



# Professional Auditors Institute, Inc. PAI.

Applicant Information for membership of Professional Auditors Institute.

## IMPORTANT: ESPECIALLY FOR YOU TO COMPREHEND.

The Institute's Professional Certification Programme presents an arrangement and levels for the certification of Professional Auditors Institute-PAI practitioners and managers and related authorities passing through a strict evaluation practice. The certification foundation is a set of standards - the PAI Certification criterion for Audit professionals awarding Professional Public Auditor-PPA.

Membership at the Institute is open to all Audit practitioners and managers and people in associated disciplines at all levels of understanding and capability. Within this context there are different grades of membership to reflect the different levels of experience and capability (refer to Membership Classes and Criteria details within this application). In addition, membership is open to individuals in business and with connections related disciplines.

There are Five certificated grades of professional membership; Fellow, Member, Specialist, Associates and student. The grade of Associate is uncertified(Ref.) Regarding membership category fees refer to Item 6.

- 🚩 Fellow has the right to use the designation letters FPPA
- 🚩 Associate Fellow has the right to use the designation letters AFPPA.
- 🚩 Member has the right to use the designation letters MPPA.
- 🚩 Corporate Member is institutional and has the right to use the designation letters CMPAI
- 🚩 Member has the right to use the designation letters MP AI
- 🚩 Specialist has the right to use the designation letters SMPAI
- 🚩 Associate has the right to use the designation letters Assoc.PAI.
- 🚩 Student Member has the right to use the designation letters SMPAI.

This form contains Guidelines for request to apply in conjunction with PAI practitioner certification principle guidelines. In completing an application, follow the criteria to complete the form consistently which **will be used to assess as evidence an applicant provides against the certification criteria.**

### All prospective members must complete the following:

- 🚩 Part 1: Personal Information including provision of a current curriculum vitae / resume;
- 🚩 Part 2: Membership Application Form;
- 🚩 Part 3: Professional Qualifications and Membership of Other Professional Bodies;
- 🚩 Part 4: Request for Referees;
- 🚩 Part 5: Membership Application Assessment Fee and Payment;

Applicants must ensure all sections of the application form have been completed. This should include a clear indication where there is no information left to support a particular area within the application rather than leaving a blank/empty space.



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The membership application will be assessed once payment of the application process assessment fee has been received. When your application is approved, you will be advised to pay annual membership fees and a certificate in that respect will be issued.

Membership Grade	Experience	Referees	Criteria	Entry Method
<b>FELLOW</b>	A minimum of (five) continuous years of full time experience either as an Audit practitioner or in a related discipline	2 nominations from Statutory members of the PAI or holders of other accountancy qualifications.	Currently working as a an Audit professional practitioner or in a related discipline	Assessment by a Panel of FPAI based on evidence supplied by applicant and sponsors
<b>MEMBER</b>	A minimum of 3 (three) continuous years of full time experience working in Audit professional	2 (Two). 1 (One) of which must be from a current and relevant manager	Currently working as an Audit professional practitioner or in a related discipline.  Have a thorough knowledge and experience of all PAI certification standards.	By scored assessment based upon evidence supplied by the applicant and validated by referees.
<b>SPECIALIST</b>	A minimum of 3 (three) continuous years full time an Audit professional experience either as a specialist Audit professional practitioner or in a related discipline.	2 (Two). 1 (One) of which must be from a current and relevant manager.	Currently working in a an Audit professional related discipline.  Must hold professional membership of or qualification certification, by a relevant professional body in an associated discipline.	By scored assessment based upon evidence supplied by the applicant and validated by referees.
<b>ASSOCIATE</b>	Less than 3 (three) continuous years of full time experience either as an Audit professional practitioner / manager or in a related discipline.	None	Applicants should have an interest in an Audit professional management and support the aims of the PAI .	Submission of a general application form.
<b>CORPORATE MEMBER</b>			Applicants should have an interest in an Audit professional management and support the aims of the PAI.	



