



# How to register as a Level 4 apprenticeship student

If you're ready to register as a Level 4 Accounting Technician apprenticeship student, you will first need to know whether you are registering for the ACA or ICAEW CFAB qualification.

The first stage of the ACA qualification (the Certificate Level) can be done as part of the Level 4 apprenticeship, as can the ICAEW CFAB qualification. Your employer will be able to guide you if you are unsure how to register. Regardless of whether you study for the ACA or ICAEW CFAB, the apprenticeship requirements are the same.

## GETTING STARTED

To register as a student go to [icaew.com/studentregistration](https://icaew.com/studentregistration). You will need to log in to our website to complete your registration. If you don't already have a username and password, please click on 'Register' to continue. Complete the short online form and choose your login username and password. An email confirming your username and password will be sent to you within 24 hours. If you already have a username and password, go to [icaew.com/studentregistration](https://icaew.com/studentregistration) and log in. Once you have logged in, you will then need to pick one of the following options:

<b>ACA Level 4 Accounting Technician Apprenticeship</b>  Select this option if you have started or have a date to start a Level 4 apprenticeship with the ACA. Click on 'ACA – Student in a training agreement or an ACA – Apprenticeship' then click on 'view qualifications' and select Level 4 apprenticeship.	<b>ACA - Student in training agreement or an ACA - Apprenticeship</b>  Register here if you have started or have a date to start an ACA training agreement or an ACA Apprenticeship training agreement  <a href="#">View qualifications</a>
<b>ICAEW CFAB Level 4 Accounting Technician Apprenticeship</b>  Select this option if you have started or have a date to start a Level 4 apprenticeship with ICAEW CFAB. Click on 'ICAEW CFAB, or Level 4 ICAEW CFAB apprenticeship' and click on 'view qualifications' and select Level 4 apprenticeship.	<b>ICAEW CFAB, or Level 4 ICAEW CFAB Apprenticeship</b>  Register here to become a student on the ICAEW Certificate in Finance, Accounting and Business or CFAB Apprenticeship  <a href="#">View qualifications</a>

If you select ACA standard by mistake, don't worry, just log back in to [icaew.com/studentregistration](https://icaew.com/studentregistration) and re-register. Select Level 4 apprenticeship and follow the instructions on screen.

Once you are registered as a student you can apply for credit for prior learning (CPL), exams and access support and guidance from ICAEW. Don't forget to keep your student number safe. You will need to reference it every time you contact us, apply for CPL and/or exams, or log in to your student resources.

### **HAVE A QUESTION?**

You can call or email us or ask us a question via the live help boxes throughout our website.

T +44 (0)1908 248 250      E [studentsupport@icaew.com](mailto:studentsupport@icaew.com)