

Four Steps to Becoming a CIAO



1 Complete the CIAO Application

Go to the “New CIAO Process” link under the “CIAO Designation” menu on the IPAI website.

Once there, click on the CIAO Application button and complete the form.

2 Request a Student Portal Account

Click the blue “Account Login” button (upper right corner of IPAI website) to open the Student Portal.

Once there, click the “Register Now” button. You will receive an e-mail confirmation when your Student Portal account has been activated.

Upon first login, you will be required to complete additional information in your Student Portal profile.

3 Register and Complete Courses

Register for courses in the Student Portal, attend the courses, and pass the exams!

Details available on “Become a CIAO” under the “CIAO Designation” menu of the IPAI website.

You have four years from the date of your first course to complete all six courses to obtain your CIAO designation.

4 Request Your CIAO Certificate

Once all courses have been successfully completed, you must request your CIAO Certificate.

Go to “New CIAO Process” under the “CIAO Designation” menu on the IPAI website. Once there, go to Step 4 and fill out the form.

Your CIAO is not valid nor reported to IDOR until your certificate request has been received.