

Applying for CIMA Membership

Applicant user guide



CIMA Membership application online guide for Applicants

Membership application online guide

Applicant logs into My CIMA

After being successfully logging into My CIMA, the login screen is shown below, you will see the existing old process link and the new membership link. You will have 9 months from February 2016 to decide which process you wish to use, after which the old process will be decommissioned and you will only be able to use the new process and submit your practical experience using the 2015 competency framework.

Please **print** this guide to assist you in completing your application.

Both systems will run concurrently between February 2016 and December 2016.

Figure 1. – My CIMA homepage after successful login.

The screenshot shows the My CIMA homepage. At the top, there is a navigation bar with the CIMA logo, the text 'Chartered Institute of Management Accountants', and links for 'Logout', 'Select your location', 'MY JOBS', 'FM Magazine', and 'CGMA'. There are also social media icons for Facebook, Twitter, LinkedIn, and YouTube. A search bar and a 'MY CIMA' button are also present. Below the navigation bar, there is a secondary menu with links for 'Home', 'Study with us', 'Students', 'Members', 'Employers', 'Educators', 'Events', 'Thought leadership', 'Professionalism', 'About us', and 'Vision'. A 'Print' icon is visible in the bottom right of this menu.

The main content area is titled 'Matilda Nzomi' and 'Welcome to MY CIMA'. It features a 'Noticeboard' section with three items: 'Schedule your exams', 'Studying CIMA at a college', and 'CIMA MY JOBS'. To the right of the noticeboard are three promotional cards: 'CIMAconnect', 'Part qualified designatory letters', and 'Salary calculator'. On the far right, there is a 'MY CIMA' sidebar with a list of links: 'My details', 'My financials', 'My exams', 'Member and student benefits', 'Student information', 'Existing PER', 'Updated PER', and 'Member and student magazine archive: pre 2011'. A blue callout box with the text 'New PER Link' points to the 'Updated PER' link. Below the sidebar is a Kaplan advertisement for a distance learning course, and a 'Contact Us' link at the bottom.

Brand new applicant view

You can start a Practical experience application after finishing the 5 CBA papers. If you have not completed CBA, you won't see any link with regards to membership applications.

Once you have clicked on the link, you will be navigated to one of 2 pages; the new applicant view or the returning applicant view. You will be taken to the new applicant page only if you don't have an application in draft or closed or already submitted

Click on start button to start a new application

CIMA Chartered Institute of Management Accountants

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Home > MY CIMA > CIMA membership application

CIMA membership application

My personal details My employers My practical experience Verification Declaration Payment

Welcome...

You have taken a key step in your future career to becoming a CIMA member. Once your application is complete, you will be on the path to becoming a CIMA Associate member (ACMA) and gaining the Chartered Global Management Accountant (CGMA) designation.

As one of the first applicants to use our new assessment system, once you have submitted, CIMA may contact you for feedback on how you experienced the process.

Ready to apply?

Start

The application process and framework

CIMA's practical experience requirements are based and structured around the CGMA Competency Framework. All students wishing to gain the designations of ACMA, CGMA will need to demonstrate a minimum of 36 months relevant practical experience, in addition to completing all of the Institute's examinations.

The process has been designed so that students can fill in their application as they progress through their career, and obtaining sign off at the same time.

CGMA[®] COMPETENCY FRAMEWORK

TECHNICAL SKILLS Apply accounting and finance skills

BUSINESS SKILLS In the context of the business

LEADERSHIP SKILLS And lead within the organisation

PEOPLE SKILLS To influence people

ETHICS, INTEGRITY AND PROFESSIONALISM

How long will it take?

Upon submitting a fully completed application, this is then sent for assessment (subject to any further enquiries that may need to be made), this process can take approximately 2 weeks.

Returning applicant view

If you already have a draft application, after clicking the link from My CIMA, the page below will be displayed. The page below is also used for checking the status updates of the application after submission.

Chartered Institute of Management Accountants

MY CIMA

Home > MY CIMA > CIMA membership application
Print

CIMA membership application

Your application

Becoming a CIMA member is not simply a matter of passing the exams. You also need to gain a minimum of three years' relevant practical experience before you can call yourself a Chartered Management Accountant or use the letters ACMA after your name.

Practical experience requirements

You need to familiarise yourself with the practical experience requirements and start to make notes as soon as you begin your relevant practical experience.

