained effectively and efficiently through the development life cycle to deliver the required capabilities.
- Ensure that all IT services are delivered to the business with the right service levels.
- Ensure that IT services enable the business to create the required business value using assets (people, applications, infrastructure and information) to deliver the appropriate capabilities at optimal cost.
- Define and monitor appropriate metrics for the measurement of solution and service delivery against objectives and for the measurement of benefits realized, and respond to changes and deviations.
- Engage all stakeholders and assign appropriate accountability for delivery of business and IT capabilities and realization of benefits.
- Ensure that IT investments, solutions and services are aligned with the enterprise strategies and architecture.

**Domain 4—Risk Management: Develop, enhance and maintain a systematic, analytical and continuous enterprise risk management process across the enterprise that includes the following responsibilities and tasks:**

**Domain 4—Task Statements:** Develop, enhance and maintain a systematic, analytical and continuous enterprise risk management process across the enterprise that includes the following responsibilities and tasks:

- Ensure that IT risk identification, assessment, mitigation, management, communication and monitoring strategies are integrated into business strategic and tactical planning processes.
- Align the IT risk management processes with the enterprise business risk management framework (where this exists).
- Ensure a consistent application of the risk management framework across the enterprise IT environment.
- Ensure that risk assessment and management is included throughout the information life cycle.
- Define risk management strategies, and prioritize responses to identified risks to maintain risk levels within the appetite of the enterprise.
- Ensure that risk management strategies are adopted to mitigate risk and to manage to acceptable residual risk levels.
- Implement timely reporting on risk events and responses to appropriate levels of management (including the use of key risk indicators, as appropriate).
- Establish monitoring processes and practices to ensure the completeness and effectiveness of established risk management processes.
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 _____________________________________________________________________________EXAM ID# ________________________

Last/Family Name                              First/Given Name                              Middle Initial

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 5—Resource Management: Develop, or assist in the development of systematic and continuous resource planning, management and evaluation processes that include the following responsibilities and tasks.

Domain 5—Task Statements: Develop, or assist in the development of systematic and continuous resource planning, management and evaluation processes that include the following responsibilities and tasks:

Ensure that the requirements for trained resources with the requisite skill sets are understood and are assessed appropriately.

Ensure the existence of appropriate policies for the training and development of all staff to help meet enterprise requirements and personal/professional growth.

Develop and facilitate the maintenance of systems to record the resources available and potentially available to the enterprise.

Undertake gap analyses to determine shortfalls against requirements to ensure that the business and IT resources (people, application, information, infrastructure) are able to meet strategic objectives.

Effectively and efficiently ensure clear, consistent and enforceable human resource allocation to investment programs and services.

Ensure that sourcing strategies are based on the effective use of existing resources and the identification of those that need be acquired.

Ensure that people, hardware, software and infrastructure procurement policies exist to effectively and efficiently fulfill resource requirements.

Through periodic assessment of the training requirements for human resources, ensure that sufficient, competent and capable human resources are available to execute the current and future strategic objectives and that they are kept up to date with constantly evolving technology.

Ensure integration of resource identification, classification, allocation and periodic evaluation processes into the business’s strategic and tactical planning and operations.

Ensure that the IT infrastructure is standardized; economies of scale are achieved, wherever possible; and interoperability exists, where required, to support the agility needs of the enterprise.

Ensure that IT assets are managed and protected through their economic life cycle and are aligned with current and long-term business operations requirements to support cost-effective achievement of business objectives.

Domain 6—Performance Measurement: Develop, or assist in the development of, systematic and continuous performance management and evaluation processes that include the following responsibilities and tasks.

Domain 6—Task Statements: Develop, or assist in the development of, systematic and continuous performance management and evaluation processes that include the following responsibilities and tasks:

Establish the enterprise’s strategic IT objectives, with the board of directors and executive leadership team, categorized into four areas: financial (business contribution), customer (user orientation), internal process (operational excellence), learning and growth (future orientation), or whatever areas are appropriate for the enterprise.

Establish outcome and performance measures, supported by metrics, and targets that assess progress toward the achievement of enterprise and IT objectives and the business strategy.

Evaluate IT process performance, track IT investment portfolio performance, and measure IT service delivery through the use of outcome measures and performance drivers.

Use maturity models and other assessment techniques to evaluate and report on the health of the enterprise’s performance level.

Use continuous performance measurement to identify, prioritize, initiate and manage improvement initiatives and/or appropriate management action.

Report relevant portfolio, program and IT performance to relevant stakeholders in an appropriate, timely and accurate manner.