



## Certified Healthcare Internal Audit Professional™

### Application Checklist

**Are you ready to submit your online application?  
Check off these important steps before you apply.**

**Read the Candidate Handbook to review all the program policies and procedures.**

**Review the AHIA Code of Ethics.**

**Confirm that you meet the eligibility requirements for your application pathway.**

**EXAMINATION PATHWAY:**

**Bachelor's Degree:** 2 years of experience working in the internal audit profession within the prior 10 years and 2 years of experience working in a healthcare setting within the prior 5 years.

**Associate's Degree:** 5 years of experience working in the internal audit profession within the prior 10 years and at least 2 years of experience working in a healthcare setting within the prior 5 years.

**GRANDFATHERING PROGRAM PATHWAY:** Applicants must demonstrate at least 12 years of total healthcare internal auditing professional experience within the prior 20 years as of 12/31/2018.

**Complete the required forms:**

**EXAMINATION PATHWAY:**

**Bachelor's Degree:** [Employment Verification Forms](#) are required for each employer as needed to demonstrate the required years of experience.

**Associate's Degree:** [Employment Verification Forms](#) are required for each employer as needed to demonstrate the required years of experience.

**GRANDFATHERING PROGRAM PATHWAY:** Two (2) [Professional Recommendation Forms](#) are required.

**Gather the required supporting documents:**

**Bachelor's Degree:** Education Records

**Associate's Degree:** Education Records

**GRANDFATHERING PROGRAM PATHWAY:** Education Records, Proof of Current Professional Designation

If your legal name is no longer as it appears on your Education Records, you will have to submit a [Name Change Form](#) and proof of your legal name change.

If you require Special Accommodation for testing, prepare the [Special Accommodations Request Form](#).

Once you have completed these steps, you are ready to visit [www.ahia.org/certification/application-process](http://www.ahia.org/certification/application-process) and click the **Apply Now** button to pay the appropriate application and examination fee. Your on-screen order confirmation will include a link to the Certification Management System to complete your online application.

Step-by-Step Instructions on using the Certification Management System are available at [www.ahia.org/certification/resources/forms](http://www.ahia.org/certification/resources/forms). If you have any questions or concerns throughout the application process, feel free to contact us at [certification@ahia.org](mailto:certification@ahia.org).