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Once an application has been assessed the applicant will be advised if they have been successful. Where an applicant has not been successful in achieving the grade for which they have applied, they may be offered an alternative grade of membership and invited to reapply when they have gained more experience.

If successful, the applicant will be invoiced for their first year's membership fees. Once payment of the membership fee has been received they will be entered on the Institutes Register of Members and a certificate of membership forwarded to them. New members have 14 (fourteen) days in which to pay their first year fees and confirm their membership.

PAI seeks to comply with the Protection of Personal Information Act of Uganda in handling personal and sensitive information. Every effort is taken to protect and secure information supplied to the Institute by individuals or organisations including membership applications. If you have any queries or concerns regarding the processing of data by the organisation you should contact the Institute. For security purposes all evidence supporting an application will be destroyed after assessment.

### **APPLICATION DECLARATION:**

I hereby apply for membership of the Professional Auditors Institute ("PAI") in accordance with and subject to the policy and regulations of PAI in respect of such applications.

I certify that the information provided by me within the application form and process is true, complete and accurate to the best of my understanding and conviction.

I recognize that if any information provided by me to support my application is found to be knowingly incorrect, the application shall be void and the application administration and processing fee will be forfeited and no certification will be awarded.

I concede that the PAI reserves the right to verify and/or validate any of the information provided by me in this application for membership at PAI.

I acknowledge that the decision as to whether my application is successful and if I qualify for professional certification as a member of PAI is solely and exclusively with the PAI and that their decision is final and binding. Within this context I hereby agree to hold the PAI, its officers, directors, assessors, employees and agents, free from any complaint, claim or damage arising out of any action(s) or omission(s) by any of them in connection with this application for certification of PAI.

I have read and understand the above statements and intend to be fully and legally bound by them.

### **Membership Grades and Criteria.**

**APPLICATION GUIDANCE:** Please read cautiously to ensure the application forms are correctly complete.

**PAI PRACTITIONER COMPETENCY CERTIFICATION STANDARDS** These are the 6 Professional PAI Practitioner Certification Standards against which your application will be assessed. They are divided into 6 (six) areas of competency that are based upon and reflect the PAI Life Cycle.

**A copy of the PAI practitioner competency certification standards can be obtained from the PAI website and should be referenced in completing this application form.**



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Applicants for MPAI membership grade need to demonstrate understanding and experience within all areas of competency in audit, accounts and controls.

Applicants for SPAI membership grade need to demonstrate understanding and experience within their specific area(s) of practitioner competency that relates to the applicants PAI specialism e.g. Risk Management, Training, Auditing, Emergency special audit Planning as early warning systems, cyber security and environment and IT. Within this context some specialists will of necessity be able to provide evidence of skills in more areas of competency than others in narrower PAI specialisms. The SPAI grade is also required to provide evidence of professional qualifications within their area of PAI competence and membership of other professional organisations and institutes.

### **Years of Service:**

This represents the number of years of experience that an applicant has within each area of competency certification standards.

### **Higher Education:**

This provides information concerning higher education study in relevant competencies and skill areas. It is usual that such an award will be accredited and run by a University or similar organisation and a certified copy of a higher education award must be forwarded with the application.

### **Formally Assessed Training:**

This relates to training courses where the quality controls and content of the course have been independently assessed and /or accredited by a recognised approval and/or accreditation body e.g. PAI approved trainer and training course such as COBIT, CFA, CIA or ACFE, or any other certification body. Where available, a certified copy of the course certification and/or qualification certification must be forwarded with the application.

### **Unassessed Training:**

This relates to training courses that are not formally assessed e.g. courses where attendance only is required. Where available a copy of an attendance certificate must be forwarded with the application.

### **Continuous Professional Development (CPD)/ Continuing Educational Audit Skills**

#### **Development –CEASD:**

This applies to attendance at conferences and short seminars concerning PAI or associated disciplines.

