



Application to register for aptitude test eligibility

Please complete and return this form to

IC AEW Finance PO Box 6173 MILTON KEYNES MK10 1TW U K

Use this form if you wish to register with ICAEW to take the aptitude test (please see accompanying guidance notes). There is a charge of £165 (+VAT where applicable) to register.

With your registration you must include:

- A notarised copy of your certificate from the body through which you are eligible to apply (RPQ applicants must also include a level confirmation letter – see notes)
- Proof of your nationality
- Valid payment.

YOUR DETAILS PLEASE USE BLOCK CAPITALS

Gender Male Female

Preferred title Mr Mrs Miss Dr Prof other

Date of birth

ICAEW number

Important

Please note that the names given below must match those on your proof of qualification document.

Forename/given name

Surname/family name

Residential address

Postcode/Zipcode

Country

Telephone

Email

PROFESSIONAL QUALIFICATION

Professional body	Status (eg, member, student)	Examination stage(s) passed	Country

APTITUDE TEST GUIDANCE NOTES

The aptitude test allows fit and proper members of approved accountancy bodies to become ICAEW members or affiliates and/or acquire practising or auditing rights with ICAEW. This route is for:

- members of accountancy bodies which have a reciprocal membership agreement with ICAEW;
- EU accountants eligible under the EU Directive on the Recognition of Professional Qualifications (RPQ) or EU auditors eligible under the EU Statutory Audit Directive (SAD).

Membership of ICAEW is not a requirement to work as an accountant in the UK. You can provide general accountancy services (such as book-keeping, tax advice, management consultancy) whether or not a member of ICAEW or another accountancy body as these are areas not subject to legal barriers to entry based on qualification.

For information on work permits for the UK, please visit ukba.homeoffice.gov.uk/workingintheuk

ELIGIBLE RECIPROCAL BODIES

You must have become a member of your home body by meeting its training and examination requirements and you must remain a member of your body while you are a reciprocal member of ICAEW.

Members of:

- The Canadian Institute of Chartered Accountants (CICA)
- The Institute of Chartered Accountants in Zimbabwe (ICAZ) – (must have become a member after 1 January 1996) **must pass the aptitude test in UK tax and law.**

Members of:

- The Institute of Chartered Accountants in Australia (ICAA)
- The South African Institute of Chartered Accountants (SAICA)
- The New Zealand Institute of Chartered Accountants (NZICA) do not need to pass the aptitude test in order to gain reciprocal membership of ICAEW. Members of these institutes should visit icaew.com for further information.

ELIGIBILITY UNDER THE EU'S DIRECTIVE ON THE RECOGNITION OF PROFESSIONAL QUALIFICATIONS

The EU's Directive on the RPQ came into force in October 2007. It replaces the Mutual Recognition Directive (MRD).

The RPQ allows EU nationals who hold recognised EU accountancy qualifications and who move between member states to apply for recognition in another member state if the profession is regulated there.

There is currently no published list of approved qualifications, only a set of indicative levels.

To establish eligibility you will need to obtain evidence from a competent authority in your member state (a government department or appointed professional body) confirming your qualification is an appropriate accountancy qualification of an appropriate level under Article 11 of the Directive. For example the Experts- Comptables from France would be seen as a Level D qualification. We would then consider an application for recognition. Only holders of qualifications that conform to Levels C, D or E are eligible to apply for ICAEW membership based on passing a bridging aptitude test.

ELIGIBILITY UNDER THE EU'S STATUTORY DIRECTIVE

The RPQ explicitly does not cover the field of statutory audit or auditors, which falls under the new EU SAD, which came into effect in June 2008. The SAD is the Directive relevant to auditors. It provides (under Article 14) for migrant auditors from one EU member state to be recognised as auditors in another member state, subject to passing a local aptitude test.

As with the RPQ, applicants must provide satisfactory evidence of their home auditor status in order to apply for ICAEW membership/UK audit recognition.

WHAT IS THE APTITUDE TEST?

The aptitude test may consist of any papers or assessments which cover essential UK knowledge not covered by your home body.

Where these are e-assessments they are taken at an ICAEW approved test centre. These assessments allow you to enter your answers into a computer and access your results the next day via the exams section of ICAEW's website. The assessments are one and a half hours long each. You book an e-assessment at a Pearson Vue test centre, pearsonvue.com/icaew[†]. To sign in to the Pearson website you will need your ICAEW number. Your Pearson username and password are both 'ICAEW' followed by your number (eg, ICAEW1234567). You will then be prompted to change your password for security, but your username will remain the same.

If you are required to sit any paper based assessments you will need to book these separately. Please see our website icaew.com/exams for details.

ICAEW LEARNING MATERIALS

Materials for ICAEW assessments are available from gillards.com/icaew

ICAEW's website has a sample e-assessment, examination papers, syllabuses and information on the format of the assessments, see icaew.com/exams

MEMBERSHIP OF ICAEW

Once you've successfully completed the assessments you will be sent an application form for membership.

At this point you will be required to provide a letter of good standing from your home body confirming the following:

- your date of admission;
- that you have no disciplinary history;
- that there are no outstanding complaints against you; and
- that there are no ethical or other matters that would render you unfit to join ICAEW.

When you become a member if you decide to practise in the UK you must hold a practising certificate with ICAEW. For information on practising certificates please visit icaew.com/pc and follow the link to Members and Practice or contact our helpline on +44 (0)1908 248 250. (Please note that audit rights are NOT included in a general practising certificate.)

FURTHER INFORMATION

For further information contact our support team:

T +44 (0)1908 248 250

(lines are open Monday to Friday between 08:30–17:30 GMT, except for Wednesdays when it is 09:30–17:30)

E studentsupport@icaew.com
icaew.com

[†] Please be aware that you cannot be admitted to ICAEW without a satisfactory and up to date letter of good standing from your home body. You are advised not to attempt the aptitude test if you believe you would not be able to provide such confirmation.

PAYMENT

Payment is accepted in UK sterling only.

PAYMENT METHODS			
<input type="checkbox"/> £198.00 (includes VAT)	Please charge my credit/debit card with the amount £ <input type="text"/>		
I enclose a cheque for £ <input type="text"/> made payable to CHARTAC	Card no: <input type="text"/>		
Send completed form and cheques to ICAEW Finance PO Box 6173 MILTON KEYNES MK10 1TW UK	Visa, MasterCard, Amex and Maestro accepted		
Send completed forms and credit card details to the above address or to our secure fax +44 (0)1908 248 064.	Valid from <input type="text"/> (Maestro and Amex only)	Expiry date <input type="text"/> (all cards)	Issue no <input type="text"/> (Maestro only)
	Signature <input type="text"/>	Date <input type="text"/>	<input type="text"/> DD <input type="text"/> MM <input type="text"/> 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, research and to monitor compliance with our regulations (if appropriate).

To do this we will share your information with our business partners and with organisations that help us administer our training and exams. In some places we partner with local professional bodies, colleges and/or universities. In these cases we may share your information with these organisations where it is appropriate to do so.

In addition, we may be required, either by law or to carry out our responsibilities as a regulator and a professional body, to share your personal information to comply with the requirements of government departments, agencies and regulators.

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