

Please use Adobe Reader when filling out this application electronically.

APPLICANT INFORMATION

FULL NAME: _____ ISACA ID: _____
 EMAIL: _____ PHONE NUMBER: _____

STEP 1. PASS EXAM

CGEIT applicants are required to have passed the CGEIT exam in the last five years.
 If you have not yet passed the CGEIT exam, you can register online at www.isaca.org/examreg.

EXAM PASS YEAR: _____

STEP 2. REPORT CGEIT WORK EXPERIENCE

To qualify for CGEIT, you must have 5 years of experience managing, serving in an advisory or oversight role, and/or supporting the governance of the IT-related contribution to an enterprise. This experience must be within the past 10 years of the application submission date. There are no waivers or substitutions for CGEIT experience.

A minimum of one 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 1: *Framework for the Governance of Enterprise IT* (page V-2).

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 2 through 5:

- Domain 2: *Strategic Management*
- Domain 4: *Risk Optimization*
- Domain 3: *Benefit Realization*
- Domain 5: *Resource Optimization*

Section A: Governance of Enterprise IT Experience

Please list related work experience you are claiming below, beginning with your current or most recent position.
 Do not leave dates blank. If you are currently employed, please write today's date for the End Date.
 Total work experience must be earned in at least Domain 1 and two or more of Domains 2 through 5 to qualify for certification.

#	Company Name	Dates of Employment (MM/YY)		Duration of Experience performing CGEIT tasks		CGEIT Job Practice Domains (check all that apply)				
		Start Date	End Date	Years	Months	1	2	3	4	5
1										
2										
3										
4										

(minimum 5 years required) EXPERIENCE TOTAL IN YEARS: _____

Section B: Confirm One Year of Experience in *Framework for the Governance of Enterprise IT*

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

YES NO

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STEP 3. VERIFY CGEIT WORK EXPERIENCE

Using the Experience Verification Form on pages V-1 and V-2 of this application, please ask an employer to verify all experience in Step 2. If your experience includes more than one company, you can obtain additional verification forms at www.isaca.org/verify

STEP 4. SUBMIT APPLICATION PAYMENT

All applicants must pay a US \$50.00 Application Processing Fee before the application can be fully processed. Submit your payment at: www.isaca.org/cgeitpay

STEP 5. REVIEW AND SIGN TERMS & CONDITIONS AGREEMENT

Continuing Professional Education (CPE) Policy

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 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.

Code of Ethics

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, standards, and policies and 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.

Truth in Information

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.

3rd Party Information Sharing

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 ISACA. 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.

Contact Policy

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.

Usage Agreement

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 re-delivery 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.

APPLICANT SIGNATURE: _____ DATE: _____

STEP 6. SUBMIT APPLICATION

Please submit your application online at: <https://support.isaca.org/app/ask>

Topic: **Certifications & Certificate Programs** Category: **Submit an Application.**

Submitted applications take approximately two-to-three weeks to process. Upon approval, you will be notified via email. A certification packet, including a letter of approval, a CGEIT Certificate, and a CGEIT pin, will be sent to you via postal mail to the primary address in your *myISACA* Profile at: www.isaca.org/myisaca. Please allow four-to-eight weeks for delivery.

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APPLICANT DETAILS

APPLICANT NAME: _____ ISACA ID: _____

FORM INSTRUCTIONS FOR VERIFIER

The applicant (named above) is applying for CGEIT certification through ISACA. ISACA requires the applicant's work experience to be independently verified by a supervisor, manager or colleague with whom they have worked. Verifiers cannot be immediate or extended family, nor can they work in the Human Resources department.

You must attest to the applicant's work experience as noted on their attached application form (page A-1) and as described by the CGEIT Job Practice Domains and task statements (page V-2).

Please return the form to the applicant for their submission. For any questions, please contact ISACA at <https://support.isaca.org>.

VERIFIER INFORMATION

VERIFIER NAME: _____

COMPANY NAME: _____ JOB TITLE: _____

EMAIL: _____ PHONE NUMBER: _____

VERIFIER QUESTIONS

1. I am attesting to the following work experience earned by the applicant, as indicated on page A-1 (check all that apply):

Section A: Company 1

Section A: Company 3

Section A: Company 2

Section A: Company 4

2. I have functioned in the following role(s) to the applicant:

Supervisor

Manager

Colleague

3. I can also attest that the tasks performed by the applicant, as listed on page A-1 and V-2, are correct to the best of my knowledge:

Yes

No

VERIFIER AGREEMENT

I hereby confirm that the information on page A-1, V-1 and V-2 is correct to the best of my knowledge and there is no reason this applicant should not be certified as an information systems auditor. I am also willing, if required, to answer questions from ISACA about the above information.

VERIFIER SIGNATURE: _____ DATE: _____

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JOB PRACTICE DOMAIN INSTRUCTIONS

Applicant is required to check any domain in which any or all tasks have been completed 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.

Task Statements:

- 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.

Task Statements:

- 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.

Task Statements:

- 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 outcome and performance measures are established and evaluated to assess progress towards the achievement of enterprise and IT objectives.
- 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 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.

Task Statements:

- 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.

Task Statements:

- 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.