

CISA(公認情報システム監査人) 認定申請について

ISACA東京支部CISA委員会

CISA 認定要件/認定時期

- 1. CISA 試験合格 合格後5年以内に申請しなければ無効。
- 2.業務経験 申請前10年以内に 情報システムの監査、コントロール、またはセキュリティに関する 5年以上の業務経験があること。 但し、一部は最大3年までの代替、免除が可能。(後述)
- 3. ISACA規定類への合意 職業倫理規則、情報システム基準、継続教育方針(CEP)への合意。
- 4. 認定時期 申請内容に問題がない場合、申請後約8週間で認定。

認定要件:業務経験の代替、免除

最大3年までの代替経験および教育による免除が可能

- 1.情報システムに関する経験(オペレーション、開発など)または 情報システム以外の監査経験 => 最大1年
- 2.短大(2年制)あるいは大学(4年制)の学士、修士、博士の取得、 または単位取得(60、120単位) … 過去10年でなくともよい => 1年または2年 (複数学位取得でも最大2年)
- 3. ISACA後援のモデルカリキュラムを必修とする大学の学士、修士 => 1年、但し他の代替経験、教育による免除との重複は不可。
- (4.情報セキュリティまたはITに関する修士の取得 => 1年 … 但し、申請フォームでの扱いが不明確)

例外:大学における関連分野(例:コンピュータサイエンス、会計、情報システム監査)の教授経験は限度なし

= > 2年につき1年とカウント

申請要領(1) 申請書ページ1について

- 1.申請者情報の記入 氏名、受験番号、生年月日、郵便送付先(会社、自宅)、受験年月、 住所、電話番号、Emailアドレス、
- 2.現在の勤務先 役職名、会社名·所属、住所、電話番号、Fax、Emailアドレス 直属上司 氏名、役職名
- 3. 認定条件等に合意した旨の署名 申請者の氏名(活字体)、サイン、日付 … 日付は自動作成すると作成日が入ってしまうので注意

申請要領(2) 申請書ページ2について

<業務経験の明細>

- 1.SECTION A
 - 情報システムの監査、コントロールまたはセキュリティの業務経験について、雇用者、従事期間、年数月数を記載。合計は切捨て。 (最新のものを1行目に記入)
- 2.SECTION B
 - 情報システム監査以外の監査経験、情報システム関連業務経験、 大学における教授経験に関して、会社名(大学名)、従事期間、年数 を該当欄に記入。
- 3.SECTION C 証明書上の氏名を記入して、該当する履修経験にチェック。 当該経験を申請する場合、卒業証明書(英文)等を送付する必要あり。
- 4. SECTION D SECTION AからCの各年数と、合計年数をボックスに記入。
- 5.SECTION E SECTION A、Bを証明してくれる人の氏名、役職、会社名等を記入。

申請要領(3) 申請書ページ3について

ページ3と4は、表裏の関係になっているので、注意。

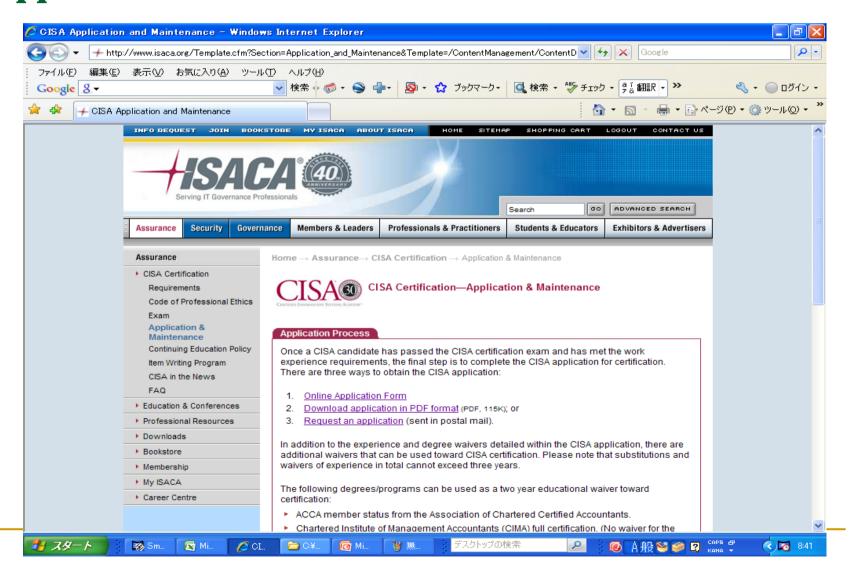
- 1.申請者記入欄 受験番号、氏名(活字体)、サイン、申請日 を記入。
- 2.証明者記入欄 現職場の上司等に記入を依頼。 その上司が証明しきれない場合には、以前の上司等に依頼。 上司の氏名、会社名、役職、住所、電話、Emailアドレスなどを記入。 申請書ページ2のSECTION Eに対応した会社名を記入。 証明に関する設問(6問)に対し回答 => チェック と年数記入。 設問6は要注意。(「申請者はCISAに相応しくないか」という設問 なので、No をチェック)
 - 証明者のサイン、日付を記入。
- · 証明者が複数の場合 申請書ページ5、6 またはコピーを使用 また、現職が3ヵ月未満の場合、前職での証明が必要

