



# Initial steps: registering to an ACCA Qualification

## **Initial steps for registering to an ACCA Qualification - Summary**

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## ABOUT ACCA

ACCA (the Association of Chartered Certified Accountants) is the largest and fastest-growing global professional accountancy body with 362,000 students and 131,500 members in 170 countries. We aim to offer the first choice professional qualifications to people of application, ability and ambition around the world who seek a rewarding career in accountancy, finance and management.

We support our students and members throughout their careers, providing services through a network of nearly 80 offices and centres. This global network is unmatched by any other accountancy body. It underpins ACCA's national operations, providing services and support to members, students and other stakeholders.

We use our expertise and experience to work with governments, donor agencies and professional bodies to develop the accountancy profession. We aim to achieve and promote the highest professional, ethical and governance standards and advance the public interest.

ACCA's reputation is grounded in over 100 years of providing accounting and finance qualifications. Our long traditions are complemented by modern thinking, backed by a diverse, global membership. Our reputation continues to grow as our qualifications attract large numbers of new students each year, highlighting the attraction of accountancy as a basis of a successful career. ACCA produces professional accountants whose skills and knowledge are required by employers, with potential to progress to obtain fulfilling careers in many roles in accounting and business.

Also, ACCA enjoys owes much of its reputation to the active role it plays in developing the accountancy profession, working with many accountancy organizations at international, regional and local level. ACCA is represented in the world's key accounting and finance organizations and committees, and influential in public policy. ACCA is an organization that takes a proactive stance in helping to shape the profession of the future.

**More people qualify locally with ACCA than with any other international accountancy body.** All ACCA members have achieved common membership criteria, from China to UK, Poland to South Africa.

Every eight minutes, somewhere in the world, someone registers to study with ACCA. The numbers of ACCA students and members in the region are in the hundreds and thousands – that's how popular our qualifications are.

ACCA is seen as an example of excellence in education, training and regulation by many accountancy bodies and regulatory authorities.

The local ACCA office, dealing mainly with Romania, Greece, Bulgaria and Moldova was opened in March 2006, in Bucharest.

## CHOOSING THE MOST APPROPRIATE ACCA QUALIFICATION FOR YOU

The global demand for qualified finance professionals has never been higher, and their work more varied.

Make the right choice and you could work for the type of organization that suits you. If you are serious about a career as a finance professional, you need to think seriously about a professional qualification. This is where ACCA comes in. With a variety of professional qualifications (out of which the more known is the **ACCA Qualification – the only one that gives you the right to become an ACCA member**) ACCA is highly recognized by employers and national professional associations as well.

Everybody appreciates the fact that ACCA qualifications follow the **same standard throughout the world**.

ACCA operates with more than 325 examining centers in 170 countries at each examination session, including one in Bucharest, Cluj, Iasi, Athens, Thessaloniki, Sofia and Chisinau.

There are a few general points that are worth making about ACCA qualifications:

Firstly, all of our qualifications are **examined in English only** - because only by examining in one language can we maintain global consistency in the standard of question papers and marking. This must not frighten you since when obtaining the qualifications it is not your English under scrutiny. It only has to be understandable. Also all our written exams are held in the same day, with the same subjects throughout the world.

Secondly, all ACCA qualifications are “**open architecture**”. All details of all qualifications - syllabi, past exam papers, examiners’ comments, and teachers’ notes and so on - are freely available to all via our website [www.accaglobal.com](http://www.accaglobal.com). We do this for two reasons: (a) to provide access to all students, teachers and employers, and (b) to promote best practice elsewhere.

Thirdly, for all our qualifications, you should note that **ACCA is the Examining Body only**. We do not provide training ourselves for any of our qualifications, as we believe that the integrity of a qualification is compromised if the same people are examining as are teaching. So in most countries we work with several companies we call Approved Learning Partners.

In brief, our qualifications are:

*ACCA Qualification* – core ACCA qualification; 14 exams; the only qualification giving the graduate the right to become an ACCA member; most popular

*Certified Accounting Technician* – technician qualification; 9 exams; gives essential, basic skills required in transaction processing and accounting support roles

*Diploma in International Financial Reporting* – helping with knowledge on IFRS; 1 written exam; holders of this diploma will be exempt one exam from ACCA Qualification

*Diploma in Financial Management* – finance for non-accountants; 2 exams and 2 projects

*Certificate in International Financial Reporting* – helping with knowledge on IFRS; 1 online exam

*Certificate in International Auditing* – helping with knowledge on ISA’s; 1 online exam

*International Certificate in Financial English* – assessing language skills

## 1. ACCA QUALIFICATION

The ACCA Qualification is designed to provide the accounting knowledge, skills and professional values which will deliver finance professionals who are capable of building successful careers across all sectors, whether they are working in the public or private sectors, practicing in accounting firms, or pursuing a career in business.

