



## COUNCIL OF THE INSPECTORS GENERAL ON INTEGRITY AND EFFICIENCY

### Admissions Policies

#### GENERAL REGISTRATION POLICIES:

- Only registrations from **CIGIE Member Training Officers** are accepted.
- Registrations are accepted as soon as the schedules are posted.
- Reporting instructions are sent 30 days prior to the start of the class.
- If you are allocated a seat and do not need it, please notify us as soon as possible to allow other OIGs the opportunity to register that seat.
- Reasonable Accommodation: The CIGIE Training Institute will work to provide reasonable accommodation to students to ensure they have an opportunity to participate within the constraints of the academic program. To make a request for reasonable accommodation, please inform the Program Manager as soon as possible, preferably at the time of registration.

#### FOR CIGIE TRAINING INSTITUTE CLASSES (AI&E, IGCIA and L&MS academies):

- Sixty (60) calendar days prior to the class start date, agencies are limited to registering three students. Any students over and above those three will be added to the waitlist. They will be registered on a first-come, first-seated basis after the 60-day deadline.
- Non-CIGIE members will be added to the waitlist and added after the deadline if space is available.
- Please note, class locations are subject to change. We will provide notice of this change as quickly as possible.

#### FOR FLETC CLASSES:

- Registrations for allocated seats are due 20 working days (approx. 30 calendar days) prior to the class. FLETC Admissions may remove those seats after that time.
- All onsite students must complete the self-registration form every six months. .

#### CANCELLATION POLICY

- The Training Institute adheres to a strict ten (10) business day cancellation policy. No credits, transfers to other classes, or substitutions will be approved 10 or fewer business days prior to the class starting date. Training Officers must immediately notify the registrar in the event a registered student is unable to attend scheduled class(es). OIGs will be billed for any resulting vacant seats.
  - For AI&E and L&MS classes, please contact the registrar at [Registrar@cigie.gov](mailto:Registrar@cigie.gov) or (202) 292-2585
  - For IGCIA and FLETC classes, please contact the registrar at [FLETCRegistrar@cigie.gov](mailto:FLETCRegistrar@cigie.gov) or (202) 308-6553
- Exceptions will be considered only in the event of a bona fide emergency, or the occurrence of circumstances beyond the individual or sponsoring agency's control. Any such requests must be endorsed at the AIG level (or equivalent) and forwarded via e-mail to the applicable Academy Director for action. Note: OIGs will not be billed in the event a waiver is granted.
- In the event of a dismissal or closure announcement by the Office of Personnel Management (OPM) for the Washington, D.C. area (or other locations where classes are being held), scheduled training programs may be cancelled. Participants should follow the guidance provided in their reporting instructions. In the case of a cancellation, your agency training officer will be notified if the training program is rescheduled.

#### COMPLAINT RESOLUTION Please contact the respective Academy Director:

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#### PAYMENT

If your agency does not have an established interagency agreement with the CIGIE TI, financial paperwork such as an SF-182 or a purchase order, should be sent to [billing@cigie.gov](mailto:billing@cigie.gov), or call (912) 267-2871 for more information.

We accept payment in the form of:

- Interagency Agreements (IPAC)
- Purchase Orders
- Standard Form 182 (SF-182)
- Government Credit Card
- Personal Credit Card

For government agency payments, an Agency Locator Code (ALC) and the Treasury Appropriation Symbol (TAS) are required.

The Registrar will not process your registration if the agency method of payment is not included on the Student Registration Form.

For Billing inquiries/concerns, please contact Donna Brooks at [billing@cigie.gov](mailto:billing@cigie.gov) or by phone at 912-267-2871.