申請要領(4) 申請書ページ4について

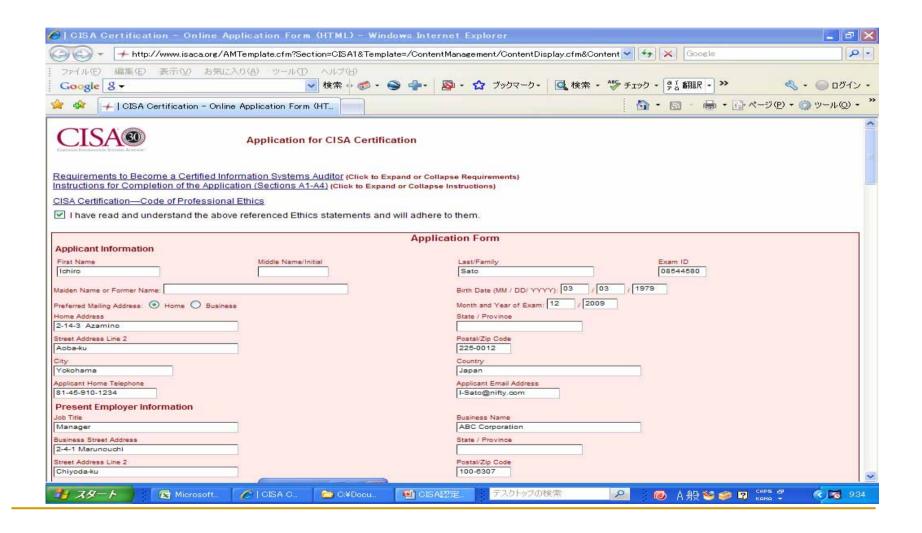
業務経験の内容 (申請書ページ3の裏面)

- 1.申請者記入欄 受験番号、氏名、証明者氏名
- 2.業務経験の内容 該当する項目にチェックを入れる。(1分野の1項目でも可)
 - 1.情報システム監査
 - 2.ITガバナンス
 - 3.システム/インフラのライフサイクル
 - 4.ITサービスの提供と支援
 - 5.情報資産の保護
 - 6.業務継続と災害復旧
- 3.証明者記入欄 サイン、日付 (申請書と自動作成は位置が違う)

自動作成: Home Certification CISA Application & Maintenance から 1を選ぶ



項目を入力して印刷後、署名、日付、チェック項目等を記入



申請書イメージ(1) 表紙、認定条件



Certified Information Systems Auditor™

Application for Certification



Application for CISA Certification

Requirements to Become a Certified Information Systems Auditor

To become a Certified Information Systems Auditor (CISA), an applicant must:

- Score a passing grade on the CISA exam. A passing score on the CISA exam, without completing the required work
 experience as outlined below, will only be valid for five years. If the applicant does not meet the CISA certification
 requirements within the five year period, the passing score will be vided.
- Submit verified evidence of five years work experience in the fields of Information Systems Auditing, Control,
 Assurance or Security, 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 and waivers of such experience, to a maximum of 3 years, may be obtained as follows:

- A maximum of one year of information systems OR one year of non-IS auditing experience can be substituted for
 one year of information systems auditing, control, or security experience;
- 60 to 120 completed university semester credit hours (the equivalent of a two-year or four-year degree), not limited
 by the ten year preceding restriction, can be substituted for one or two years, respectively, of information systems
 auditing, control or security experience. Even if multiple degrees have been earned, a maximum of 2 years can
 be claimed.
- A bachelor's or master's degree from a university that enforces the ISACA sponsored Model Curricula can be
 substituted for one year of information systems auditing, control or security experience. To view a list of these
 schools, please visit www.isaca.ory/model/universities. This option cannot be used if three years of experience
 substitution and educational waiver have already been claimed; and
- A master's degree in information security or information technology from an accredited university can be substituted for one year of experience.

