



# APPLICATION FOR CREDIT FOR PRIOR LEARNING

(cost reduction) – for those with professional qualifications only

How to apply:

- **Make sure you have paid and are registered as an independent student or are an ACA student with a training agreement**
- fill in your personal details below
- attach all the evidence required to support your application, see overleaf
- sign/date the form and return it to the address at the bottom of this page along with your supporting evidence

The award of credit is entirely at the discretion of ICAEW.

## PERSONAL DETAILS

Please complete in block capitals.

Name (title/forename/surname)

Contact address

Telephone

Email

Date of birth

DD MM YYYY

Professional qualification

Postcode/zipcode

Country

ICAEW student no

Please return completed application form to:

Credit for Prior Learning  
ICAEW Metropolitan House  
321 Avebury Boulevard  
Milton Keynes MK9 2FZ UK

I understand that by signing this form I am confirming that:

- I have passed all modules relevant to my credit application
- I accept responsibility for any further preparation that may be necessary to address knowledge gaps
- I have not previously sat the exam for which I am applying for credit
- I am already registered with ICAEW as an ACA student

Signature

Date

DD MM YY

Using your personal information. We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we may share your information with our business partners. A list of all delegates will be published and circulated at the event.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA, so if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection).

# CREDIT FOR PRIOR LEARNING

ICAEW may from time to time vary its credit for prior learning (CPL) fees for certain regions and intake routes. This application form is only for use by those applying under this route. For current information on who may be entitled to a reduction in CPL fees, please see the details on the main credit for prior learning page at [icaew.com/cpl](https://www.icaew.com/cpl)

## HOW TO APPLY

Please check our online directory for credits that are currently available [icaew.com/cpl](https://www.icaew.com/cpl)

To apply for credit for Professional Stage papers please tick the papers listed below and return both pages of the application form and supporting evidence to the address shown on the front page.

Applications may be scanned to [applications@icaew.com](mailto:applications@icaew.com)

If you have any questions about applying for credit for prior learning, please visit our website [icaew.com/careers](https://www.icaew.com/careers), email [studentsupport@icaew.com](mailto:studentsupport@icaew.com) or telephone +44 (0)1908 248 250.

### PROFESSIONAL STAGE PAPERS

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accounting           | <input type="checkbox"/> Management Information | <input type="checkbox"/> Financial Management |
| <input type="checkbox"/> Assurance            | <input type="checkbox"/> Principles of Taxation | <input type="checkbox"/> Taxation             |
| <input type="checkbox"/> Business and Finance | <input type="checkbox"/> Audit and Assurance    | <input type="checkbox"/> Financial Reporting  |
| <input type="checkbox"/> Law                  | <input type="checkbox"/> Financial Accounting   | <input type="checkbox"/> Business Strategy    |

Please tick all papers for which credit is sought.

### Supporting documents required:

- Evidence of membership with your professional body where required for award of CPL (eg, photocopy of your membership certificate)
- Details of examination passes in form of statement of achievement
- Copies of original must be sent. Internet print outs will not be accepted

**You should allow up to 28 days for your application to be processed. At peak times applications may take longer to process. To allow sufficient time for your application to be assessed, applications must be received at least four weeks before the closing date of the examination session when you intend to sit the paper.**