

Frequently Asked Questions (FAQs)

Opportunity to apply for Membership of ICAEW through Pathways to Membership Scheme

What is Pathways to Membership?

[Pathways to Membership](#) enables fully qualified members from professional bodies including CA Sri Lanka to apply for ICAEW membership based on their experience. Eligible applicants need to complete an Examination of Experience – a series of questions which you complete in your own time. There is no formal tuition required and no exam to take in an exam hall. You complete the questions based on your own achievements and experience from the last five years and submit this along with all other required supporting documents by the deadline date. Successful applicants are invited to join ICAEW membership. Once joined, they are entitled to use the ACA designation and to refer to themselves as an ICAEW Chartered Accountant.

What is the eligibility criteria?

Only applicants who meet the [full eligibility criteria](#) can apply for Pathways. This includes:

1. Being a current member of CA Sri Lanka; AND
2. Having at least five years of full membership (completed in full by the relevant submission deadline date); AND
3. Having gained the membership through the normal education and training route (as opposed to through any kind of reciprocal membership agreement or advanced credit / full exemption arrangement); AND
4. Being fully compliant with the CPD requirements; AND
5. Being a member in good standing with a good disciplinary record and without any outstanding complaints against you
6. Your application needs to be supported by an eligible sponsor. This must be a fully qualified individual who holds full membership of an IFAC full member body, and who is in good standing, is compliant with the CPD requirements and has a good disciplinary record with no outstanding complaints.
7. Each application must include a letter of good standing with their application. [Click here](#) to see what the letter needs to state. This letter is available from CA Sri Lanka.

Who can serve as a sponsor?

There are six essential criteria for a sponsor. Each applicant must have one sponsor who meets all of the required sponsor criteria to support their completed application. The sponsor must:

1. Know the applicant;
2. Hold full and current membership of a body belonging to the [IFAC](#);
3. Have gained full membership of that IFAC body through the normal education and training route;
4. Be compliant with the CPD requirements of their IFAC member body;
5. Be of good standing including having good disciplinary record without outstanding complaints.
6. Provide a letter of good standing from that professional body issued and dated within the 3 months immediately before the relevant Pathways deadline date. This letter must confirm:
 - (i) That they are a member of that body;
 - (ii) The date and year they were admitted into membership;
 - (iii) That their membership has been gained by the normal education and training route;
 - (iv) That they have a good disciplinary record with no outstanding complaints, or the details of any disciplinary record or outstanding complaint(s);
 - (v) That they are fully compliant with the CPD requirements of that body.

What does a sponsor have to do?

Being a [sponsor](#) is an important role. The key responsibilities are:

1. To confirm they know the applicant
2. To confirm that the applicant is of good character and there is no reason that they are aware of, why the applicant should not be admitted to ICAEW membership
3. To verify to the best of their knowledge that the information provided by the applicant in the application and in the Examination of Experience answers are a true and accurate representation of the work of that applicant.
4. In giving this undertaking, the sponsor acknowledges that ICAEW may report them to their professional body if it has grounds to doubt the validity of this statement.

To achieve this, the sponsor is required to:

1. Read the completed Examination of Experience answers of the applicant.
2. Review all/any other relevant supporting application documents.
3. Use their professional judgement to satisfy themselves that the information and answers that have been provided are true and accurate, and that the applicant is of good character.
4. Complete and sign the Sponsor Form (which the applicant needs to provide to the sponsor).
5. Anyone acting as a sponsor who is found to have testified in an inappropriate manner will be liable to investigation and will be reported to their professional body.

What is Examination of Experience?

The [Examination of Experience](#) is a series of questions that you complete in your own time and submit (along with your completed application and supporting documents) ahead of the specified deadline. The Examination of Experiences assesses your past achievements, planning and

analytical skills, professional judgement, quality of thought and awareness of current and technical issues within the last 5 years. Marks are also awarded for effective writing style and good use of grammar as well as good presentation style. Applicants are entitled to up to 4 attempts to pass the Examination of Experience.

Support for your application

ICAEW has provided free resources to help you succeed with your application. This includes a 14-page document from the Examiners which explains how you need to approach the Examination and explains what the Examiners look for. There are also sample scripts and other guidance. Applicants who make full use of these resources tend to achieve higher marks.

Dates and deadlines

Submission deadlines are 4pm (GMT) on 31 January (submission entry is now open) and 01 August 2019 (submission entry will be opened on 20 June 2019) and exam results will be released by 5pm (GMT) on 25 April and 24 October 2019 respectively.

How to get started?

- 1) Please make sure you meet the full eligibility criteria including having a suitable sponsor to support your application
- 2) Please [click here](#) to register for Pathways and to start your application
- 3) Please [click here](#) to access to the Examination questions and all the relevant forms and guidance.
- 4) Please [click here](#) to submit your pathways application

What are the associated costs in 2019?

There is a non-refundable exam admission fee to pay at each exam attempt. Applicants are entitled to up to 4 attempts to pass the Examination of Experience. Successful applicants then need to pay ICAEW admission and membership fees at the point of invitation to membership.

Description	Amount (GBP)
Pathways exam submission fee	£260 per attempt
ICAEW one-off admission to membership fee	£300
Annual ICAEW membership fee:	
- Full fee	£375
- Half fee (for members with an annual income of £14,014 - £28,028 or local currency equivalent)	£187.50
- Low rate fee (for members with an annual income of less than £14,041 or equivalent)	£53