Exception: Two years as a full-time university instructor in a related field (e.g.; computer science, accounting, information systems auditing) can be substituted for every one year of information systems auditing, control or security excernives.

As an example, at a minimum (assuming a two-year waiver of experience by substituting 120 university credits) an applicant must have three years of actual work experience. This experience can be completed by:

■ three years information systems audit, control, or security experience;

OR

- two years information systems audit, control, or security experience and one full year non-IS audit or information systems experience or two years as a full-time university instructor.
- 3. Agree to abide by the ISACA Code of Professional Ethics.
- Agree to abide with Information Systems Standards as adopted by ISACA, which can be viewed at www.isaca.om/standards.
- 5. Agree to abide by the CISA Continuing Education Policy, which can be viewed at www.isaca.org/cisacpepolicy.

0.722008

申請書イメージ(2) 倫理規則、申請要領

Application for CISA Certification

Code of Professional Ethics

ISACA sets forth this Code of Professional Ethics to guide the professional and personal conduct of members of the association and/or its certification holders.

- 1. Support the implementation of, and encourage compliance with, appropriate standards, procedures and controls for information systems
- 2. Perform their duties with objectivity, due diligence and professional care, in accordance with professional standards and best practices
- 3. Serve in the interest of stakeholders in a lawful and honest manner, while maintaining high standards of conduct and character, and not engage in acts discreditable to the profession
- 4. Maintain the privacy and confidentiality of information obtained in the course of their duties unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate
- 5. Maintain competency in their respective fields and agree to undertake only those activities, that they can reasonably expect to complete with professional competence
- 6. Inform appropriate parties of the results of work performed, revealing all significant facts known to them
- 7. Support the professional education of stakeholders in enhancing their understanding of information systems

Failure to comply with this Code of Professional Ethics can result in an investigation into a member's and/or certification holder's conduct and, ultimately, in disciplinary measures.

Application for CISA Certification

Instructions for Completion of the Application for CISA Certification Form

- 1. SECTION A INFORMATION SYSTEMS AUDIT, CONTROL OR SECURITY EXPERIENCE For each employer (starting with the most current), enter the:

 - . Date range (month and year) of employment in IS auditing, control or security
 - . Number of years and months, by employer and in total, performing IS auditing, control or security service.

SECTION B - EXPERIENCE SUBSTITUTION - If substituting other audit experience (such as financial or operational auditing) or other types of information systems work experience (such as application programming or operations), there is a maximum limit of one FULL year for the audit or information systems work experience. If substituting fulltime university instructor experience in a related field (e.g.; information systems, accounting, information systems auditing) you must have two FULL years experience for each year of experience substitution. There is no limit on the number of year's experience substitution that may be claimed as a university instructor.

No credit will be given for a partial year's experience.

SECTION C - EDUCATIONAL EXPERIENCE WAIVER — Indicate an experience waiver for educational purposes by checking the appropriate box. To confirm your degree status, include an original or copy of a transcript or letter from your college or university with your application. To reduce processing time, please do not send the transcript

SECTION D - SUMMARY OF EXPERIENCE REQUIREMENTS - Record the totals from sections A-C above. The line titled "Total Work Experience" should be the total number of years spent working in an information systems auditing control or security function, plus any experience substitution and waivers. A minimum of five years is required to qualify for CISA Certification.

