



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 ICAEW CFAB or 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. You can also claim exam credit if you are studying with us as a Level 4 Accounting Technician or Level 7 Accountancy Professional apprenticeship student or if you've registered on the ICAEW Student Scheme (USS). This guide tells you how to apply.

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, ICAEW CFAB, USS, Level 4 or Level 7 apprenticeship student.
- If you've started an ACA training agreement or you have started either Level 4 Accounting Technician or Level 7 Accounting Professional apprenticeship, be sure to check that your employer recognises CPL before you apply.
- Once you have sat an ICAEW CFAB or 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 **4-5 years**.

Check the online directory

If your university is listed within our **directory**, complete your **application online**. As part of the online CPL application you will be asked to upload documents in support of your application. These will usually be a transcript showing the modules studied and grades achieved, and a certificate showing the qualification awarded. Once we have received your online application and evidence, your application is complete.

If your university isn't listed within the **directory**, complete your **application online**, and the **assessment form**. This form will help us to determine whether the modules you have studied relate to the relevant qualification. Be sure to complete all sections which relate to the modules you are claiming credit against. As part of the online CPL application you will be asked to upload documents in support of your application.

These will usually be a transcript showing the modules studied and grades achieved, and a certificate showing the qualification awarded.

In addition you will need to upload syllabus documents and exams for each module relevant to your application.

APPLY FOR CPL WITH A PROFESSIONAL QUALIFICATION

Applying for CPL as a member of another professional body (for example, AAT and ACCA) 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 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

If you experience any difficulties uploading your supporting documents you can, email them to cpl@icaew.com. Please quote your ICAEW student number in all correspondence. Please note that scanned copies of transcripts and certificates are acceptable, however 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 UK

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

CHECK YOUR STATUS

You can check the status of your CPL application online. Log in to our **website** via 'My Account' using your ICAEW 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
- £100 for each Professional Level module

Credit is not available for the Advanced Level modules.

Please note that CPL costs 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.**

HAVE A QUESTION?

You may find your question listed within these **frequently asked questions**. Alternatively call +44 (0)1908 248 250 or **email** us or ask your question via the live help on the CPL web area at icaew.com/cpl