

HOW TO REGISTER FOR THE LEVEL 7 APPRENTICESHIP

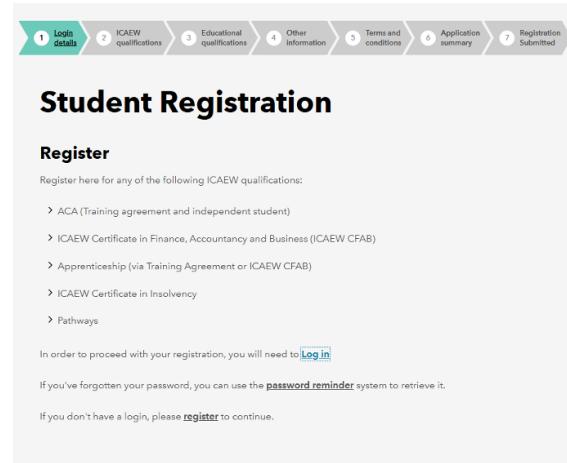


FOR STUDENTS WHO HAVE
ALREADY REGISTERED AS A
STANDARD ACA STUDENT

REGISTERING FOR THE LEVEL 7 APPRENTICESHIP: FOR STUDENTS WHO HAVE REGISTERED AS A STANDARD ACA STUDENT

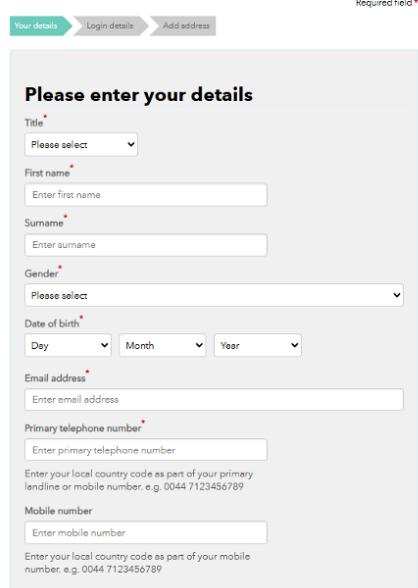
If you would like to switch from Standard ACA to Level 7 Apprenticeship, have registered incorrectly, or have switched onto the apprenticeship during your studies, you will need to re-register with ICAEW as a Level 7 apprenticeship student. This document explains how this should be done.

- 1 Go to icaew.com/studentregistration and click on 'Log in'.



- 2 You will now be asked to confirm your personal details. Make sure they are correct and amend where necessary.

Main registration form



Next

3 Log in or create your login-details and add a security question and answer.

Main registration form

Your details > Login details > Add address

Choose your log-in details

Required field *

Username *

Choose password *

Confirm password *

Security question *

Select question

Enter answer *

If you forget your password we will be able to identify you with this information.

Next **Back**

4 Once logged in, confirm your address is correct, or update your address details.

Update address details

Your details > Add address

Registered address

As your address is a business linked address, please contact the correct department to update accordingly.

If you are a student, please contact our [student support team](#).

If your firm is regulated for insolvency, audit, probate, DPB or the licensed practise scheme, please contact our [regulatory support team](#).

If your firm is unregulated, please contact our [firm's admin team](#).

Type *

Non-business

Continue student registration

5 Select 'ACA - Student in a training agreement or an ACA - Apprenticeship' and then select 'Level 7 Apprenticeship'.

1 Login details 2 ICAEW qualifications 3 Educational qualifications 4 Other information 5 Terms and conditions 6 Application summary 7 Registration Submitted

ICAEW qualifications registration

Please select your qualification and student category from the below options.

ACA - Student in training agreement or an ACA - Apprenticeship

Register here if you have started or have a date to start an ACA Training agreement or an ACA Apprenticeship training agreement.

[View qualifications](#)

ACA standard **Level 4 Apprenticeship** **Level 7 Apprenticeship**

ACA - Member of a professional body

If you are a full member of ICAB, ICAI (India), ICAP or ICASL, you can join ICAEW by passing our Advanced Level ACA exams - register here.

[View qualifications](#)