No more than three years of experience substitution or educational waivers can be used towards your five year experience requirement, with the exception of those claiming the experience substitution of a

- 2. Complete the top portion of the front page of the Verification of Work Experience form and check the boxes on the reverse side that indicate the tasks you performed that are being verified by each verifier. Give the form to each person(s) verifying your work experience; and a copy of your completed application. This person should be your immediate supervisor or a person of higher rank within the organization. If one person cannot verify all required experience for you to become a CISA, previous employers must be asked to complete this form. Please note that if year length of employment with your most recent company is less than three months, verification of work experience is required from previous employers. Two copies of the form are included. If additional copies are required photocopy the form (both sides). All Verification of Work Experience forms, front and back, must be signed by your verifier and submitted along with your application. To reduce processing time, please send the completed verification forms with
- 3. In order for your application to be efficiently processed, please collect all supporting documentation (verification of work experience form(s) and any applicable university transcript or letter) and mail your completed Application for CISA Certification to:

Certification Coordinator

ISACA

3701 Algonomin Road, Suite 1010 E-mail: certification@isaca.org

Rolling Meadows, IL 60008-3124 USA

Telephone Number: +1.847.660.5660

Fax Number: +1.847.253.1443

NOTE: Please allow approximately eight weeks for the processing of your completed Application for CISA Certification. Upon approval, you will receive a certificate package via mail containing a letter of certification, your CISA certificate and the CISA Continuing Education Policy.

申請書イメージ(3) ページ1

Application for CISA Certification

		Exam	
First	Middle Initial	Lost/Family	
Maiden Name or Former Name(s)	Birth Da	te:////
	Home () Business ()		
liome Address:			
City:	State/Con	ntry:Z	p/Postal Code:
Home Telephone ()		Email	
Present Employer:			
Your Job Title:			
Business Name:		tea settotatatice settotat	the section of purpose and
City:	State/Cor	ntry:Zi	p/Postal Code:
Business Telephone ()		Fax ()	
E-mail			

I hereby apply to ISACA for issuance to me of Certification, as a Certified I hereby agree to hold ISACA, its officers, directors, examiners, employees, Information Systems Auditor (CISA) in accordance with and subject to the and agents, harmless from any complaint, claim, or damage arising out of any procedures and regulations of ISACA. I have read and agree to the conditions action or omission by any of them in connection with this application; the set forth in the CISA Application for Certification and Continuing Education application process; the failure to issue me any certificate; or any demand for Policy in effect at the time of my application, covering the Certification process; and Continuing Education policies. I agree to denial of Certification 1 UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY and to forfeiture and redelivery of any certificate or other credential granted me by ISACA in the event that any of the statements or answers made by me in this application are false or in the event that I violate any of the rules or regulations governing such exam.

I authorize ISACA to make whatever inquiries and investigations it deems necessary to verify my credentials and my professional standing. I understand that this application and any information or material received or generated by ISACA in connection with my Certification will be kept confidential and will not be released unless I have authorized such release or such release is required by law. However, the fact that I am or am not, or have or have not been, Certified is a matter of public record and may be disclosed. Finally, I allow ISACA to use information from my application for the purpose of statistical analysis, provided that my personal identification with that information has been deleted.

forfeiture or redelivery of such certificate,

FOR CERTIFICATION RESTS SOLELY AND EXCLUSIVELY WITH ISACA

I HAVE READ AND UNDERSTAND THESE STATEMENTS AND I INTEND TO BE LEGALLY BOUND BY THEM.

Name			
Signature			
Date			

Application for CISA Certification

Total number of years IS auditing, control or security experience (nound down to whole year)

Work Experience Detail			
Exam ID	Name		
A candidate must have a minimum of two yes	OL OR SECURITY EXPERIENCE — List your mo ns of IS audit, control or security experience. To instructors (see B. Experience Substitution belo Dates of Employment in 15 Audit, Control or Security	vo years of experience ow).	
	MM/YY MM/YY	Years	Months
	To	16-7/51)	- CODEN
	To		

B. EXPERIENCE SUBSTITUTION - A maximum of 1 year IS auditing, control or security experience may be substituted with either one FULL year of auditing experience OR one FULL year of information systems experience.

Company/University Name	Dates of Employment	Type of Experience	Number of Years of Substitution
	MM/YY MM/YY		
	То	Non-IS Audit	
	To	Information Systems	
	To	University Instructor*	

*There is no maximum limitation for university instructor experience. However, two FULL years of university instructor experience in a related field is required for each one year of IS auditing, control or security experience substitution,

C. EDUCATIONAL EXPERIENCE WAIVER - If you are applying for any experience waivers, please check the appropriate box. To confirm your degree status, please include with your application an original or copy of a transcript or letter from your college or university. Please provide your name as listed on the transcript.