#### **Experience:**

This is a key part of the application where applicants must provide evidence validated by a referee of their work experience; where they have personally carried out the work within each key skill area of each competency.



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Current Employment			
Company Name			
Company Postal Address			
Company Physical Address			
Telephone Number			
Fax Number			
Email Address			
Position in Company			
Preferred Correspondence address (Tick)	Home	Work	Email.

## Assessment Process:

An assessment panel will carefully consider the evidence supplied by the applicant and allocate an appropriate membership grade based on evidence supplied within the form and supporting documentation. Where an assessor considers there may be a conflict of interest they will immediately withdraw from the assessment process and another assessor shall be appointed

The assessor's decision is final. Any feedback and comments made by the assessor in response to the application will be passed on to the applicant.

**PART 1: PERSONAL INFORMATION** Applicants must also provide a current curriculum vitae /resume.

## PART 2: MEMBERSHIP APPLICATION FORM

Applicant Name:	
Membership level/ grade applied for:	
Application Date:	
Preferred Name on Certification:	



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Please answer the following questions as comprehensively as possible providing additional information to support your application if necessary. **This form and any supporting documentation will form the basis of your assessment.**

The outcome of your assessment will determine which grade of membership you will be offered. Remember that you should record your expertise in **each** of the six (6) separate Competency Areas to establish the most comprehensive skill profile stating both quantity and quality.

### YEARS EMPLOYED IN PAI .

Indicate the number of year's experience that you have in each area of competency. With the exception of Fellowship Membership Grade you will need to have achieved at least 3 (three) years in each area of competency and be able to fully evidence this experience.

### 2.1 HIGHER /PROFESSIONAL EDUCATION:

Please indicate the Higher Education qualifications you wish to claim within each area of *competency*.

<b>Competency Skill Area</b>	<b>Higher Education Qualification</b>
1. PAI Policy, Corporate Strategy and Programme Implementation.	
2. Understanding the Organisation.	
3. Determining Audit Skills development Strategy.	
Developing and Implementing a	
4. PAI automatic Response to business	
5. Exercising, Maintenance and Review.	
6. PAI Programme Management.	



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***Certified photocopies of degree certificates or diplomas must be provided for the higher education to be accredited within the application assessment process.***

### 2.2 FORMALLY ASSESSED TRAINING:

Please indicate any formally assessed training courses that you wish to claim within each area of competency FOR exemptions..

***Certified photocopies of attendance and/or qualification must be provided for the training/qualification to be accredited as formally assessed training within the application assessment process.***

Competency Skill Area	Formally Assessed Training and / or Qualification
1. PAI Policy, Corporate Strategy and Programme Implementation	
2. Understanding the Organisation	
3. Determining Professional Audit Management Strategy	
4. Developing and Implementing a PAI automatic Response to business	
5. Exercising, Maintenance and Review	
6. PAI Programme Management	

### 2.3 UN-ASSESSED TRAINING:

Please indicate any un-assessed training courses that you wish to claim within each area of competency.

***Where possible certificates or evidence of attendance of a course must be provided for the training to be accredited within the application assessment process.***

Competency Skill Area	Un-assessed Courses Attended
7. PAI Policy, Corporate Strategy and Programme Implementation	
8. Understanding the Organisation	
9. Determining Professional Audit Management Strategy	
10. Developing and Implementing a PAI automatic Response to business needs	
11. Exercising, Maintenance and Review	
12. PAI Programme Management	



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## 2.4 CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)/ CONTINUING AUDIT EDUCATION DEVELOPMENT (CAED):

Please indicate any continuous professional development event(s) that you wish to claim within each area of competency.

