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Instructions for the Establishment of Certification Programmes at the International Anti-Corruption Academy

LIST OF RELEASES:

1. First release issued by the Dean on **15 December 2025**.

1 General Provisions

1.1 The present Instructions set out the rules applicable to the certification programmes of the International Anti-Corruption Academy (IACA).

1.2 These Instructions are released under the general authorization given to the Dean in Regulation 1.3 of the Regulations for Education and Research, for the implementation of Regulation 5, paragraphs 1 and 2 of the Regulations for Education and Research.

1.3 The Dean or its duly authorized representative may, in well-justified circumstances and within the limits set out in the Regulations for Education and Research, deviate from these Instructions in the interest of IACA.

2 The IACA Certification Programmes

2.1 The IACA certification programmes are designed to attest the advanced professional standards and competencies of participating professionals. These programmes assess each professional's expertise in a range of relevant disciplines, including integrity, anti-corruption, compliance, and related areas, and award certification to those who demonstrate the essential knowledge and skills in these fields.

2.2 The objective of the certification programmes is to certify professionals by assessing their specific competencies according to the objectives of the programme as specified in its *curriculum*.

2.3 The *curricula* of all programmes are included in the Annex and may be revised by the Certification Committee as deemed appropriate. A revision of the Annex does not constitute a revision of the present Instructions.

2.4 The standards of behaviour applicable to academic programmes at IACA are also applicable to these programmes.

3 Programme Management

3.1 The governance structure of IACA's certification programmes is comprised of the Dean, the Certification Committee, and the Programme Coordinator.

The Dean

3.2 The Dean is responsible for the day-to-day management of IACA and all its programmes.

3.3 The Dean has ultimate responsibility for the certification programmes and undertakes functions as outlined in these Instructions. This includes the discretion to replace members or fill vacancies on the Certification Committee, or staff, as necessary.

Certification Committee

3.4 The Certification Committee is responsible for:

a) establishing the *curricula* of the certification programmes;

b) selection of lecturers;

c) consideration of participants' requests for rescheduling the exam;

d) assessing and deciding on complaints submitted by participants against exam questions and/or their answers;

e) assessing and deciding on exam incidents reported by exam proctors;

f) deciding on the award or revocation of a certification.

3.5 The Certification Committee is comprised of three members: the Dean or its duly authorized representative, the Head of the Training and Capacity Development Department, and the Head of the Research and Analytics Department.

3.6 The Dean is the chair of the Certification Committee. Where the Dean sends its duly authorized representative to a meeting of the Certification Committee, the Dean shall also appoint the Chairperson of the meeting. In the absence of such an appointment, the Certification Committee shall deliberate and elect the Chairperson for that meeting.

3.7 Decisions of the Certification Committee shall be taken by consensus. If consensus cannot be reached, decisions may be made by majority vote. In the event of an equality of votes, the Chairperson shall have a casting vote. The report of the meeting shall indicate all the votes.

Programme Coordinator

3.8 The administration of these programmes will be the joint responsibility of the Research and Analytics department and the Training and Capacity Development department.

3.9 The Head of the Research and Analytics department, or in its absence, the Head of the Training and Capacity Development department, is the Programme Coordinator.

3.10 The Programme Coordinator is primarily responsible for admission of participants and has overall responsibility for managing and implementing all certification programmes, including the selection of questions for the written exams.

4 Eligibility

4.1 The certification programmes are open to all professionals currently working in, or aspiring to work in integrity, anti-corruption, or compliance roles.

4.2 To be eligible for admission to a certification programme, applicants must meet the following criteria:

a) a bachelor's degree from a recognized post-secondary education institution;

b) professional experience relevant to the selected programme, as specified in the relevant *curriculum*.

5 Application and Admissions

5.1 Applicants must complete the electronic application form available on IACA's website and submit a copy of their passport, along with any other documents required to prove their eligibility, as determined in the relevant *curriculum*.

5.2 The Programme Coordinator, or its duly authorized representative, will assess applications received against the requirements established for the specific programme.