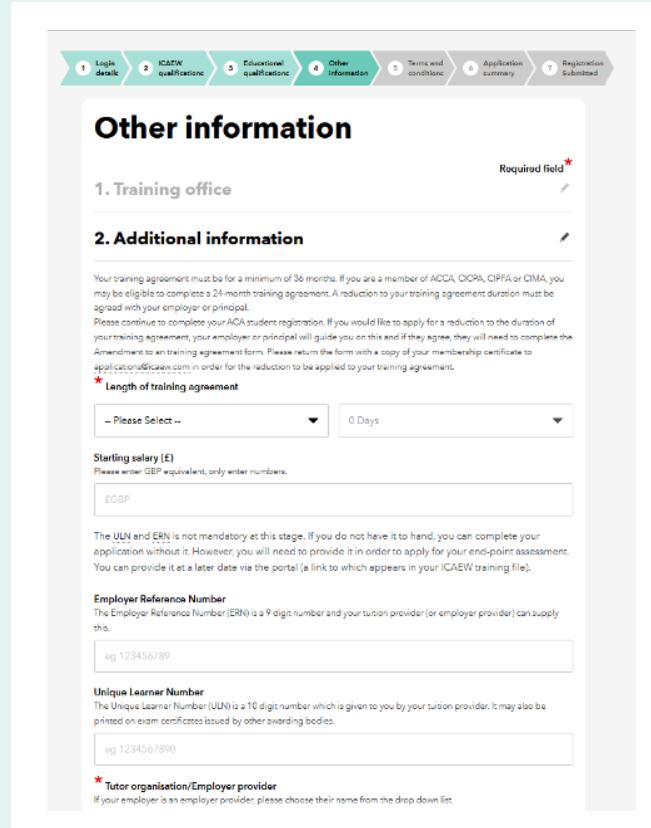
6 Then confirm that your educational qualifications details are correct.

Please note that it is not mandatory to supply copies of certificates when confirming Maths and English.

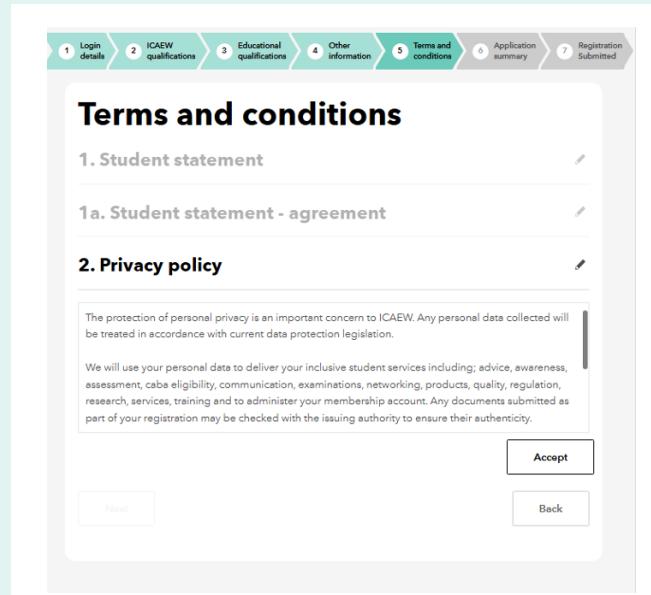
7 If you have not previously provided us with training office details, these will need to be entered here.

8 You will need to have your 10-digit Unique Learner Number (ULN) to hand before you register.

Your training provider will give you this number. It is apprenticeship-specific and you will be asked to provide these details during the registration process. Your ULN can also be found on certificates issued by certain awarding bodies. If you don't provide this number when you register, that's alright, just remember to tell us before applying for your end-point assessment. You will be able to do this via the apprenticeship portal within your ICAEW online training file. If your employer has an Employer Reference Number (ERN) you can enter this here, but it is not a mandatory requirement.



9 You will then be required to agree to the terms and conditions.



10 You should now check all the information entered is correct before submitting your registration.

11 Once the application has been made, your record will be updated accordingly.

The screenshot shows a registration process with 7 steps: 1. Login details, 2. ICAEW qualifications, 3. Educational qualifications, 4. Other information, 5. Terms and conditions, 6. Application summary, and 7. Registration Submitted. The 'Registration submitted' step is highlighted. The page includes a message of thanks, a note about activation, a 'Before you go...' section, and 'Access arrangements' and 'Credit for prior Learning' boxes with 'Find out more' links. A footer note provides contact information.

Thank you for submitting your registration details. You will shortly receive an email confirming your application with your ICAEW number.

Please note that access to your student resources and training file ^{*} can take 24 hours to activate.

^{*} If your training agreement starts at a future date, you will only be able to access your training file from your start date.

Before you go...

You may be eligible to apply for credit for prior learning (CPL) or access arrangements. Find out more about how to apply for CPL or complete your access arrangements application now.

Access arrangements

If you feel your exam performance may be hindered due to a health condition, disability, or specific learning difficulty (SpLD), we may be able to put access arrangements in place to support you during your exams.

[Find out more](#)

Credit for prior Learning

Credit for prior learning (CPL) is our term for exemptions. You may be eligible to apply for CPL if you hold a relevant degree or professional qualification.

[Find out more](#)

For more information, please contact [+44 \(0\)1908 248 250](#) or via [Contact us](#).

HAVE A QUESTION?



You can email us or ask a question at icaew.com/webchat. There are also live help boxes throughout our website to answer your queries. Or you can fill out our [contact us](#) form.

Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 210,000 members and students around the world. 98 of the top 100 global brands employ ICAEW Chartered Accountants.*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor more than 11,000 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet's resources are managed sustainably.

ICAEW is working towards becoming net zero, demonstrating our commitment to tackle climate change and supporting the UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

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* includes parent companies. Source: ICAEW member data
March 2025, Interbrand, Best Global Brands 2024