In order to qualify as an ACCA member, you will complete:

- 14 exams (nine of which are eligible for [exemption](#) – maximum number, available only for accredited institutions. For a list of institutions and awarded exemptions please visit: [http://www.accaglobal.com/students/study\\_exams/exemptions](http://www.accaglobal.com/students/study_exams/exemptions)). These English language exams (covering a range of finance and management subjects) which are split into two levels: Fundamentals - comprising Knowledge and Skills modules - and Professional – comprising Options and Essentials modules can be taken at your own pace during 10 years, but most of our students finish them in approximately three- four years. ACCA organizes two examination sessions per year (in the months of June and December) and in each session you can sit up to four exams. We have 325 exam centres all over the world (in Bucharest, Athens, Sofia and Chisinau as well) and once an ACCA student you can take your examinations in any of these 325 centres, wherever your career takes you. For more information about the syllabus of exams please visit: [http://www.accaglobal.com/students/study\\_exams/qualifications/acca\\_choose/acca/fundamentals/](http://www.accaglobal.com/students/study_exams/qualifications/acca_choose/acca/fundamentals/)
- Relevant and documented practical experience, with a minimum of three years – experience which may be obtained before, during or after taking the exams and completion of 13 performance objectives
- a Professional Ethics module which will be completed online after becoming a student

In order to see a few recently asked questions on the ACCA Qualification and their answer, please visit link:

[http://www.accaglobal.com/students/study\\_exams/qualifications/acca\\_choose/acca/overview/faq/](http://www.accaglobal.com/students/study_exams/qualifications/acca_choose/acca/overview/faq/).

### a) INITIAL REGISTRATION

In order to sit the ACCA exams you have to be first registered as an ACCA student (trainee). This initial registration for the ACCA Qualification can be done either online, at <http://www.accaglobal.com/join/register/online> or by filling in a printed form which can be requested directly from UK, from the ACCA South-Eastern Europe office or from accredited [Approved Learning Partners](#) in the specific countries. It is preferable that you register online but no matter whether you register online or you fill in the printed form, your registration file (containing documents listed in [Appendix 1](#)) will have to reach ACCA UK office (ACCA Customer Services 2 Central Quay 89 Hyde Park Street Glasgow G3 8BW United Kingdom) this can be done either by: **1)** you sending them directly to UK; **2)** sending them to the local ACCA South-Eastern Europe office (the local office will then send them to the UK with no extra charge to you) or **3)** contact one of the Approved Learning Partners who might also offer administrative services. (**NOTE: for Greek residents and citizens**, please note that starting 2009 we have a Joint Exam Scheme with SOEL, the Institute of Certified Public Accountants of Greece, meaning that in order to sit ACCA exams you will need to register with [SOEL](#) and after graduating all exams you will obtain both ACCA and SOEL membership)

The registration goes on all throughout the year, but please note that there are 2 initial [registration deadlines](#) per year: in order for you to sit exams in the December session, all your documents must reach the ACCA UK office by 15<sup>th</sup> of August (or the ACCA local office by 1<sup>st</sup> of August – please mind also the deadlines of our partners, the Approved Learning Partners if you choose to use their services) and in order to sit exams in the June session all your documents must reach the ACCA UK office by 31<sup>st</sup> of December (or the ACCA local office by 15<sup>th</sup> of December – please mind also the deadlines of our partners, the Approved Learning Partners if you choose to use their services). The cost for the registration consulting and transport (courier) services will be entirely covered by the ACCA local office. (Only for the segment ACCA Romania – ACCA UK)

Once your application file and documents have been processed successfully (please allow up to seven weeks), you will receive your Student Information Pack, which contains all you need to know as a student of ACCA, including:

- Registration Card;
- Detailed syllabus;
- Information regarding the ACCA/Oxford Brooks scheme ([http://www.accaglobal.com/students/study\\_exams/qualifications/degree/](http://www.accaglobal.com/students/study_exams/qualifications/degree/));
- The program of the exams as well as information regarding the exams' organization;
- Access to trainee development matrix which details the minimum requirements of practical experience in relation with the possibility of becoming an ACCA member;
- The password for an online personal account (**myACCA**) by means of which you will be able to manage your ACCA activity.

You will also receive monthly copies of the ACCA students' magazine **student accountant** containing important information about forthcoming examinations, technical articles on the syllabus, news, reviews and other useful information.

### **b) EXEMPTIONS**

On your initial registration form you have an exemptions section, exemptions that you can require based on your previous studies. This fact means that ACCA recognizes that you already might have relevant knowledge from previous qualifications and you can be exempt from sitting some of ACCA's exams based on your academic records.

Exemptions are granted as follows: accounting bachelors' degree – four exemptions; accounting and another subject (like finance-accounting) - three exemptions; finance degree - three exemptions; business and management degree - one exemption; law degree - one exemption; MBA - three exemptions; other diplomas - no exemption. It is very important to know that if you hold several qualifications on the same field of activity, the exemptions will not be summed up as the same exemption can be granted for different qualifications (for example if you hold a bachelor degree in accounting you obtain exemptions for papers F1, F2, F3 and F4 and if you also hold a MBA degree you obtain exemptions for papers F1 to F3 and the final exemptions received will be for papers F1, F2, F3 and F4). To see in more detail what exemptions your qualification will grant you please check our online exemption database: [http://www.accaglobal.com/students/study\\_exams/exemptions](http://www.accaglobal.com/students/study_exams/exemptions).

The exemptions must be paid just like normal exams only you don't have to sit the exam, buy the books or take the courses for that subject. You will know the exemptions you were granted once you receive the Student Information Pack and then you will be able to **register for the ACCA exams** – for the December session the deadline is the 15th of October (date by which the ACCA must receive your option) and for the June session the deadline is the 15th of April. You can register online to the exams through your personal ACCA account, **myACCA**, or you can register by filling in some forms (received by post from ACCA UK) that you will have to send back to the ACCA local office or to the UK directly.

