



# *Pathways to Membership:*

## *Your exam submission checklist*

### **Your Pathways application checklist**

Your Pathways application submission is done through an online exam application system. All applications must be received and completed in full by 4pm (GMT) on or before the specified **submission deadline**. The online exam submission system is automatically switched off after this time and is not able to accept any further applications. Incomplete or late submissions cannot be processed.

When you upload your application documents on to the online system, it can take much longer than you might expect, and the system can get very slow on the submission deadline date. You need to upload all of your documents in one go. The system does not have the function for you to upload some documents on one day and then go back into the system on another date or time to upload any remaining documents. Everything must be uploaded at the same session.

Therefore, we strongly advise that all eligible applicants submit their completed applications at least seven days before the specified deadline date.

You will need your ICAEW candidate number to submit your Pathways application.

### **What do you need to include?**

All your documents must be submitted in one go by the 4pm (UK time) deadline on the specified submission deadline date. The online exam system does not allow you to attach some documents, and then go back in at a later date to attach the rest. You will need to submit everything at the same time.

Payment must be made online as part of your exam submission. An application will not be valid without the required exam admission fee. This is a non-refundable fee every time you submit an Examination of Experience, and is payable online as part of the exam application process. It is non-refundable in all situations.

To complete your Pathways application, you will need to include the following (to be submitted all in one go) through **the online examination submission system**:

- The Examination of Experience – following the required template format (and not exceeding the maximum word count of 6,000 words)

- A letter of good standing from your professional body – to be issued and dated within the last three months before the deadline you are submitting at – to confirm:
  - your membership of that professional body,
  - AND the date you were admitted to membership as a fully qualified member,
  - AND that you have a good disciplinary record,
  - AND that your membership has been gained by the normal education and training route,
  - AND that you are compliant with the continuing professional development (CPD) requirements of that professional body,
  - AND that your professional body knows of no ethical or other reason why you may not be admitted to ICAEW.
  
- Signed Sponsor Form – signed and completed by your sponsor
  
- A letter of good standing from your sponsor from the relevant IFAC member professional body that entitles your sponsor to serve as sponsor – to be issued and dated within the last three months before the deadline you are submitting at. This letter needs to confirm:
  - That they are a member of that body
  - The date they were admitted into membership as a fully qualified member
  - That their membership has been gained by the normal education and training route (they may need to ask them for transcripts to evidence this)
  - That they have a good disciplinary record with no outstanding complaints against them, or advise us of the details of any disciplinary record or outstanding complaint(s)
  - That they are fully compliant with the continuing professional development (CPD) requirements of that body.
  
  - **(Please note that if your sponsor is an ICAEW member, they do not have to provide a letter of good standing as part of your application, as we will be able to check the relevant details on their member record).**
  
- Any other relevant documents
  
- Payment for your Examination attempt – this is done online as part of the Examination submission process. This fee is payable at each attempt and is non-refundable in all situations.

## Late applications

The deadline for submissions is 4pm (GMT) on the relevant submission deadline date. Late or incomplete applications cannot be processed. As applications are made through the online exam application system, once the deadline has passed, the system automatically switches off and will not allow any more applications to be submitted. Therefore, to avoid disappointment, we strongly recommend all candidates submit their completed application at least seven days before the required deadline.