The practical experience requirements describe the range of practical work experience you need to gain in order to become a CIMA member. In order to show the wide range of functions carried out by management accountants they are broken down into three areas – Technical Skills, Business Skills People Skills and Leadership Skills. The detailed experience requirements and outcomes can be found on the CIMA website.

Your current application...

Contact Id	Applicant Name	Date Created	Application Status	
1-1D4Y4LV	Alex Ferguson	12th May 2015	Draft application	Continue >

< Back

cima.contact@cimaglobal.com

Find your local CIMA office

[Help and FAQs](#)

© CIMA

Click on Continue button to resume application

My personal details page

CIMA membership application

My personal details

My employers

My practical experience

Verification

Declaration

Payment

Your personal details

On this screen, we will show you the personal & contact details that we have for you on file, please confirm and update these as necessary

Title	Prof
First Name	Alex
Middle Name	
Last Name	Ferguson
Date of birth	05/03/1978
Gender	
Nationality	

Personal details as held by CIMA are confirmed here.

If you wish to change any of the personal details above, please [contact CIMA](#)

Your email address

Please confirm your email address, and update it if necessary.

Email address testme006@nomail.com

Change email address

Continue

You can change your email address if required. This also changes for My CIMA at the same time against your personal details.

< Back

You can also update telephone details

Your telephone contact details

Please review and add, where necessary, telephone contact details

Mobile +44 079406355443

Update

Click "Update" to change the telephone numbers we hold for you. You can add up to 3 numbers of different types. Mobile, Home and Work.

CIMA membership application

My personal details My employers My practical experience Verification Declaration Payment

Your personal details

On this screen, we will show you the personal & contact details that we have for you on file, please confirm and update these as necessary

Title Prof

First Name Alex

Middle Name

Last Name Ferguson

Date of birth 05/03/1978

Gender

Nationality

If you wish to change any of the personal details above, please [contact CIMA](#)

Your email address

Please confirm your email address, and update it if necessary.

Email address alex.ferguson@gmail.com

Change email address

Your telephone contact details

Please review and add, where necessary, telephone contact details

Mobile +44 079406355443

Update

Continue

After you have confirmed your telephone number(s) and email, click on the continue button to show address information.

Back

Your address

Your current home address is shown below. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

Address 11 Beeston Way
FELTHAM
TW14 0EU
United Kingdom

Update

Continue

Use the update button to edit the address we hold for you. If you are happy with the address, just click "Continue".

Back

My employers page

Use the page below to add all your employers you wish to provide relevant practical experience for. You will need to provide start dates and end dates for each employment as well as other details.

An employment can be paid or voluntary and you need to provide details of any extended leave while at an employer e.g. maternity, paternity or other extended leave.

CIMA Chartered Institute of Management Accountants **MY CIMA**

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Home > MY CIMA > CIMA membership application Print

CIMA membership application

[My personal details](#)
[My employers](#)
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[Payment](#)

My relevant employment history

Below is where you compile a list of employers and roles where you obtained relevant practical experience. While it can naturally follow that these employers and roles were gained chronologically, it might also be that this is not the case.

Whichever the scenario you find yourself in, the system can accommodate this. The minimum amount of practical experience that you must be able to record and demonstrate in detail is 36 months, with the maximum being 60 months. In both cases the experience gained does not always have to be chronological.

Any experience over 60 months that you wish to evidence, can be supplied in the career summary that you supply later in the application.

Add an employer i

Click on "Add an employer" to create a list of employers where you have gained relevant experience.

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[f](#)
[t](#)
[in](#)
[c](#)
[v](#)

[Help and FAQs](#)

CIMA membership application

My employers > Add/Edit employer

Company *

Address *
Newgate Street
London
United Kingdom
EC1A 7AJ

[Update Address](#)

Telephone Number

Employment Type Paid Voluntary

About your employer

This is my current employer

Start Date *

End Date *

Have you taken any sabbatical, maternity or paternity leave in this employment? No Yes

Provide details of sabbatical, maternity, paternity or any other type of extended leave while at that employer

[Save](#)

[Cancel](#)

[Back](#)

Provide details of maternity, sabbatical, Paternity or other extended leave.