Name on transcript_ ☐ Two years experience waiver for a four-year university degree, Masters Degree, or PhD

- One year experience waiver for a two-year university degree
- Equivalent educational experience to the above, listed here and official verification provided.
- ☐ One year experience waiver for a university degree that enforces the ISACA sponsored Model Curricula.
- (Cannot be used if three years substitution or waiver have been claimed.)

D. SUMMARY OF EXPERIENCE REQUIREMENTS

1.	Total number of years of information systems audit, control or security experience — enter the total from Section A above
2,	If applying for an experience substitution, enter number of years being substituted in the box and complete Section B above (maximum of 1 year)
3.	If applying for an experience waiver, enter 1 or 2 in the box as appropriate and complete Section C above.
	TOTAL WORK EXPERIENCE — add boxes 1, 2 and 3 (must total five years or more to apply for CISA certification)

F. INDIVIDUALS VEDICYING WODK EXPEDIENCE DETAILS

Please record here the names and contact information of the individual(s) that will verify your work experience in sections A and B above: Tel No.

Tel.No.

申請書イメージ(4) ページ3~4

Application for CISA Certification Verification of Work Experience (front) Exam ID____ , am applying for certification through ISACA as a (Printed Name) Certified Information Systems Auditor. My work experience must be independently verified by my current and/or previous employer(s). If I currently or once worked as an independent consultant, I can use a knowledgeable client or an individual certified as a CISA or CISM to perform this role. I would appreciate your cooperation in completing this form, by verifying my IS auditing, control or security work experience as noted on my application form attached and as described by CISA job practice area and task statements (see reverse side of form). Please return the complete form to me for my submission to ISACA. If you have any questions concerning this form, please direct them to certification@isaca.org. or +1.847.660.5660. Thank you Applicant's Signature Employer's Verification Please answer all six questions and sign and date the form. Verifier's Name:___ Company Name: ___ Address: STATE/PROVINCE/C GUNTRY Company Telephone Number: __ Company E-mail: Name of company relating to candidate's employment from page 2: 1. Have you functioned in a supervisory position to the applicant ☐ Yes ☐ No such that you can verify his/her work experience? 2. How long have you known the applicant? vears 3. Is the categorization and duration of the applicant's work experience, for your organization, as listed on the application for certification form, correct to the best of your knowledge? ☐ Yes ☐ No 4. Are you qualified and willing to verify the applicant's work experience prior to his/her affiliation with your company/organization? ☐ Yes ☐ No ☐ N/A 5. Are you qualified and willing to verify the applicant's educational experience waiver(s) daimed? □ Yes □ No □ N/A 6. Is there any reason you believe this applicant should not be certified as an information systems auditor? ☐ Yes ☐ No Date Supervisor's Signature

