



## Application for credit for prior learning (cost reduction) – for those with professional qualifications only

How to apply:

- **before submitting this form please ensure you are registered as an ACA student;**
- fill in your personal details below;
- attach all the evidence required to support your application, see overleaf; and
- sign and date the form and return it to the address below along with your supporting evidence.

The award of credit is entirely at the discretion of ICAEW.

### Personal details

Name (title/forename/surname)

Contact address

Postcode/zipcode

Country

Telephone number (including country code)

Email

Date of birth

Professional qualification

ICAEW student no.

**The completed form and supporting documents should be emailed to [cpl@icaew.com](mailto:cpl@icaew.com), or alternatively**

Credit for Prior Learning

ICAEW

Metropolitan House

321 Avebury Boulevard

Milton Keynes

MK9 2FZ UK

**I understand that by signing this form I am confirming that:**

- I have passed all modules relevant to my credit application;
- I accept responsibility for any further preparation that may be necessary to address knowledge gaps;
- I have not previously sat the exam for which I am applying for credit; and
- I am already registered with ICAEW as an ACA student.

Signature of ACP

Date

**Using your personal information.** We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with organisations that help us administer our training and exams. 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](https://www.icaew.com/dataprotection)

# Credit for prior learning

We may from time to time vary our credit for prior learning (CPL) fees for certain regions and intake routes. This application form is only for use by those applying under this route. For current information on who may be entitled to a reduction in CPL fees, visit [icaew.com/cpl](http://icaew.com/cpl)

## HOW TO APPLY

Please check our online directory for credits that are currently available at [icaew.com/cpl](http://icaew.com/cpl)

To apply for CPL for Certificate and Professional Level modules, please tick the modules listed below and return the application form and supporting evidence to [cpl@icaew.com](mailto:cpl@icaew.com) or by post to the address shown on the front page.

If you have any questions about applying for credit for prior learning, please visit [icaew.com/cpl](http://icaew.com/cpl), email [studentsupport@icaew.com](mailto:studentsupport@icaew.com) or call +44 (0)1908 248 250.

Please tick all modules for which credit is sought.

Certificate level modules	Professional level modules
Accounting	Audit and Assurance
Assurance	Business Planning
Business and Finance	Business Strategy
Law	Financial Accounting and Reporting
Management Information	Financial Management
Principles of Taxation	Tax Compliance

### Supporting documents required:

- evidence of membership with your professional body where required for award of CPL (eg, scanned copy of your membership certificate);
- details of examination passes in form of statement of achievement; and
- scanned copies of original documents must be sent – internet print outs will not be accepted.

**You should allow up to 14 business days for your application to be processed. At peak times, applications may take longer to process.**