



HOW TO COMPLETE THE APPLICATION TO BECOME A LICENSED PRACTITIONER

Please read the notes on the front of the application form. They explain how to fill in the form. This helpsheet gives more guidance on how to complete each section.

Section 1 – Firm details

Name of firm applying

This should be the name of the firm that is applying to be a licensed practice.

Firm number

If you don't yet have an ICAEW firm number (C00xxxxxxx), leave this field blank. We will complete it for you.

If your firm has an ICAEW firm number (C00xxxxxxx), and you're applying for the firm to become a licensed practice, please give us your C00 number.

Section 2 – Individual to be appointed as a licensed practitioner

Section 5.03 of the *ICAEW Licensed Practice Handbook* sets out the criteria for who the contact principal can designate as a licensed practitioner.

To be a licensed practitioner, the individual must be:

- a member of ICAEW and hold a practising certificate; or
- a member of:
 - the Institute of Chartered Accountants of Scotland;
 - the Association of Chartered Certified Accountants; or
 - Chartered Accountants Ireland;and hold a practising certificate (or equivalent).

Section 3 – Monitoring

Please explain how the ATOL work of the applicant will be monitored.

Section 4 – Previous applications for licensed practitioner status

The concepts of a 'licensed practice' and a 'licensed practitioner' are governed by the terms of the *ICAEW Licensed Practice Handbook*. It does **not** incorporate other areas regulated or licensed by ICAEW, such as audit, DPB, insolvency or probate.

As the scheme is relatively new, we expect most applicants will answer 'No' to this question.

Section 5 – Previous status as licensed practitioner

The concept of a 'licensed practice' and a 'licensed practitioner' is governed by the terms of the *ICAEW Licensed Practice Handbook*. It does **not** incorporate other areas regulated or licensed by ICAEW, such as audit, DPB, insolvency or probate.

As the scheme is relatively new, we expect most applicants will answer 'No' to this question.

Section 6 – Maintaining competence

Please read the guidance notes on the application form.

Section 7 – Experience and knowledge

Evidence of successful completion of course

Please read the guidance notes on the application form.

To be a licensed practitioner, the individual must have:

- successfully completed the CAA ATOL training package; and
- reviewed ATOL guidance issued by CAA, including Guidance Note 10 – Advice for Accountants.

CAA ATOL training package

To register for the module, please email CAA.ARAScheme@caa.co.uk and provide the following information:

- full name;
- professional accountancy body (both the body of which you are a member and the body to which you are applying for the ARA Scheme, if different); and
- member registration number.

If you have not yet taken the course, you may still submit your licensed practitioner application. However, please note in the 'Evidence of successful completion of course' section the date by which you expect to have taken the course, and confirm that you will send us a copy of your pass certificate when you have successfully completed the course.

Assurance module of ICAEW's ACA qualification

The *ICAEW Licensed Practice Handbook* (paragraph 5.03 a. ii.) requires all licensed practitioners to have taken the Assurance module of ICAEW's ACA qualification. This is a requirement of CAA for the Licensed Practice scheme to be an approved ATOL Reporting Accountant scheme.

As members of ICAEW, ICAS, ACCA and CAI, all licensed practitioner applicants will have passed taken the ICAEW Assurance module, or will have equivalence. You do not need to send us in any additional information to prove that you have taken it and therefore the application form makes no reference to this exam.

ATOL guidance issued by CAA

You should confirm that you have read the revised Guidance Note 10 issued by CAA.

Practical experience

Please read the guidance notes on the application form.

We are looking for evidence that you understand the risks associated with ATOL work and the professional judgements that you must make as part of the engagement. You should therefore only include information relating to ATOL work.

Section 8 – Signature and confirmation of the individual to be appointed

Please read the notes on the application form.

ICAEW carries out checks on all individuals you list on this form to establish whether there are any disciplinary or regulatory issues we should be aware of. You must also provide details of all such issues. If you have any doubts about whether an issue should be disclosed, you should explain the matter in full.

Please make sure you sign the application form, type your name and date the form. We can't move your application to the approval stage without this information.

Section 9 – Signature and confirmation of contact partner

Please read the notes on the application form.

ICAEW carries out checks on all individuals you list on this form to establish whether there are any disciplinary or regulatory issues we should be aware of. You must also provide details of all such issues. If you have any doubts about whether an issue should be disclosed, you should explain the matter in full.

Please make sure you sign the application form, type your name and date the form. We can't move your application to the approval stage without this information.

Section 10 – Completion checklist

Please complete the tick list to make sure you have included all the necessary information. Applications can take up to 20 working days to be processed.