

Commitment to Training

The VSU Internal Audit office is an avid and active supporter of continuing professional education (CPE) and Internal Auditor Training. Continuing education is good for both the audit staff and the internal audit activity. VSU's internal auditing activity has a training program that provides staff with the means to maintain current skills, learn new methods and develop new skills.

The main goal of the VSU Training program is to obtain, retain, and maintain possession of the knowledge, skills, and other competencies needed to perform individual responsibilities and continually improve proficiency, effectiveness and quality of services to the University all in concert with the adherence to the Institute of Internal Auditing (IIA) Attribute Standard 1210 for Proficiency and 1230 for Continuing Professional Development. To achieve this goal training is viewed as a continuing program.

The skills and experience of each staff member will be formally assessed and training objectives established during the first 30 days of employment and reviewed annually thereafter. The attainment of these training objectives will be considered during staff members' annual performance review and evaluation.

Sponsored Training and Professional Development

Each auditor is required to complete a minimum of 40 CPEs each fiscal year. Auditors can, but are not limited to, obtain training from the following sponsors offering industry conferences, symposiums, webcasts, self-study, and specialty topics:

- Institute of Internal Auditors (IIA) and regional chapters
- Virginia Department of Accounts, Division of the State Internal Auditor (DSIA)
- Annual College and Universities Auditors of Virginia (CUAV) Conference
- Virginia Society of Certified Public Accountants (VSCA)
- Information Systems Audit and Control Association (ISACA)
- Association of Government Accountants (AGA)
- Association of Certified Fraud Examiners (ACFE)
- National Association of College and University Business Officers (NACUBO)
- National Association of State Auditors, Comptrollers and Treasurers (NASACT)
- National State Auditor's Association (NSAA)
- MIS Training Institute
- USDA Graduate School
- Virginia Information Technologies Agency (VITA)

Time will also be allotted for On-the-Job training and VSU-Sponsored training to learn new systems and procedures as well as the opportunity to attend formal training in a class room setting. To supplement, the Internal Audit Department maintains a current library inventory of reference books, technical magazines, and industry guidance, inclusive of active listserv resources, to enhance staff knowledge and provide value to the University.

A list of recommended and desired training for each position is available. This list is not intended to be all inclusive, but as a guide for training requirements and desired skills for each office member. The list will be periodically reviewed and changes made as needed.

Educational Reimbursement for Advanced Degrees and Professional Examinations

With advance approval, educational reimbursement to obtain an advanced degree external to the University's degree offerings that is directly related to the auditor's position can be available based on the University's eligibility requirements. Similarly, tuition waivers can be sought through the University's academic curriculum under University Policy #803.

With advance approval, Virginia State University will reimburse employees who acquire professional certifications related to their duties and profession. Upon successful completion of the professional examination, only the cost of the examination will be reimbursed to a full-time employee under University Policy #5502.

Professional Memberships

Membership and participation in professional organizations is encouraged. Additionally the office will pay the cost of membership in professional organizations that relate to Auditing, Higher Education, and Information Technology associations under University Policy # 5501.