5.3 Eligible applicants will be notified via email and invited to complete their enrolment in the programme by paying the programme fee within five working days from the date the email is sent.

5.4 Applicants who fail to pay the programme fee within the period specified in Section 5.3 will not be enrolled in the programme but may reapply for the certification programme by submitting the documents outlined in Section 5.1.

6 Structure of the Certification Programmes

6.1 The *curricula* of the certification programmes shall be developed in accordance with international standards, guidelines, recommendations, and best practices in respective fields.

6.2 Each certification programme consists of two mandatory parts:

a) the training course;

b) the written certification exam.

6.3 Participants have a period of two years and up to five attempts to pass the exam for a specific certification programme.

6.4 Participants who fail to pass an exam within five attempts or two years – whichever occurs first – will no longer be eligible to retake further exams. In such cases, a six-month cool-down period must be observed before reapplying for the same certification programme.

7 The Training Course

7.1 The training course may include live sessions, interactive discussions, recorded lectures and reading materials. The course schedule must be designed to enable participants to prepare for the exam while balancing work commitments and accommodate different time zones.

7.2 Participants must attend at least 75% of the training course to be eligible for the written certification exam.

7.3 Participants who miss more than 25% of the training course may join the next available training course and attend exclusively the sessions they previously missed. After completing the missing sessions, they will become eligible to take the written certification exam.

7.4 Participants will have access to the IACA e-learning platform until the day before the first scheduled written certification exam.

7.5 If a participant retakes the exam (see Section 11.2), access to the complete course will be reinstated on the day following IACA's receipt of the retake exam fee, and will remain available under the same conditions described in Section 7.4.

7.6 Participants attending specific sessions (see 7.3) will have access only to the materials relevant to those sessions, under the same conditions described in Section 7.4.

8 The Written Certification Exam (Exam)

8.1 The exam will consist of a multiple-choice test, as established in the relevant *curriculum*.

8.2 The exam will include two types of multiple-choice questions: single-response and multiple-response, as indicated in the question header. For multiple-response questions, all valid options must be selected for the response to be considered correct.

8.3 The pass grade for the certification exam is 75%.

8.4 To maintain the integrity of the exam, IACA will not disclose the questions, answer key, or details regarding correct or incorrect responses to participants.

8.5 The exam will be recorded and monitored by exam proctors. IACA will retain these recordings for internal consultation and documentation purposes only and will not share them with participants.

Dismissal from the exam

8.6 The exam proctor may dismiss a participant from the written exam at any time if the participant engages in any of the following behaviors:

a) creating a disturbance during the exam or behaving in an abusive or uncooperative manner;

b) turning off the camera and/or the microphone during an online written exam;

c) giving or receiving assistance on the exam, or being suspected of doing so;

d) attempting to take photos or screenshots of the exam questions;

e) attempting to take the exam materials or notes from the testing room;

f) attempting to take the exam on behalf of another person;

g) possessing or consulting unauthorized notes or materials during the exam.

8.7 The exam proctor shall report the incident to the Certification Committee, which will assess the case and make a final decision, as follows:

a) If the Certification Committee upholds the proctor's decision, the participant's exam score will be invalidated and the course fee forfeited;

b) If the Certification Committee rejects the proctor's decision, the participant will be invited to retake the exam at no cost, without prejudice to the total number of allowed attempts (see Section 6.3).

Written Exam Questions – Database and Review

8.8 IACA will maintain and regularly review a database of questions and proposed answers, which will be randomly selected for the written exams.

8.9 Should IACA find a question to be inaccurate, IACA shall review such a question and decide on amending it as appropriate.

8.10 If a question which is found inaccurate was included in a written exam applied within the past five working days, participants' results must be revised accordingly.

8.11 Where a revision of a question results in a change in question type (from single to multiple response, or vice-versa), the question shall be invalidated and one point awarded to all participants who took their written exam within the past five working days prior to the decision.

9 Complaint

9.1 Participants may share their grievances with IACA via email (certification@iaca.int), indicating the subject as “complaint”.

