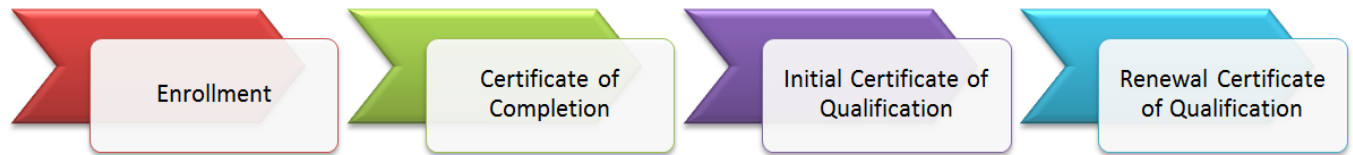




# Internal Auditor Certification Process

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## Enrollment

- Complete an application form from the webpage and submit it
- BCFSC administration team reviews your application and makes a decision to:
  - approve or not
  - accept challenges for online theory, or classroom workshop requirements

## Certificate of Completion

- Complete 14 hours online theory:
  - 1001 - Introduction to Online Learning Environment (optional)
  - 1143 - Describe Documentation for Auditors
  - 1144 - Describe Regulations, Legislation and Codes related to Auditing
  - 1145 - Describe and Apply Communication for Auditors
  - 1146 - Describe Professional Attributes for Auditors
  - 1147 - Describe Workplace Attributes for Auditors
  - 1149 - Conduct a System Audit
  - BASE Auditor Pre-Classroom Exercises
- Complete 7 hours Classroom Workshop
- Complete 1-2 hour Competency Conversation within 3 months of Classroom Workshop

## Initial Certificate of Qualification

Within 3 years of achieving your Certificate of Completion:

- Submit student audit, which may be subject to a verification process

## Renewal Certificate of Qualification

Within 3 years of achieving your previous Certificate of Qualification (Initial or Renewal):

- Complete 2 audits including any student audits, which may be subject to a verification process
- Complete 7 hours refresher training

Failure to meet program requirements will result in a need to re-take your Initial Certificate of Completion. If there are extenuating circumstances, please discuss with SAFE Companies.