ICAEW

How to register as an ACA student

If you're ready to register as an ACA student, this handy guide tells you how. Each step of the registration process is outlined for you, whether you are registering as a student in a training agreement, an independent student or a member of another professional body.

CLICKABLE LINKS
The online PDF version of this document has clickable links. Any text in bright red will link to a web page.

Get started

To register as an ACA student go to icaew.com/studentregistration

You will need to log in to our website to complete your registration. So, if you don't already have a username and password, please click on 'register' to continue. Complete the short online form and choose your login username and password. An email confirming your username and password will be sent to you within 24 hours.

If you already have a username and password, go to icaew.com/studentregistration and log in.

Once you have logged in, you will need to select a qualification and student category. Your qualification is the ACA and the student options you have to choose from are:

1   **Student in a training agreement**

Select this option if you have started, or have a date to start, an ACA training agreement.

2   **Independent student**

If you are going to study the ACA independently and don't already have an ACA training agreement confirmed, choose this option.

3   **Member of a professional body**

Use this option if you are already a full member of ICAB, ICAI (India), ICAP or ICASL.

Once you are registered as an ACA student you can apply for credit for prior learning (CPL) and exams. Good luck! We wish you every success with your ACA training and look forward to welcoming you as an ICAEW Chartered Accountant.

Don't forget to keep your ACA student number safe. You will need to reference it every time you contact us, apply for CPL and/or exams, or log in to your student resources at **icaew.com/dashboard**

On the following pages, please find instructions to guide you through the correct registration process for your circumstances.

1 Student in a training agreement

You have selected this option as you have already started, or you have a date to start, an ACA training agreement.

Add your educational qualifications
Add your qualifications here, you will need to select:

- qualification level
- country in which you achieved the qualification
- qualification type
- course type
- qualification
- course (your actual course may not be listed, so select the closest option)
- grade
- date of qualification.

You can add all your qualifications or just your most recent. If you are trying to register with a qualification that was obtained outside of the UK, you may receive a message saying that your qualification does not meet our minimum entry requirements. If this happens, please continue with the registration and follow the instructions on the final screen.

Training office number
Here, you need to input your training office number – your employer or principal will give this to you.
As soon as you enter the number, your employer's or principal's details will appear.

Other information
Now add the start and end date of your training agreement. If you have started your training agreement, you will only be able to go back four months when setting your start date. If you are completing this form after four months, you will need to claim credit to prior work experience, find out more at
icaew.com/priorworkexperience

Almost there. Please disclose any disability information, your ethnic origin and answer some social mobility questions.

Terms and conditions
Read through the terms and conditions, you must accept them to continue.

Your application summary
The summary of your application will now appear. Be sure to check all the details; if they're all correct, click submit.

Please allow 24 hours to receive access to your online training file. If your training agreement begins at a future date, you will only be able to access your online training file on this date.

2 Independent student

You have selected this option as you are studying the ACA as an independent student and don't already have an ACA training agreement confirmed.

Add your educational qualifications
Add your qualifications here, you will need to select:

- qualification level
- country in which you achieved the qualification
- qualification type
- course type
- qualification
- course (your actual course may not be listed, so select the closest option)
- grade
- date of qualification.

You can add all your qualifications or just your most recent. If you are trying to register with a qualification that was obtained outside of the UK, you may receive a message saying that your qualification does not meet our minimum entry requirements. If this happens, please continue with the registration and follow the instructions on the final screen.

Other information
Here you will be asked for employer details. As you are an independent student, simply enter N/A or not applicable into the company postcode, industry sector and job title fields.

Almost there. Please disclose any disability information, your ethnic origin and answer some social mobility questions.

Terms and conditions
Read through the terms and conditions, you must accept them to continue.

Your application summary
The summary of your application will now appear. Be sure to check all the details; if they're all correct, click submit.

You will then see payment options. You will need to pay for registration to complete your application (please note that all EU residents will be subject to VAT). Click on your preferred payment method and it will direct you to a secure payment server. Here you will be able to pay with a credit or debit card, in your preferred currency.

Once complete you will receive a copy of your invoice by email. Now all you need to do is email a copy of your qualifications certificate to applications@icaew.com, you will receive an email prompting you to do this.

3   Member of a professional body

You have selected this option as you are already a full member of ICAB, ICAI (India), ICAP or ICASL.

This route is for full members of ICAB, ICAI (India), ICAP or ICASL. If you have selected this route, please note that this is for registration only. You can only claim credit for prior learning (CPL) once you have completed this registration.

Add your educational qualifications

Add the details of your professional qualification. Here you will need to select:

- qualification level – you should be selecting professional membership if you have taken this route
- country awarding the qualification
- qualification – which qualification you obtained from this country
- grade – you should be selecting member
- qualification date.

Once you have added your professional qualification, you can also add other educational qualifications if you wish.

Other information

Here you will be asked to input your member number from your current professional body and how you found out about ICAEW and the ACA qualification.

You will also be asked to disclose any disability information, your ethnic origin and answer some social mobility questions.

Terms and conditions

Read through the terms and conditions, you must accept them to continue.

Please note that you must agree complete the online Ethics Learning Programme before applying for ICAEW membership and, if you are a member of ICAP, please state whether you are compliant with the ICAP CPD regulations.

Your application summary

The summary of your application will now appear. Be sure to check all the details; if they're all correct, click submit.

You will then see payment options. You will need to pay for registration to complete your application (please note that all EU residents will be subject to VAT). Click on your preferred payment method and it will direct you to a secure payment server. Here you will be able to pay with a credit or debit card, in your preferred currency. Once complete you will receive a copy of your invoice by email.

Now all you need to do is email a copy of your membership certificate and letter of good standing to applications@icaew.com