Have you taken any sabbatical, maternity or paternity leave in this employment? No Yes

Leave Type	Start Date	End Date	
Please select...	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Remove"/>

Select the leave type here then provide start date and end date

After adding one employer, below is what your employment history will look like. You will now need to add at least one role for that that employer before you continue to the practical experience page.

CIMA membership application

My personal details
 My employers
 My practical experience
 Verification
 Declaration
 Payment

My relevant employment history

Below is where you compile a list of employers and roles where you obtained relevant practical experience. While it can naturally follow that these employers and roles were gained chronologically, it might also be that this is not the case.

Whichever the scenario you find yourself in, the system can accommodate this. The minimum amount of practical experience that you must be able to record and demonstrate in detail is 36 months, with the maximum being 60 months. In both cases the experience gained does not always have to be chronological.

Any experience over 60 months that you wish to evidence, can be supplied in the career summary that you supply later in the application.

British Telecommunications Plc | London, United Kingdom
4th May 2008 - 12th May 2015

Roles

Your employer has been created. You can also change or remove them.

You now must add a role against the employer

Completed role details below

My employers > Edit role

Please detail any paid, unpaid or voluntary roles in this section. If working part time, approximate the number of days per week you did which could be in decimal point e.g. 2.5 days/week

Company Name

Reminder of the date at the employer

Job Title

Number of employees in your department

Number of employees reporting to you

Part time or full time? Full Time Part Time

Job Title of person you reported to

This is my current role

Role Start Date

Role End Date

British Telecommunications Plc | London, United Kingdom
4th May 2008 - 12th May 2015

Roles

Finance Analyst	4th May 2008 - 12th May 2015	<input type="button" value="Change"/> <input type="button" value="Remove"/>
-----------------	------------------------------	---

Role added. You can add further roles for the same employer as required

If you need to change a role

Practical experience page

CIMA membership application

[My personal details](#)
[My employers](#)
[My practical experience](#)
[Verification](#)
[Declaration](#)
[Payment](#)

My practical experience

Below is where you record your practical experience against the relevant competencies. It is vitally important that you do not omit any from your submission; as it is from this screen that you need to be able demonstrate the competencies that you are required to demonstrate as a Global Management Accountant (CGMA):

- A minimum of 36 months verified relevant experience , across the 4 Knowledge areas
- At least 4 competency categories must be selected between Technical and Business Skills (min 1 from each) , c
- At least 1 competency category from both People and Leadership skills must also be demonstrated.
- Of the minimum 36 months required, at least 18 months experience must be gained between the Technical and Business Skills areas at Intermediate, Advanced or Expert levels.
- The remaining 18 months can be gained across any of the levels within Technical and Business areas.

Click on a competency area to see further sub categories under the area. Click again to return back to where you were

Select Competency Area

[Technical Skills](#)
[Business Skills](#)
[People Skills](#)
[Leadership Skills](#)

This buttons shows all experience you have inputted so far in a single report.

My experience summary

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

[View my experience](#) i

Is my experience ready? i

[Back](#)
[Go to verification](#)

Checks you experience against CIMA's practical experience requirements.

Navigate to the verification screen after populating all your experience

Select Competency Area

Technical Skills



Click on the competency area to show the categories and types below.

NOTE: Click a second time to reset the view and see all the areas again

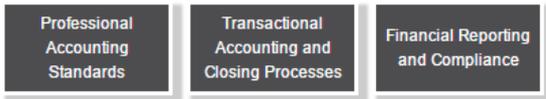


Select Competency Area

Technical Skills > Financial Accounting and Reporting

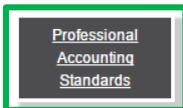


Click on the category to show the types below



Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards



Click on the type to show the levels



My experience summary

[View my experience](#)



Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

[Is my experience ready?](#)



Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards > Foundational

Technical Skills

Financial Accounting and Reporting

Professional Accounting Standards

Foundational Intermediate Advanced Expert

After clicking on the level, the actual competencies are displayed below

Click on an actual competency to continue

Select Competency

- Demonstrate awareness and knowledge of the professional accounting standards
- Apply those principles to accurately record financial transactions and maintain appropriate supporting documentation

After clicking on the competency, click continue to populate further details.

Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards > Foundational

Technical Skills

Financial Accounting and Reporting

Professional Accounting Standards

Foundational Intermediate Advanced Expert

Select Competency

Demonstrate awareness and knowledge of the professional accounting standards

Continue

Use this button to add this competency for a role at an employer

Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards > Foundational

Select Competency

Demonstrate awareness and knowledge of the professional accounting standards

Please specify the role where the competency was gained

Employer	Role *	Competency Period
British Telecommunicati	Finance Analyst	May 2008 - May 2015

Description

The finance analyst role Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

Save Cancel

Select employer and role. The system will pre-populate the role dates.

Add detailed description of how you demonstrate the competency.

Below is what the competency looks like after the competency is saved,

Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards > Foundational

Competency is highlighted a different colour when there is competency underneath it.

Select Competency

Demonstrate awareness and knowledge of the professional accounting standards

Employer: British Telecommunications Public Limited Company | Role: Finance Analyst | Competency period: May 2008 - May 2015

Description:

The finance analyst role Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum

Change Remove

Add this competency to another role

Add new competency

Use this button to add this competency to another role.

After adding more competencies, the screen will look like this

CIMA membership application

Progress bar with steps: My personal details, My employers, My practical experience (highlighted), Verification, Declaration, Payment.

My practical experience

Below is where you record your practical experience against the relevant competencies. It is vitally important that you record all necessary competencies in detail and do not omit any from your submission; as it is from this screen that you need to be able demonstrate the competencies that you have gained to be considered to become a Chartered Global Management Accountant (CGMA):

- A minimum of 36 months verified relevant experience, across the 4 Knowledge areas
- At least 4 competency categories must be selected between Technical and Business Skills (min 1 from each), covering the minimum 36 months
- At least 1 competency category from both People and Leadership skills must also be demonstrated.
- Of the minimum 36 months required, at least 18 months experience must be gained between the Technical and Business skills from the Intermediate, Advanced or Expert levels.
- The remaining 18 months can be gained across any of the levels within Technical and Business areas.

Select Competency Area

Four buttons: Technical Skills, Business Skills, People Skills, Leadership Skills.

My experience summary

[View my experience](#) *i*

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

British Telecommunications Public Limited Company

4th May 2008 - 12th May 2015

Job Title	Competencies		
Finance Analyst	8	Apportion time <i>i</i>	View or change experience Remove experience

[Is my experience ready?](#) *i*

After populating your experience, you need to apportion the time of each competency as a percentage

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Apportion time

Competency time allocation

Please allocate the percentage time spent in this role across the multiple competencies at the various levels up to a maximum of 100% across all competencies. Percentages will be used to calculate the effective time spent at the different levels

Employer: British Telecommunications Plc

Finance Analyst - 84.2 months in role

4th May 2008 - 12th May 2015

Level	Competency categories	Percentage
Intermediate	Business Relations Analyse stakeholder profile and highlight areas to achieve and improve joint efficiencies.	0
Advanced	Business Planning Review investment appraisals and provide guidance and recommendations	0
Advanced	Motivating and Inspiring Personally build the confidence of others in their own capacity to succeed, or in the future success of their team, unit or organisation; provide guidance, support and incentives to motivate others	2
Advanced	Negotiation and Decision Making Negotiate in tough situations both externally and internally stakeholders; demonstrate confidence good political savvy and maintain credibility with third-party key decision-makers	2
Expert	Business Planning Anticipate future needs of the organisation including portfolio actions	21
Expert	Market and Regulatory Environment Monitor and forecast changes in customer and competitor behaviour and develop appropriate organisation response. Determine impact of emerging business models and sponsor initiatives to deliver optimal response.	25
		Total 100

[Save](#) [Cancel](#)

Provide percentages per competency up to a maximum of 100%.
NOTE: Any competencies without percentages will not be counted

Is my experience ready?

My experience summary

[View my experience](#)

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

British Telecommunications Plc

4th May 2008 - 12th May 2015

Job Title	Competencies			
Finance Analyst	9	Change time	View or change experience	Remove experience

[Is my experience ready?](#)

Is my experience ready will check your entire application against all CIMA practical experience requirements.

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[Go to verification](#)

Select Competency Area

- Technical Skills
- Business Skills
- People Skills
- Leadership Skills

My experience summary

[View my experience](#)

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

British Telecommunications Public Limited Company

4th May 2008 - 12th May 2015

Job Title	Competencies			
Finance Analyst	8	Apportion time	View or change experience	Remove experience

[Is my experience ready?](#)

Is my experience ready button will check your practical experience against CIMA's practical experience requirements prior to verification.

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[Go to verification](#)

If your experience is ready

My experience summary

[View my experience](#)

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

The Shell Company

1st July 2009 - 21st July 2015

Job Title	Competencies			
Chief Accountant	12	Change time	View or change experience	Remove experience

[Is my experience ready?](#)

The experience presented has cleared all required eligibility criteria.

The application is now ready to start the verification process. It is advisable to go to the verification stage after your application meets the required criteria.

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[Go to verification](#)

If your experience is not ready

My experience summary

[View my experience](#)

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

British Telecommunications Public Limited Company

4th May 2008 - 12th May 2015

Job Title	Competencies			
Finance Analyst	10	Change time	View or change experience	Remove experience

[Is my experience ready?](#)

X The experience is not ready for submission. Please see the information below:

- You must have competencies from at least 4 categories in Technical and Business Skills with at least one category in each of the 2 skill areas. Competency categories must also meet the minimum criteria to demonstrate required breadth of experience.
- The competencies for this application do not pass the minimum competency rules. Following are the details:
 - In the Competency Area 'Business Skills', the number of competencies under Competency Category 'Project Management' is less than the required minimum of '2'
 - In the Competency Area 'Business Skills', the number of competencies under Competency Category 'Market and Regulatory Environment' is less than the required minimum of '2'
 - In the Competency Area 'Technical Skills', the number of competencies under Competency Category 'Cost Accounting and Management' at intermediate level or above is less than the required minimum of '2'.

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[Go to verification](#)

If the application does not meet the minimum competency requirements, the system will display what is needed. It is advisable to only proceed to the verification stage once your experience has cleared the eligibility criteria.

Verification

On the verification page you can add one or more verifiers for every role which you have provided practical experience for. There are further actions which can also be carried out after you have added your verifier.

Verification of experience

Please provide details of verifiers who can verify your relevant work experience. These must be people you have worked for in the past or are currently working for. They must have direct knowledge of your work and have been in a more senior position than you in the organisation – preferably your line manager. The minimum number of verifiers that you need is two. Together they must be able to verify at least 36 months of the relevant practical experience, this should include at least 18 months experience at intermediate level or higher.

You may be submitting more than 36 months experience but your verifiers must verify a minimum of 36 months. Your verifiers do not need to be CIMA members or even accountants. It is more important that they have direct knowledge of your work and have been in a more senior position to you. A relative, or a colleague at the same level as you cannot verify your practical experience.

Verifiers should have professional email addresses, if a personal email address has been used you will be asked to explain the reason why.

If you are adding a second verifier to a role, please select the "Add additional verifier" button.

When verification has been received, this will be indicated by a green tick on screen.

Once you have received sufficient verifications, you can click on the "Is my application ready?" button.

If your application is ready, you can proceed and submit your application. If your application is not ready, you will be provided with on screen information as to what remains outstanding on your application.

[Send email to verifiers](#) ⓘ

The Chartered Institute Of Management Accountants 1st January 2011 - 1st January 2016

Verifier's name	Job title	Verification period	Calculated Months	Level	Email sent?	Verified	Actions
Add verifier	Accounts Assistant	Jan 2011 - Jan 2016	48	Intermediate			

[Is my application ready?](#) ⓘ

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After clicking "Add verifier", complete the details below. It is possible to reduce the verification period if your verifier is not able to verify the entire duration. You can then add a different verifier for the remainder of the time.

Add verifier

Add verifier. Intro text

Role details

Employer: British Telecommunications Plc
Role: Finance Analyst (May 2008 - May 2015)

Verification period

Is your verifier able to verify the entire role period? *

Yes
 No

[Cancel](#)

Select No if you wish to reduce the verification period for a verifier.

Add verifier

Add verifier. Intro text

Role details

Employer: British Telecommunications Plc
Role: Finance Analyst (May 2008 - May 2015)

Verification period

Is your verifier able to verify the entire role period? *

Yes
 No

Please provide the date range of verification: *

From: [] to: []

[Continue](#) [Cancel](#)

Provide reduced verification dates.

It is advised to add an introduction message which your verifier will see on the email sent and when they login to verify your experience. