

ISACA Core 4 Accreditation Process

Frequently Asked Questions

Q. What are the requirements for becoming a trainer for ISACA's Core Certification Exam Preparation?

A: Potential trainers must possess the certification for the course they wish to teach in good standing (i.e., trainers who wish to teach CISA must be a current CISA in good standing). We also ask that the trainer have a minimum of two (2) years' experience conducting training courses.

Q: Can you describe the accreditation process?

A: The accreditation process consists of three steps: 1) application, 2) knowledge interview, and 3) training observation.

The application will be provided by an ISACA representative. Please provide all information requested, including certification information. We will also need a copy of your training CV. Once complete, please return your application (with your CV) to ISACA. Once your certifications have been verified, the application will be submitted to APMG, who will intake the application.

Once the application is accepted, an assessor(s) will be assigned to you for the knowledge interview(s) based on the certification(s) you are applying for. The assessor(s) will contact you to set up a window to conduct the knowledge interview. Once the interview is complete, the assessor(s) will submit their report to the accreditation team, who will confirm the results.

Also, once the application is accepted, you can complete the training observation. This can be accomplished one of two ways. First, you can submit a 4-hour video of you conducting a training course (note: this does not need to be an ISACA course). Second, an assessor can remote in to observe a live training course. Once the observation is complete, the assessor will submit their report to the accreditation team, who will confirm the results. **Note:** The training observation can be completed in parallel with the knowledge interview.

Once both assessments are completed, APMG will communicate the final accreditation results directly to you, and if successful, an official certificate will be mailed to you.

Q: I am confused about the video requirements. Could you provide me with more details?

A: Training observation videos should be approximately 4 hours in length. Videos should show the following:

- The delegates and the trainer should be visible together at least in some frames in the recording.
- There must be at least 3 delegates in the class.
- The recording should include interaction between the trainer and the delegates (for example, a question and answer session).

Videos do not need to be professionally produced but should be of a high enough quality so the assessor can hear and see what the trainer is doing. **Note:** The training does not need to be an ISACA training, but it should include the requirements above.

Q: Can you tell me more about the Knowledge Assessment? What can I use to prepare?

A: The knowledge assessment will be conducted by an APMG Assessor, an expert in the certification(s) for which you are applying for accreditation. The Knowledge-based Assessment:

- Consists of a 2- to 4-hour interview facilitated by an APMG Assessor
- Is facilitated virtually via WebEx, Skype, or any teleconferencing platform (preferably video-enabled)
- Is scheduled at the convenience of the trainer and can be scheduled over one or multiple sessions
- Evaluates the trainer's understanding of the value of the certification to the profession and practical knowledge across each domain
- Will be inclusive of all domains. Instructors must demonstrate:
 - Their understanding of each domain, and
 - The ability to communicate the links between domains to learners.

The knowledge assessment is an open dialogue and may evolve based on examples and responses the trainer provides. There is no special preparation required for the knowledge-based exam. Below are some examples of the topic areas that could be covered as part of the knowledge-based assessment. Please note these are only samples.

- Objectives of the certification
- Benefits/objectives of effective IS audit (CISA accreditation), security management (CISM accreditation), governance (CGEIT accreditation), and risk management (CRISC accreditation)
- Awareness of all domains of the certification for which one is becoming accredited
- Familiarity with the relevant course syllabus of the certification for which one is becoming accredited
- Responsibilities/role of the trainer in support of delegates preparing for a certification
- Responsibilities/role of ISACA in support of maintaining the certification
- Requirements to become certified and maintain certification
- Certification exam delivery (e.g., number of questions, delivery format, and time allowed)
- Understanding key terminology
- How key principles of each respective certification could relate to different environments (e.g., large enterprise vs. small organization)
- Examples to bring the content of the certification to life

Q: How long does the process take?

A: There are a few variables that can impact the overall length of time:

- **Overall volume of applicants.** If there is a high volume of applicants, this can impact initial application processing as well as assigning an assessor to your application.
- **Certifications/Modules applied for.** Certain certifications/modules have a higher volume of applicants than others. Other combinations may require two assessors to complete your knowledge assessments. Scheduling these interviews can impact the overall time.

- **Availability.** Your availability and the availability of the assessor(s) assigned to you can impact the scheduling of your knowledge interview.
- **Training video.** You may need some time to record your training video. This can impact the finalization of your accreditation.

We will do our best to move you through the process efficiently and advise of any periods of high volume to manage expectations. Any questions or concerns regarding your accreditation process can be directed to ISACA and the APMG team.

Q: What happens after I become an Accredited trainer?

A: On successful completion of the assessment, APMG will notify you in writing, order a certificate and give you access to the course materials. Course materials are held in APMG's system (called Huddle) and require signing a Non-Disclosure Agreement and signing up to the platform.

Your Trainer certification is valid for five (5) years. During this time, two (2) surveillances will be conducted and a new observation of training and product knowledge interview(s) will be required to re-certify for a new 5-year term.