Application for CISA Certification

sam ID	
pplicant Name:	Verifier Name:
Description of CISA Job Practice Areas	
12 C 2 C 2 C 2 C 2 C 2 C 2 C 2 C 2 C 2 C	
The IS Audit Process Provide IS audit revices in accordance with IS audit standards, guidelines and best provides to assist the organization in creaming that its information technology and business systems are protected and controlled.	Evaluate the readiness of the system and/or influstructure for implementation and migration into production. Perform postimplementation review of systems and/or infrustructure to ensure that they need the organization's objective sand are subject to effective internal.
Tasks Develop and implement a risk-based IS audit strategy for the organization in compliance with IS audit standards, guidelines and best practices	control. Perform periodic reviews of systems and/or infrastructure to ensure that they continue to meet the organization's objectives and are subject to effective internal control.
☐ Plan specific modifs to ensure that IT and business systems are protected and controlled. ☐ Conduct modifs in accordance with IS audit standards, guidelines and best	☐ Evaluate the process by which systems and/or infrastructure are maintained to ensure the continued support of the organization's objectives and that the systems
practices to meet planned andit objectives. Communicate emerging issues, potential sisks and audit results to key state holders.	and/or infrast nature are subject to effective internal control. Benhaute the process by which systems and/or infrastructure are disposed of to ensure that they comply with the organization's policies and procedures.
Advise on the implementation of risk management and control practices within the organization, while maintaining independence.	IT Service Delivery and Support Provide assurance that the IT service management practices will ensure the delivery
. IT Governance	of the level of services required to meet the organizations objectives.
Provide assurance that the organization has the structure, policies, accumulability, mechanisms and munitosing practices in place to achieve the requirements of composite governance of R.	Tasks Working service-level numagement practices to ensure that the level of service- from internal and external service providers is defined and numaged.
Tasks	 Evaluate operations management to ensure that IT support functions effectively meet business needs.
□ Evaluate the effectiveness of the IT governance structure to ensure adequate band control over the decisions, directions and performance of IT so that it supports the organization's strategies and objectives.	 Evaluate data administration practices to ensure the integrity and optimization of databases.
□ Evaluate the IV organizational structure and human resources (personnel) management to ensure that they support the organization's strategies and objectives.	□ Bvaluate the use of capacity and performance monitoring tools and techniques to ensure that IT services meet the organization's objectives. □ Bvaluate change, configuration and release management practices to ensure that
 Evaluate the IV strategy and the process for its development, approval, implementation and maintenance to ensure that it supports the organization's 	changes made to the organization's production environment are adequately controlled and documented. Bvaluate problem and incident management practices to ensure that incidents,
strategies and objectives. Evaluate the organization's I'I policies, standards and procedures and the processes for their development, approval, implementation and maintenance to ensure that they support the IT strategy and comply with regulatory and legal	problems and errors are seconded, analyse and protected to ensure that instourns, problems and errors are seconded, analysed and resolved in a functy number. [Evaluate the functionality of the II infrastructure (e.g., network components, hardware and system software) to ensure that it supports the organization's objectives.
requirements. Discharte management practices to ensure compliance with the organization's IT	
strategy, policies, standard and procedures.	5. Protection of Information Assets
 □ Evaluate If resource investment, use and allocation practices to ensure alignment with the organization's stattegies and objectives. □ Evaluate If contracting strategies and policies and contract management. 	Provide assumance that the security architecture (policies, standards, procedures and controls) ensures the confidentiality, integrity and availability of information assets. Tasks
practices to creame that they support the organization's strategies and objectives. Muhatic task management practices to creame that the organization's Perclated risks are properly managed.	Exhibite the design, implementation and monitoring of logical access controls to ensure the confidentiality integrity availability and authorized use of information assets.
□ Evaluate monitoring and assurance practices to crossre that the board and executive management receive sufficient and timely information about IT performance.	 Weahaute network influstracture security to ensure confidentiality, integrity, multibelity and authorized use of the network and the information transmitted. Evaluate the design, implementation and monitoring of environmental controls to
. Systems and Infrastructure Life Cycle Management	preyent or minimize loss.
Provide assumance that the management practices for the development/acquisition, testing, implementation, maintenance and disposal of systems and infrastructure will meet the organization's objectives.	□ Evaluate the design implementation and monitoring of physical access controls to ensure that information assets are adequately safeguarded. □ Evaluate the processes and procedures used to store, retrieve, transport and
Tasks Evaluate the business case for the purposed system development/acquisition to	dispose of confidential information assets. 6. Business Continuity and Disaster Recovery.
ensure that it meets the organization's business guals. [Inhalms the project management framework and project governance practices to ensure that business objectives are achieved in a conteffective manner, while managing tasks to the organization.	Provide assumance that, in the event of a disruption, the business continuity and disaster recovery processes will ensure the timely resumption of IV services, while minimizing the business impact.
Perform reviews to ensure that a project is progressing in accordance with project	Tasks
plans, is adequately supported by documentation and its status reporting is accurate. Biodinate proposed control mechanisms for systems and/or infrastructure during specific ration, development/sequisition and testing to ensure that they will provide	□ Evaluate the adequacy of backup and sesting provisions to ensure the availability of information required to resume processing. □ Evaluate the organization's disselve scowery plants ensure that it enables the
safe guards and comply with the organization's policies and other requirements. [In all that the processes by which systems undo rinfrastructure are developed/acquired and tested to ensure that the deliverables meet the organization's objectives.	recovery of 17 processing capabilities in the event of a disaster. [Evaluate the organization's business continuity plan to ensure its ability to continue essential business operations during the period of an II' disauption.

送付方法

- 1.申請書を完成させ、証明者の署名を受けた後大学の卒業証明書等を付けて、本部のCertification Coordinator 宛に郵便か e-mail(certification@isaca.org)か Fax で、まとめて送付する。
- 2.卒業証明書は、原則として英語で。(日本語の場合は、英語の注記が必要だと思われる)