**Where possible certificates or evidence of attendance must be provided for the CPD to be accredited within the application assessment process.**

Competency Skill Area	CPD/CAED Events Attended
1. PAI Policy, Corporate Strategy 2. and Programme Implementation	
3. Understanding the Organisation	
4. Determining professional Audit Management Strategy	
13. Developing and Implementing a PAI automatic Response to business	
5. Exercising, Maintenance and Review	
6. PAI Programme Management	

## 2.5 EXPERIENCE

Please indicate your knowledge, experience and expertise in each Competency Area by each skill area in each competency. The next minimum information and detail should be provided within each competency. Applicants should be as explicit and detailed as their organisation will allow on the extent of your involvement in each area of competency and provide the following information in respect of each example provided to support the experience in each skill area of each competency:

- ✚ **The number of times carried out e.g. completed BCOM, BSC. Accounting, BBA's.**
- ✚ The applicants role, responsibility and involvement as either the leader or member of a team;
- ✚ What was done / performed including the scope?
- ✚ How was it carried out e.g. methodology, any standard(s) and tools used?
- ✚ When was it done? Please state clearly period it was performed e.g. June 2019 to Jan 2020.
- ✚ Where possible the provision of documentation as supporting evidence.





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**Applicants should use additional pages where necessary.**

**The following is an example of how information and evidence can be provided for each example used to support the application.**

## **Gidlind Professional Business Consulting Services -GPCS (South Africa):**

1. Role: PAI Project Team leader
2. What was done?: Create organisation PAI Policy and Programme in line with BS 25999-1 and BS 25999-2 that integrates with other policies within the organisation's enterprise risk management programme .
3. When was it done?: e.g, January, 2012 to February, 2012.
4. How was it carried out?
  - ✚ Establish a PAI Steering Work Group; roles and responsibilities, organisation chart and membership;
  - ✚ Define the scope, aim, objectives, limitations and exclusions of the PAI policy and programme;
  - ✚ Define PAI methodology as process for implementation;
  - ✚ Define a mission statement and PAI Principles;
  - ✚ Define governance framework;
  - ✚ Define ERM continuation process. Define Minimum Standards to be adopted

## **1. PAI Policy, Corporate Strategy and Programme Implementation**

*Note: please refer to the PAI Certification Standards for Professional Public Auditor practitioners when providing evidence or examples in respect of the key skill requirements of this area of competency.*

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## **3. Determining Audit Management Strategy**

*Note: please refer to the PAI Certification Standards for Professional Public Auditor practitioners when providing evidence or examples in respect of the key skill requirements of this area of competency.*



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## 4. Developing and Implementing a PAI Response

*Note: please refer to the PAI Certification Standards for Professional Public Auditor practitioners when providing evidence or examples in respect of the key skill requirements of this area of competency.*

## 5. Exercising, Continuance and Review

*Note: please refer to the PAI Certification Standards for Professional Public Auditor practitioners when providing evidence or examples in respect of the key skill requirements of this area of competency.*

## 6. PAI Programme Management

*Note: please refer to the PAI Certification Standards for Professional Public Auditor practitioners when providing evidence or examples in respect of the key skill requirements of this area of competency. ( PAI certification programme is a post graduate entry undertaking)*

5. A copy of the PAI Policy and Programme is provided with application.

### PART 3: PROFESSIONAL QUALIFICATIONS AND MEMBERSHIP OF OTHER PROFESSIONAL BODIES

Please indicate in the space below professional\* membership of or qualification certification, by a relevant professional body in an associated PAI discipline.

Certified Photocopies of qualification certificates providing proof of membership and/or qualification certification **must** be provided.

Professional Qualification Certification	Awarding Institute	Year Attained	Valid Until



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Competency Skill Area	Relevant Professional Membership Body and /or Certification
1. PAI Policy, Corporate Strategy and Programme Implementation	
2. Understanding the Organisation	
3. Determining Professional Audit Management Strategy	
14. Developing and Implementing a PAI automatic Response to business	
4. Exercising, Maintenance and Review	
5. PAI Programme Management	



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## PART 4: REFEREES

Please give details of two Referees who will be able to supply a reference to the Institute regarding your professional experience and competence.

