

An in-depth guide on becoming an ACCA member

The quickest and simplest way to ensure a smooth transition from trainee to member is to record your practical experience requirement (PER) using the online recording tool, *MyExperience* at [myACCA](#).

All you will need to do once you have met the membership requirements is accept the invitation to become an ACCA member which we will send to you as soon as you appear to be ready.

Here's an explanation of how the process works and also some hints and tips on how you can make it hassle-free.

ACCA will invite you to become an ACCA member once your records indicate that you have completed:

- the ACCA exams
- the Professional Ethics module
- the PER, by achieving 36 months' practical experience in a relevant role, having recorded the detail through the 'work experience' section of your online record.

And either

- answered the challenge questions for 13 performance objectives to the satisfaction of your workplace mentor, or
- have Performance Objective Exemption as agreed by your gold or platinum ACCA Approved Employer – Trainee Development stream.

If you have met the above criteria, you will be sent an email and a letter inviting you become an ACCA member. To make sure that you receive your invitation, please visit [myACCA](#) to check that your email contact details are up to date.

You will simply be required to reply 'YES' or 'NO' to the invitation. The majority of invitation replies are completed quickly and easily. If you reply 'YES' you are accepting the declaration and agreeing to pay the membership admission fee. Additional information will also be required if you fall into any of the categories below.

Further information required on lecturing experience

Lecturing experience can be used towards the PER for membership up to a maximum of 12 months. The experience must be at a level at least equivalent to the Fundamentals level of the ACCA Qualification, covering basic accounting, business studies and finance related subjects.

If you are including lecturing experience towards the PER, please ensure you provide detail on the subjects and level taught together with your application form.

Further information required on part-time experience

Work experience gained on a part-time basis can only count towards the PER for membership on a pro-rata basis. ACCA considers full-time work experience to be 140 hours per month. 1,540 hours of part-time work equates to 12 months of full-time work experience – this discounts annual leave, etc. If you're including part-time experience towards the 36-month requirement, please provide a breakdown of any part-time hours worked with your application or invitation acceptance.

Further information required if working in public practice

If you work in public practice and you sign or produce any accounts or report or certificate or tax return concerning any person/organisations financial affairs that may be relied upon by a third party you are required to include a current job description together with your application.

If you reply 'NO' to the invitation, you are expected to provide your reason for not wanting to become a member at this time and give an indication of when you think you will be ready.

Components missing?

Some of you may not have completed all of the requirements for membership, in which case we will write to you with a personalised overview of your status and advice on what your next steps should be. These include:

My Experience incomplete

If you're using *My Experience* to record your relevant experience, you must ensure that you answer the challenge questions for each performance objective achieved and have your answers reviewed and verified by a workplace mentor. It's not sufficient to simply mark objectives as 'Achieved'.

36 months experience

In order to be eligible to apply for admission to membership you are required to demonstrate that you have obtained at least 36 months of acceptable, supervised, practical experience in an accountancy role. You must also record the details for each period of employment in the 'work experience' section of your online record. If you have recorded less than 36 months' experience within your PER you will be asked to update *My Experience* to bring your records up to date. If you cannot confirm that you have completed 36 months' experience, you will have to wait until you have attained and recorded the further months required to complete this component, and then update your *My Experience* record.

Banked STR

Some of you will have completed your relevant experience using the STR forms. The current membership application form no longer includes reference to the STR competences. So, if you have banked a complete STR please submit a copy (not the original) of your full STR1 document along with your application. We will then assess this, and if you have met the required competences, we will complete your transfer to membership. Also, if you do not have enough elements we will provide you with tailored information on which objectives within *MyExperience* should be completed to fulfil the requirements for membership.

Not eligible for Performance Objective exemption?

Only trainees working for a gold or platinum ACCA Approved Employer – Trainee Development stream, where the employer has agreed to the trainee claiming exemption, are eligible to claim exemption from completing performance objectives. You must check your eligibility with your employer before you submit a PER return or membership application to ACCA. Evidence that you are exempt from completing performance objectives is required, so please complete and return the Approved Employer performance objective exemption confirmation form in support of your application. This form is available from *ACCA Connect*.

Ethics Module

You must complete the Professional Ethics module before you will be accepted to ACCA membership.

The value of the Professional Ethics module is to familiarise potential ACCA members with the ethical dimensions of professional accountancy and the wider responsibility of the accountant to the client, to ACCA, to the profession, and – above all – to promoting public value and the public interest. The module is intended to be taken seriously as a development resource and as a reflective exercise. ACCA audits Professional Ethics module submissions. Any submissions that contain reflective statements that are far too short, inappropriately written, or deemed not to be the original work of the student, will be investigated.

The module uses current best practices in online learning and you can return to it at any time to 'top up' or check your awareness of professional ethics. The Professional Ethics module is accessible through your [myACCA](#) account.

Think you're ready and want to apply for membership?

If you think you've satisfied the requirements for admission to membership, you can apply online through [myACCA](#) or [download](#), complete and submit a membership application form.

Factors which may delay your transfer to membership

Your transfer to ACCA membership will not take place if your account is showing a debit balance greater than your current year's annual subscription, so please make sure your payments are up to date before you reply 'YES' to your invitation.

The simplest and quickest way to submit fees is online through [myACCA](#) – ACCA's recommended method for submitting payments.

You will need your password to access [myACCA](#). If you have forgotten this:

- visit the forgotten password section at *myACCA*
- answer the personal information questions
- a new password will be emailed within two hours.

The following credit or debit cards are accepted:

- Visa, MasterCard, AMEX and Maestro.
- pre-paid debit card (for online payments only) – a list of countries where pre-paid cards are available can be found [here](#).

Using this method allows you to make payment to ACCA in sterling whilst receiving details of your payment from your credit card provider in your local currency. Please check with your credit card provider to ensure this facility has been enabled on your card. [Further alternative payment options are available if you need them.](#)

PER audit

To quality assure the PER process and protect the integrity of the ACCA Qualification, ACCA carries out PER audits – a review of the practical experience attained for ACCA membership.

You will be notified if you are selected for a PER audit as this may result in your transfer to ACCA membership being delayed. ACCA would like to thank you in advance for your cooperation.

We are committed to helping you achieve your goal of ACCA membership. If you have any further queries regarding PER or ACCA membership please email members@accaglobal.com