How to apply for credit for prior learning

If you have completed an academic qualification such as, a degree, Masters or a diploma or, have completed a professional qualification, you may be eligible to apply for exam credit towards the ACA qualification. Credit isn't restricted to accounting or finance degrees, so if you have covered the ACA syllabus at university, college or as part of a professional qualification, your application will be considered. This guide tells you how to apply.

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

Getting started

Before you apply for exam credits – also known as credit for prior learning (CPL) – there are a few things to remember:

- The first step is to check our online directory listing for all accredited educational institutions and professional bodies eligible for CPL.

- Don't worry if your qualification isn't listed, you can still apply.

- Before you apply for any exam credits, you must be registered as an ACA, CFAB or USS student.

- If you've started an ACA training agreement, be sure to check that your employer recognises CPL before you apply.

- Once you have sat an ACA exam, you cannot apply for credit for that particular module.

Apply for CPL with a diploma, degree or Masters

If you have completed a diploma, degree or Masters and would like to apply for CPL, you must have achieved a minimum mark of 50% in all modules relating to your application. Each module must have been assessed by at least 50% written exams and your degree transcript must be dated within the last five years.

Check the online directory

IF YOUR UNIVERSITY IS LISTED WITHIN OUR DIRECTORY, complete your application online.

Once you have completed and submitted your online application, you will need to send us evidence of the modules and grades gained (this is usually a transcript), and evidence of the qualification award (this is usually a certificate).

Once we have received your online application and evidence, your application is complete.

IF YOUR UNIVERSITY ISN'T LISTED WITHIN THE DIRECTORY, you'll need to complete an assessment form. This form will help us to determine whether the modules you have studied relate to the ACA qualification. Be sure to complete all sections which relate to the modules you are claiming credit against.

Along with the assessment form, you will need to send us evidence of the modules you have completed and grades (this can be a transcript), evidence of your award (for example, your certificate), and syllabuses and exam papers for each module relevant to your application.

Apply for CPL with a professional qualification

Applying for CPL as a member of another professional body can depend on your membership and whether you have completed certain exams.

Check the online directory

IF YOUR PROFESSIONAL QUALIFICATION IS LISTED WITHIN OUR DIRECTORY, complete your application online. Once you have completed and submitted your online application, you will need to send us supporting documents to show the professional qualification you have achieved and your exam results.

Once we have received your online application and supporting documents, your application is complete.

IF YOUR PROFESSIONAL QUALIFICATION ISN'T LISTED WITHIN OUR DIRECTORY, we may not be able to award any exam credits at this time. We may, from time to time establish new agreements with professional bodies in countries around the world. If you would like to enquire about a particular professional qualification you can email us at cpl@icaew.com.

Your supporting documents

To send us evidence or supporting documents with your CPL application, email them to cpl@icaew.com. Please note that we cannot accept screenshots of web publications or similar electronic notifications.

You can also send good-quality copies of your documents by post:
CPL ICAEW Metropolitan House 321 Avebury Boulevard Milton Keynes   MK9 2FZ

If you choose to send your documents by post, you do so at your own risk, so do not send any payments or original documents.

Check your status

You can check the status of your CPL application online. Just go to icaew.com and log in using your ACA student account details. If we are missing any documents, or require additional evidence from you, we will contact you by email. Your CPL application may take 14–21 days.

The costs

The costs for applying for CPL are:

- £70 for each Certificate Level module
- £90 for each Professional Level module

Credit is not available for the Advanced Level modules.

Please note, these fees are non-refundable.

Currently there is no charge for CPL for CCAB (ACCA, CIMA, CIPFA) and SOEL students and affiliates or, CICPA, ICAB, ICAP members. ACCA members are required to pay. Find out more at icaew.com/cpl

Have a question?

You may find your question listed within the frequently asked questions available on our website. Alternatively call or email us or ask your question via the live help on the CPL web area.

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