At least one of the referees should be your current direct line manager or a recent client for whom you currently work or a member of the Institute who can support your application.

The Institute will only contact the referees via email asking them to validate the evidence supplied with your application after your application has been assessed.

Referee 1: Personal Details	
Name	
Position/Job Title	
Company Name	
Company Physical Address	
Mobile Number	
Email Address	
PAI Membership Number	
Relationship to Applicant	

Referee 2: Personal Details	
Name	
Position/Job Title	
Company Name	
Company Physical Address	
Mobile Number	
Email Address	
PAI Membership Number	
Relationship to Applicant	



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## **PART 5: MEMBERSHIP APPLICATION ASSESSMENT FEE AND PAYMENT**

There is a non-refundable membership application assessment fee of **USD \$65** (Sixty Five Dollars only) Dollars to process and assess each membership application. This is not an annual subscription.

The fee must be paid in full prior to forwarding a membership application to PAI Authority. An application will not be process until proof of payment of the fee has been received.

### **Method of Payment for Membership Application Assessment**

Payment of the relevant fee must be paid only to the institute account.

**Proof of payment must accompany this application form.** \* NB applications will not be processed until payment has been received

A copy of the deposit slip/ proof of payment must be faxed to the PAI and a copy enclosed with the application form together with any other supporting documentation (see application checklist below).

## **Contact Details**

Professional Auditors Institute:

PO Box, 27584, Kampala, UGANDA, EA.

Fax: +

Email: richardgudoii@painst.com

## **Application Checklist:**

**No application can be processed without the following:**

- General Application
- Supporting Evidence
- Two referees
- Current CV/Resume
- Proof of Application Fee Payment

**Submit online press button**

**Please email completed application documentation as set out in the application checklist above to [Info@painst.com](mailto:Info@painst.com).**

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## PART 6

CATEGORY OF FEES APPLIED	AMOUNT UNIT COST	Tick Your Choice
<b>PPA Program</b>	<b>\$</b>	
Application for PPA Exam fees	\$55	
Examination Admin fees.	\$150. Each course	
Accreditation fees annually for trainers	\$4500	
Exemption fees	\$1250-Level 1; \$1600-Level2; \$2000-level 3	
Full Exemption up-to level 3.	\$3750	
<b>Membership fees:</b>		
Application fee.	\$65	
Annual Subscription Fees.	\$195	
Charter Members only.	\$350	
Corporate members.	\$1250	
Institutional Member	\$650	
Full membership (PPA).	\$750	
Student member.	\$80	
Associate Member	\$250	
Regular or Ordinary Member	\$130	

- 🚩 Fellow has the right to use the designation letters FPPA
- 🚩 Associate Fellow has the right to use the designation letters AFPPA.
- 🚩 Full Member has the right to use the designation letters MPPA or PPA.
- 🚩 Corporate Member is institutional and has the right to use the designation letters CMPAI
- 🚩 Ordinary Member has the right to use the designation letters MPAl
- 🚩 Specialist has the right to use the designation letters SMPAI
- 🚩 Associate has the right to use the designation letters Assoc.PAI.
- 🚩 Student Member has the right to use the designation letters SMPAI.

## MANAGEMENT



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- (1) Sponsors support the Society's efforts to promote PAI and audit membership from all parts of the world and help subsidize reduced memberships are welcome to partner with the audit institute.
- (2) Reduced dues rates may be tied to per capita which are revealed in the annual World Bank Development Report. The Groups relate to a country of residence.
- (3) Other groups that can meet membership's requirements shall be communicated to all from time to time.

PAI/PPA Membership runs on a calendar year, January - December.

Below are the PAI/PPA membership categories and dues. When you join, you will receive all member privileges and publications for the period up to the next due date. Member will regularly receive publications and timely reminders of your membership year shall be communicated.

*All members receive the Audit Focus journal online. Members have the option of also selecting to receive a print copy of the journal.*