9.2 The Certification Committee will review all the complaints and provide a response to the participants within five working days. The Certification Committee will not disclose any details related to exam questions and answers (see Section 8.4).

10 Exceptional circumstances

10.1 A participant may request consideration of rescheduling the exam in the following exceptional circumstances:

a) a medical emergency on the day of the exam, which prevents the participant from commencing or completing the exam;

b) technical difficulties which prevent the participant from accessing or completing the exam.

10.2 The request must be sent to the email certification@iaca.int within ten calendar days of the missed exam and must include a description of the exceptional circumstance along with supporting documentation.

10.3 The Certification Committee will assess the request and respond within five working days. If the request is approved, the missed exam will not count toward the five permitted attempts.

11 Exam Results and Retaking

11.1 Within ten working days IACA will email participants their electronic exam score report (report). The report will indicate “pass” or “fail” and provide raw scores for each content area of the exam. Hard copies of the report will not be provided.

11.2 In the event of a “fail” report, the participant will receive instructions regarding the next available exam dates, along with a link for registration and payment of the exam fee.

11.3 Participants who receive a “pass” report may not retake the exam, except in cases of certification renewal (see Section 13) or new certification following the expiry of a previous one (see 12.5).

12 Certification

12.1 Participants who complete the training course and pass the written certification exam will receive a certificate from IACA, valid for three years from the date of issue.

12.2 The certificate will be issued in electronic format only. Participants who wish to receive a hard copy of the certificate must pay an additional fee, as outlined in IACA’s legal framework.

12.3 Certified professionals will be allowed to use the designation specified in the relevant programme curriculum.

12.4 Certified professionals are responsible for monitoring the validity of their certificate and ensuring timely renewal.

12.5 Once the certificate expires, the individual will no longer be considered an IACA certified professional. Consequently, the professional will no longer be allowed to use the designation and must apply as a new participant to obtain certification again.

Revocation of a certification

12.6 IACA may revoke a certification at any time on any of the following grounds related to the certified professional:

a) intentional misrepresentation of information related to eligibility for a certification;

b) engagement in any of the behaviors listed in Section 8.6;

c) criminal conviction;

d) administrative conviction for a breach in the areas of anti-corruption, integrity, or compliance.

12.7 Upon becoming aware of any circumstances outlined in Section 12.6, the Certification Committee shall initiate a verification procedure. The certified professional shall be notified in writing, via the email address on record with IACA, of the allegations and the evidence supporting them.

12.8 The certified professional has the right to submit a written response to the allegations, including any supporting evidence, within fifteen days from the date of notification.

12.9 The Certification Committee shall review all submissions and evidence available and take a decision in accordance with Section 3.7. A decision of the Certification Committee to revoke a certificate is final and not subject to review or appeal.

13 Certification Renewal

13.1 To renew a certification, certified professionals are required to:

a) participate in a short training course;

b) pass the written certification exam.

13.2 IACA certified professionals wishing to renew their certification must fill out an electronic application form available on the IACA website and submit the required documents to prove their eligibility.

13.3 Upon confirming eligibility, IACA will send an email inviting the certified professional to complete enrollment in the programme by paying the programme fee within five working days of the date the email was sent.

13.4 The rules applicable to the initial certification apply, with necessary modifications, to certification renewal, including the two-year and five-attempt limit.

14 Programme Fee

14.1 Although participants may attempt the exam up to five times (see Section 6.4), the certification programme fee or the certification renewal fee covers only the training course and one exam attempt.

14.2 Except in cases of rescheduling an exam due to exceptional circumstances (see Section 10), participants must pay an additional fee for each subsequent exam attempt.

15 The IACA's Register of Certified Integrity, Anti-Corruption and Compliance Professionals

15.1 Certified professionals will be listed in IACA's Register of Certified Integrity, Anti-Corruption and Compliance Professionals.

15.2 IACA reserves the right to publicly confirm the certification of any individual who has become an IACA certified professional. Certification may also be confirmed upon third-party request for due diligence purposes such as current or prospective employees or regulatory bodies.