### **c) FEES**

Initial registration fee of 66 £ (the proof of payment should be included in the registration file)

- Knowledge module exams: 53 £ per exam (x3)
- Skills module exams: 66 £ per exam (x6)
- Professional module exams: 78 £ per exam (x5)

As ACCA student you will also pay an annual subscription fee of 66 £ that is payable on the 1st of January following registration. These are all fees perceived by the ACCA.

All taxes are payable directly in Great Britain and only in GBP. There are more ways to make the payments to ACCA: online (when completing your online form by means of a credit card which can be used for online payments), bank transfer (the ACCA bank details in [Appendix 2](#) of this document), cheque, etc.

#### d) TRAINING / STUDYING

You can choose to study for the ACCA exams either individually or by attending classes. In the case in which you choose to take classes for the ACCA exams than you must contact ACCA's Approved Learning Partners (below with bold – the other companies that offer ACCA courses have not applied yet for this level of accreditation) because ACCA does not provide training for its qualifications, it offers only the educational structure, the syllabus:

##### **ACCA Tuition Providers in Romania:**

###### **Approved:**

1) **BPP International Bucharest:** [www.bpp.com](http://www.bpp.com); 32-34 Magheru Blvd, Sector 1, E-mail: [bucharest@bpp.com](mailto:bucharest@bpp.com); tel: +40 21 212 25 91, Fax: +40 21 212 24 22;

2) **Intercollege IBS Romania,** [www.intercollegeibs.ro](http://www.intercollegeibs.ro). 31A Economu Cezarescu Street, 060754, Bucharest – 6, tel/fax: +40 31 4253663/2 e-mail: [IBS.ro@intercollegeibs.ro](mailto:IBS.ro@intercollegeibs.ro)

###### **Registered**

3) **IRECSON-Colegiul ACCA:** [www.irecson.ro](http://www.irecson.ro); e-mail: [acca@irecson.ro](mailto:acca@irecson.ro); Tel: +4021.314.18.90 Fax: +4021.313.17.32

4) **Delaney Executive,** [www.delaneyexecutive.ro](http://www.delaneyexecutive.ro), Eremia Grigorescu no. 83, Cluj Napoca, Romania, tel.: +40364 803 508; fax: +40364 803 501, [office@delaneyexecutive.ro](mailto:office@delaneyexecutive.ro)

5) **The Exp Group,** +40 724 690 710; +40 21 211 86 60 [www.theexpgroup.com](http://www.theexpgroup.com),

##### **ACCA Tuition Providers in Greece:**

###### **Approved:**

1) **Intercollege Global Training:** [www.globaltraining.gr](http://www.globaltraining.gr); 265 Mesogeion Avenue,Neo Psichiko,15451, Athens, Greece; [dotsias.s@intglobaltraining.com](mailto:dotsias.s@intglobaltraining.com) tel: + 30-210-6722868, fax: 30-210-6729629

2) **PricewaterhouseCoopers Academy,** [www.pwc.com](http://www.pwc.com); 268 Kifissias Avenue,Chalandri, Athens,152-32,Greece, tel: 30-210-6899000, fax: 30-210-6874444, e-mail: [demetrios.kiritsis@gr.pwc.com](mailto:demetrios.kiritsis@gr.pwc.com)

###### **Registered**

3) **Oikonomotexniki Seminars S.A:** [www.oikonomotexniki.gr](http://www.oikonomotexniki.gr), 61 Stadiou Street, Athens, 10551 Greece tel: 30-210-5200123, fax: 30-210-5200122 e-mail: [eusem@oikonomotexniki.gr](mailto:eusem@oikonomotexniki.gr)

4) **Ecole European Centre of Open Learning Education:** [www.ecole.gr](http://www.ecole.gr); Plateia Egyptou 1B, Athens 10434, e-mail: [president@ecole.gr](mailto:president@ecole.gr); Tel: 30-30210-8253330 Fax: 30-30210-8253320

##### **ACCA Tuition Providers in Bulgaria:**

###### **Registered**

1) **International Human Resources:** <http://www.ihr.bg/accamain.html>, Sofia 1404, Gotse Delchev Blvd, Building 22, entry G, 8<sup>th</sup> floor, apt 21, KRIT Building, tel/fax: +359 2 858 8716; 434 1093, [education@ihr.bg](mailto:education@ihr.bg);

2) **BPP Professional Education:** [www.bpp.com](http://www.bpp.com) EOOD Elieff Center for Education and Culture, 1 University Park Street Studentski grad Sofia 1700 Bulgaria +359 2 960 7918, fax: +359 2 960 7945; [MariaBankova@bpp.com](mailto:MariaBankova@bpp.com).

##### **ACCA Tuition Providers in Moldova:**

###### **Registered**

1) **AdCognos SRL:** str. 31 August 1989, nr 125, Sector Centru, Chisinau Tel / fax +373 22 233 060 e-mail: [info@adcognos.md](mailto:info@adcognos.md)

Because ACCA offices do not sell study materials please contact the abovementioned tuition providers in order to see what options they have for the students (they all have different fees).

If you want to buy the books and cannot find them in your country, you will find the contact details of the ACCA authorized publishing houses by accessing: <http://www.accaglobal.com/learningproviders/tuitionproviders/tpr/teaching/publishers/>. This way, you will be able to order the books directly from UK and you will be able to see all their prices. There is also a good deal of online, distance courses that you might choose.

No matter the chosen study variant, I recommend you to read all the online resources which are provided by ACCA for free:

[http://www.accaglobal.com/students/study\\_exams/qualifications/acca\\_choose/acca/fundamentals/ab/](http://www.accaglobal.com/students/study_exams/qualifications/acca_choose/acca/fundamentals/ab/) for each exam – former exam subjects, examiners' comments etc.

If you want to search a tuition provider near you please access this link:

[http://www.accaglobal.com/students/study\\_exams/tuition/search\\_tuition](http://www.accaglobal.com/students/study_exams/tuition/search_tuition)

## **2. CERTIFIED ACCOUNTING TECHNICIAN**

The CAT qualification will provide you with a solid foundation in finance and accounting. You will learn all the necessary technical skills and knowledge required to perform an **accounting-support role**. And after passing the CAT exams, you'll be able to gain exemptions from the ACCA Qualification and be one step closer to professional status.

To achieve CAT status you will need to:

- Complete a set of 9 exams (<http://www.accaglobal.com/join/cat/exams/>).
- One-year relevant and documented practical experience in the workplace.

The CAT qualification is flexible and allows you to take control of how and where you study. With a range of internationally relevant syllabus options and the choice of distance learning, face-to-face or self study, the qualification allows you to study at your own pace.

### **a) INITIAL REGISTRATION**

(Similar to ACCA Qualification) In order to sit the CAT exams you have to be first registered as a CAT student (trainee). This initial registration for CAT can be done either online, at <http://www.accaglobal.com/join/register/online> or by filling in a printed form which can be requested directly from UK, from the ACCA Romania, Bulgaria or Moldova office or from accredited [tuition providers](#) in the specific countries. No matter whether you register online or you fill in the printed form your registration file (containing documents listed in [Appendix 1](#)) will have to reach ACCA UK office (ACCA Customer Services 2 Central Quay 89 Hyde Park Street Glasgow G3 8BW United Kingdom) this can be done either by: 1) you sending them directly to UK 2) sending them to the local ACCA Romania, Bulgaria and Moldova office (the local office will then send them to the UK with no extra charge to you) or 3) contact one of the accredited tuition providers who might also offer administrative services.

The registration goes on all throughout the year, but please note that there are 2 initial [registration deadlines](#) per year: in order for you to sit exams in the December session, all your documents must reach the ACCA UK office by 15<sup>th</sup> of August (or the ACCA local office by 1<sup>st</sup> of August – please mind also the deadlines of our partners, the tuition providers if you choose to use their services) and in order to sit exams in the June session all your documents must reach the ACCA UK office by 31<sup>st</sup> of December (or the ACCA local office by 15<sup>th</sup> of December – please mind also the deadlines of our partners, the tuition providers if you choose to use their services). The cost for the registration consulting and transport (courier) services will be entirely covered by the ACCA local office. (Only for the segment ACCA Romania – ACCA UK)

Once your application file and documents have been processed successfully (please allow up to seven weeks), you will receive your Student Information Pack, which contains all you need to know as a student of ACCA, including:

- Registration Card
- Student Handbook
- Detailed syllabus
- Practical Experience requirements
- Notification of any exemptions awarded (ACCA/CAT)
- Details of your personal passcode for access to ACCA online facilities

You will also receive monthly copies of the ACCA students' magazine **student accountant** containing important information about forthcoming examinations, technical articles on the syllabus, news, reviews and other useful information.

### **b) EXEMPTIONS**

There are no formal academic qualifications necessary to register for the CAT qualification. However your previous qualifications may entitle you to exemptions from some of the CAT exams. This means that you will start your studies at the most appropriate level according to your knowledge and skills proven by your academic record. You may also be able to claim exemption from the introductory papers of the CAT qualification, if you already have one

year's relevant practical experience. Please check our exemptions database for a list of exempted institutions: [http://www.accaglobal.com/students/study\\_exams/exemptions](http://www.accaglobal.com/students/study_exams/exemptions).

The exemptions are not paid for the introductory and for the intermediate level. For the advanced level, the exemptions are paid exactly as the exams from this level.

### c) FEES

Initial registration fee of 58 £ (the proof of payment should be included in the registration file)

- Introductory level exams: 37 £ per exam (x2)
- Intermediate level exams: 37 £ per exam (x2)
- Advanced Level: 42 £ per exam (x5)

Direct entry fee : 145£

As CAT student you will also pay an annual subscription fee of 58 £ that is payable on the 1st of January following registration. These are all fees perceived by the ACCA.

All taxes are payable directly in Great Britain and only in GBP. There are more ways to make the payments to ACCA: online (when completing your online form by means of a credit card which can be used for online payments), bank transfer (the ACCA bank details in [Appendix 2](#) of this document), cheque, etc.

**Those who graduate CAT Scheme enter directly (without registration fee and without paying for the exemptions) in ACCA Qualification Skills Module.**

### d) TRAINING / STUDYING

Unfortunately, in the region, none of the [tuition providers](#) offer classes for CAT qualification because, until now the scheme was not been much advertised and also because people are very ambitious and they want to proceed directly with the ACCA Qualification and as a result there is no demand for such classes. The study materials must be ordered directly from Great Britain because they can not be bought from Romania.

If you would like to know more about the CAT exams and past subjects please visit this link: [http://www.accaglobal.com/students/study\\_exams/qualifications/technicianscheme/](http://www.accaglobal.com/students/study_exams/qualifications/technicianscheme/).

## 3. DIPLOMA IN INTERNATIONAL FINANCIAL REPORTING – DIPIFR

The ACCA Diploma in International Financial Reporting (DipIFR) will enable you to cross boundaries in an increasingly important field of accountancy. It is designed to develop knowledge of international financial reporting standards. It provides an understanding of the concepts and principles which underpin them, and of their application in the international marketplace.

This qualification is intended for professional accountants and auditors, working in practice and industry, who are qualified in accordance with national accounting standards.

ACCA has designed the programme to be flexible, so that the Diploma can be completed in three to six months. Any accounting practitioner or auditor, qualified in accordance with national accounting standards is eligible to take the qualification.

In order to obtain this diploma you will have to pass a three-hour exam. The subjects are divided into: Section A mainly consisting in calculus problems and Section B comprising theory subjects (in Section A there is a compulsory question of 25 points and in Section B there are three out of four optional questions of 75 points – a total of 100 points. The pass note is 50 points).

### a) INITIAL REGISTRATION

The minimum requirements to be able to register for this diploma are:

- Membership of an Accountancy Professional Body **OR**
- A relevant degree plus two years' work experience **OR**
- Three years' relevant work experience **OR**

- ACCA Affiliate **OR**
- ACCA Diploma in Financial Management (or Certified Diploma in Accounting & Finance) **OR**
- ACCA Certificate in International Financial Reporting plus three years work experience

You can register, for this diploma, by filling in the registration form downloadable from: <http://www.accaglobal.com/members/qualifications/dipifr/register> or online visiting the same link.

No matter whether you register online or you fill in the printed form, your registration file (containing documents listed in [Appendix 1](#) – without list of subjects - plus a [reference letter from your employer](#) to prove your work experience) will have to reach ACCA UK office (ACCA Customer Services 2 Central Quay 89 Hydepark Street Glasgow G3 8BW United Kingdom) this can be done either by: 1) you sending them directly to UK 2) sending them to the local ACCA Romania, Bulgaria and Moldova office (the local office will then send them to the UK with no extra charge to you) or 3) contact one of the accredited [tuition providers](#) who might also offer administrative services.

The registration goes on all throughout the year, but please note that there are 2 initial [registration deadlines](#) per year: in order for you to sit exams in the December session, all your documents must reach the ACCA UK office by 15<sup>th</sup> of October (or the ACCA local office by 1<sup>st</sup> of October – please mind also the deadlines of our partners, the tuition providers if you choose to use their services) and in order to sit exams in the June session all your documents must reach the ACCA UK office by 15<sup>th</sup> of April (or the ACCA local office by 1<sup>st</sup> of April – please mind also the deadlines of our partners, the tuition providers if you choose to use their services). The cost for the registration consulting and transport (courier) services will be entirely covered by the ACCA local office. (Only for the segment ACCA Romania – ACCA UK)

Because this is a one exam qualification no exemptions apply.

#### **b) FEES**

The registration fee for this diploma, which gives you the right to sit in once for the exam, is of 157 GBP. The fee to re-sit the exam, if necessary (only if you did not pass the exam the first time), is of 105 GBP. If you do not pass this exam in two consecutive sessions of examination (taking place in June and December), you will have to re-register for the DipIFR program paying the registration fee which will be valid at that moment.

#### **c) TRAINING / STUDYING**

The study materials can be bought at an approximate price of 250£ (220£ electronic version). Please contact the companies offering ACCA courses for materials ([tuition providers](#)). You will also find more information regarding the study as well as subjects from the previous sessions of exams visiting <http://www.accaglobal.com/members/qualifications/dipifr/studying>. Most of the tuition providers offer also DipIFR courses.

**The students who pass DipIFR exam will be granted an exemption from ACCA Qualification from exam F7 Financial Reporting.**

### **4. CERTIFICATE IN INTERNATIONAL FINANCIAL REPORTING**

The Certificate in International Financial Reporting (CertIFR) is an ideal qualification to help you develop an understanding of IFRS or gain formal recognition for your existing IFRS skills and knowledge. Cost effective and flexible, CertIFR provides a comprehensive introduction to the principles of IAS and IFRS and is delivered entirely online through ACCA's e-qualification portal so the main difference between DipIFR and CertIFR is that the last one is obtained online.

The target audience is professional accountants and auditors, qualified in accordance with national accounting standards or other national accounting standards who wish to develop

their skills in the filed of IFRS. However, it is possible for those with experience, but no formal qualifications in accounting and auditing to register for this Certificate.

#### a) INITIAL REGISTRATION / FEE

Individuals can register online at any time during the year: (<http://www.accaglobal.com/members/qualifications/cifr/register>). Following payment by credit or debit card of £200 incl VAT (or £110 for the course or assessment only), access to the online course and assessments will be provided for a period of three months. Students will also have access to an online course tutor.

It is anticipated that the average student will take 20 hours to work through the course, therefore, as a member you can claim up to 20 units of verifiable CPD, and a further five units for successfully completing the assessment, as long as IFRS is relevant to your training and development needs.

#### b) EXAM

In the assessment, individuals must pass the one-hour multiple-choice questions assessment. The pass mark is 50% - you have to answer to 25 multiple choice questions. You can use any computer which has an internet connection in order to pass this exam, during the 3 (three) months of access to the CertIFR exam.

Those who fail are allowed two attempts to re-sit this test. All attempts at the test must be conducted within three months of access to the online course. Candidates may repeat their test immediately if they wish. However, they are strongly advised to leave a week before a retest in order to review the course and to consolidate their learning.

If a candidate still fails after three attempts at the test, they will have to pay a further registration fee and will be offered another three attempts to pass the test.

For further information please access:

<http://www.accaglobal.com/members/qualifications/cifr/faqs>.

### 5. DIPLOMA IN FINANCIAL MANAGEMENT

This qualification is aimed at middle and senior managers with financial responsibility but no economic background knowledge. All the graduates with a recognized degree, higher national diploma, and all the individuals who can prove their professional experience can register to obtain this diploma. DipFM offers the practical knowledge which is necessary in order to demystify accounting for those who do not have accounting training.

The syllabus of the diploma is divided into modules in order to ease up the study (<http://www.accaglobal.com/join/dipfm/exams/syllabus>) and to allow a good transition from basic principles to more strategic issues. Each module covers two thematic areas:

**Module A:** Interpretation of Financial Statements and Performance Management

**Module B:** Financial Strategy and Risk Management

#### a) REGISTRATION / FEES

(Similar to ACCA Qualification) In order to sit the DipFM exams you have to be first registered as a DipFM student (trainee). This initial registration for DipFM can be done either online, at <http://www.accaglobal.com/join/register/online> or by filling in a printed form which can be requested directly from UK, from the ACCA Romania, Bulgaria or Moldova office or from accredited [tuition providers](#) in the specific countries. No matter whether you register online or you fill in the printed form your registration file (containing documents listed in [Appendix 1](#) plus a [reference letter from your employer](#) if you do not have the academic qualifications required for DipFM - a recognised degree, higher national certificate/diploma or a non-accounting professional qualification) will have to reach ACCA UK office (ACCA Customer Services 2 Central Quay 89 Hyde Park Street Glasgow G3 8BW United Kingdom) this can be done either by: 1) you sending them directly to UK 2) sending them to the local ACCA Romania, Bulgaria and Moldova office (the local office will then send them to the UK with no extra charge to you) or 3) contact one of the accredited tuition providers who might also offer administrative services.

The registration goes on all throughout the year, but please note that there are 2 initial [registration deadlines](#) per year: in order for you to sit exams in the December session, all

your documents must reach the ACCA UK office by 15<sup>th</sup> of August (or the ACCA local office by 1<sup>st</sup> of August – please mind also the deadlines of our partners, the tuition providers if you choose to use their services) and in order to sit exams in the June session all your documents must reach the ACCA UK office by 31<sup>st</sup> of December (or the ACCA local office by 15<sup>th</sup> of December – please mind also the deadlines of our partners, the tuition providers if you choose to use their services). The cost for the registration consulting and transport (courier) services will be entirely covered by the ACCA local office. (Only for the segment ACCA Romania – ACCA UK)

**The registration fee** is of 251 GBP and it includes the study materials. The students can also buy books for revision.

In the registration fee, a one year subscription for **finance matters-** a semi-annual magazine which contains relevant and useful information is also included.

The examination fee for each exam is of 68 GBP, identical with the fee for each project (a total of four – two exams and two projects). The annual subscription fee for a DipFM student is of 57 GBP.

## **b) EXAMS / PROJECTS / STUDYING**

Each of the two modules will be assessed by means of a three hours examination and a project. There are two examination sessions per year, in June and December, the examinations are held in the same examination centers as for all ACCA qualifications (the [deadlines](#) for exam entering are the same as for ACCA Qualification). You can sit in one or two exams during the session of examination, one of the two projects or both or a combination of them. You have to pass 2 exams and to submit 2 projects in order to obtain the diploma. The examination for each module will cover the two themes of that module and comprises multiple choice and open questions.

For some more interesting information on DipFM please access the following links:

[http://www.accaglobal.com/students/publications/finance\\_matters/archive/2002/53/727414](http://www.accaglobal.com/students/publications/finance_matters/archive/2002/53/727414)

and

[http://www.accaglobal.com/students/publications/finance\\_matters/archive/2002/51/462742](http://www.accaglobal.com/students/publications/finance_matters/archive/2002/51/462742).

For the moment in this region only [BPP Romania](#) offers **courses** for DipFM.

**DipFM holders will receive an exemption from one exam of the ACCA Qualification, namely F9 Financial Management.**

## **6. CERTIFICATE IN INTERNATIONAL AUDITING**

This certificate covers the principles of International Standards on Auditing through online tuition and objective testing assessment. The course offers a fast and flexible way to study through interactive online study.

### **a) REGISTRATION / FEE**

Students can enrol online through the e-qualifications portal at any time during the year (<http://www.accaglobal.com/members/qualifications/cia/register>). Following payment by credit or debit card of the fee, they will have access to the online course for a period of three months, during which time they will work through the course material and sit the Multiple Choice Question (MCQ) examination.

The materials and assessment for the Certificate in International Auditing are currently available together for £200 but can be purchased separately at a cost of £110 each.

The certificate is delivered entirely through ACCA's e-qualifications portal – ACCA's virtual learning environment. The course is self-contained, although students may benefit from having access to the IFAC online handbook of Auditing and Ethics Pronouncements 2001, which can be ordered from the IFAC website.

### **b) EXAM / STUDYING**

It is anticipated that the average student will take 25 hours to work through the course and ACCA members can claim up to 25 hours of verifiable continuing professional development (CPD) for following the course and a further five units for successfully completing the assessment.

It is only possible for candidates to take the assessment via the e-qualifications portal, as this is an online course only, and marking is also administered and conducted electronically. The

score for the examination will be available on screen for the candidate immediately after taking the assessment.

Students must pass the one hour MCQ examination and the pass mark is 50%. Those who fail are allowed two attempts to resit this examination. All attempts at the examination must be conducted within the three months of access to the online course. Candidates may repeat their examination immediately if they wish. However, they are strongly advised to leave a week before a retest in order to review the course and to consolidate their learning.

If a candidate still fails after three attempts at the examination, they will have to pay a further registration fee.

## **7. INTERNATIONAL CERTIFICATE IN FINANCIAL ENGLISH**

Cambridge ICFE is an ideal qualification for anyone thinking of, or already pursuing, a career in accounting or finance. It is also ideal for candidates who wish to embark on an accountancy or finance qualification, and will be a valuable addition to the CV of anyone starting their career in finance.

For the finance professional with an already established and successful career, it can be used to validate their financial English language skills and provide proof of their linguistic skills and expertise.

Successful candidates will be able to use the language skills they develop through Cambridge ICFE in practical situations, to participate in meetings and discussions of a financial nature and to express opinions clearly. They will be capable of understanding financial documents including statements, journal articles, letters, reports and proposals. Studying for Cambridge ICFE will help learners to improve their language skills and use them in a wide range of accounting and financial contexts.

### **Fit for business**

Cambridge ICFE can be used as a valuable recruitment tool to help employers with the selection process and training of their people. This unique exam will help the ambitious to demonstrate their skills and suitability for a successful career in international finance. Employers can be confident that any employee who has passed the Cambridge ICFE exam will be capable of working in an international finance context as they will possess high levels of English language and an understanding of the kind of language used in a demanding, fast-moving profession.

The Cambridge ICFE exam is available twice a year – in May and November – starting in May 2007. Visit [www.FinancialEnglish.org](http://www.FinancialEnglish.org) for more information about Cambridge ICFE or contact: <http://www.britishcouncil.org/ro/romania.htm>.

## 1. DOCUMENTS NEEDED IN THE REGISTRATION FILES

1. filled-in form (either printed, either proof of filling it online – generated document after completing the online registration process)
2. simple copy of **one** document proving your identity (ID card **AND/OR** passport **AND/OR** birth certificate) if this document has titles in English as well, if not – simple copy plus translated copy (with licensed translator's stamp)
3. copy of marriage license – if applicable (only if surname on ID document differs from surname on your diplomas)
4. 2 passport type photos
5. simple copy of the university diploma (for university graduates – for exemption purposes) plus translated copy (with licensed translator's stamp)
6. simple copy of list of studied subjects (from the university) plus translated copy (with licensed translator's stamp)
7. simple copies of other diplomas that you consider would entitle you to further exemptions (like membership of Professional bodies) – optional
8. proof of payment of Initial Registration fee (introducing valid credit / debit card number in the online form or in the written form **OR** sending proof of [bank](#) transfer to ACCA **OR** sending cheque with registration file)

### **Important notes:**

- **All documents mentioned above that are not in English or do not have English titles must be translated by a licensed translator (notarization is not necessary)**
- **It is enough to have only a simple copy of those documents that already have their section titles in English (for instance passport or diplomas that are (also) in English)**
- **In the registration file you will also put simple copies of the originals**
- **YOU MUST WRITE ON ALL YOUR DOCUMENTS (EACH SHEET) THE APPLICATION NUMBER WHICH IS THE UNIQUE FORM NUMBER THAT YOU WILL HAVE ON EACH PRINTED FORM (OR THAT WOULD BE GENERATED AT THE END OF YOUR ONLINE REGISTRATION PROCESS)**

## 2. ACCA BANK DETAILS

Clydesdale Bank Plc  
 Charing Cross Branch  
 Glasgow  
 Scotland UK

**Sort Code:** 826434  
**Account Name:** The Association of Chartered Certified Accountants  
**Account Number:** 40000907  
**Swift Code:** CLYDGB 21434  
**IBAN:** GB74 CLYD 8264 3440 0009 07

### **Important notes:**

- **When making payments by bank transfer or cheque please always mention your IR form number / student number**
- **Please note that if paid by a bank transfer ACCA DOES NOT pick up ANY bank charges.**

### 3. DipIFR & DipFM TEMPLATE EMPLOYER LETTER

Company Header

Company Logo

Date

To Whomever It May Concern

Through the following, we certify that Mrs. / Mr. ...., who has been working with our company for ..... year(s), holds a ..... years experience in the financial field, proving at the same time a valuable employee and human asset.

Also, we recommend him / her as a suitable person to undertake Diploma in International Financial Reporting / Diploma in Financial Management, as this particular qualification will assist him / her in his / her current and future activities with our company.

We see this qualification as an important step in the Continuous Development Program that we, as a company, encourage our employees to pursue.

Thank you.

Best regards,

Official Signature & Stamp

### 4. WHY BECOME AN ACCA MEMBER?

Besides the prestige and recognition of the ACCA letters after your name, we also offer a range of services and advantages to our members:

#### Local agreements:

In Romania, ACCA members have easy access to the qualifications of expert accountant, granted by CECCAR and financial auditor granted by CAFR (they can become expert accountant or financial auditor after submitting a file and passing an interview)

#### A few of the global agreements:

Distance learning MBA in association with Oxford Brookes (and other qualifications):

([http://www.accaglobal.com/members/cpd/learning\\_opportunities/partner\\_resources/partner\\_qualifications/](http://www.accaglobal.com/members/cpd/learning_opportunities/partner_resources/partner_qualifications/))

MA in Leadership Studies with the Centre for Leadership Studies at the University of Exeter ([http://www.accaglobal.com/members/cpd/learning\\_opportunities/partner\\_resources/partner\\_qualifications/2871527](http://www.accaglobal.com/members/cpd/learning_opportunities/partner_resources/partner_qualifications/2871527))

ACCA/Institute of Directors Certificate and Diploma in Company Direction

([http://www.accaglobal.com/members/cpd/learning\\_opportunities/partner\\_resources/partner\\_qualifications/company\\_direct\\_diploma](http://www.accaglobal.com/members/cpd/learning_opportunities/partner_resources/partner_qualifications/company_direct_diploma))

Membership of the Institute of Internal Auditors (The IIA)

([http://www.accaglobal.com/members/cpd/learning\\_opportunities/partner\\_resources/partner\\_qualifications/cia](http://www.accaglobal.com/members/cpd/learning_opportunities/partner_resources/partner_qualifications/cia))

Other than these, all ACCA members are part of a global network and receive career-long support from ACCA.

## 5. IMPORTANT DATES AND DEADLINES

Type of Qualification	Type of Registration	Deadline (observation)	First Session of Exams/ Exam session	Exemptions	
<b>ACCA QUALIFICATION</b>	Initial Registration	<b>31<sup>st</sup> of December</b> (initial registration file must arrive in Glasgow; if you are submitting the registration file through the local office, it must be sent to ACCA Romania until the 15 <sup>th</sup> of December)	Held in June of the following year	To receive exemptions for June session the documents must be sent to Glasgow together with the initial registration file and meet the same deadline.	
	Initial Registration	<b>15<sup>th</sup> of August</b> (initial registration file must arrive in Glasgow; if you are submitting the registration file through the local office they must be sent to ACCA Romania until the 1 <sup>st</sup> of August)	Held in December of the same year	To receive exemptions for December session the documents must be sent to Glasgow together with the initial registration file and meet the same deadline.	
	Registration for exams for already registered students	<b>15<sup>th</sup> of April</b>	June session	In case of relevant newly obtained qualifications <b>ACCA students</b> may receive exemptions. They must send all relevant documents to Glasgow until the <b>31<sup>st</sup> of January</b> to receive the exemptions in account of the June session	
		<b>15<sup>th</sup> of October</b>	December session	In case of relevant newly obtained qualifications <b>ACCA students</b> may receive exemptions. They must send all relevant documents to Glasgow until the <b>31<sup>st</sup> of July</b> to receive the exemptions in account of the December session.	
<b>DipIFR</b>	Initial Registration	<b>15<sup>th</sup> of April</b> (initial registration file must arrive in Glasgow; if you are submitting the registration file through the local office they must be sent to ACCA Romania until the 1 <sup>st</sup> of April)	Held in June of the following year	<b>N/A</b>	
	Initial Registration	<b>15<sup>th</sup> of October</b> (initial registration file must arrive in Glasgow; if you are submitting the registration file through the local office they must be sent to ACCA Romania until the 1 <sup>st</sup> of October)	Held in December of the same year		
	Registration for exams for already registered students	<b>15<sup>th</sup> of April</b>	June session		
		<b>15<sup>th</sup> of October</b>	December session		

DipFM	Initial Registration	<b>31<sup>st</sup> of December</b> (initial registration file must arrive in Glasgow; if you are submitting the registration file through the local office they must be sent to ACCA Romania until the 15 <sup>th</sup> of December)	Held in June of the following year	N/A
	Initial Registration	<b>15<sup>th</sup> of August</b> (initial registration file must arrive in Glasgow; if you are submitting the registration file through the local office they must be sent to ACCA Romania until the 1 <sup>st</sup> of August)	Held in December of the same year	
	Registration for exams or projects for already registered students	<b>15<sup>th</sup> of April</b> (the projects must be submitted to Glasgow until the 31 <sup>st</sup> of May)	June session	
		<b>15<sup>th</sup> of October</b> (the projects must be submitted to Glasgow until the 30 <sup>th</sup> of November)	December session	
CAT	Initial Registration	<b>31<sup>st</sup> of December</b> (initial registration file must arrive in Glasgow; if you are submitting the registration file through the local office they must be sent to ACCA Romania until the 15 <sup>th</sup> of December)	Held in June of the following year	To receive exemptions for June session the documents must be sent to Glasgow together with the initial registration file and meet the same deadline.
	Initial Registration	<b>15<sup>th</sup> of August</b> (initial registration file must arrive in Glasgow; if you are submitting the registration file through the local office they must be sent to ACCA Romania until the 1 <sup>st</sup> of August)	Held in December of the same year	To receive exemptions for December session the documents must be sent to Glasgow together with the initial registration file and meet the same deadline.
	Registration for Exams for already registered students	<b>15<sup>th</sup> of April</b>	June session	
		<b>15<sup>th</sup> of October</b>	December session	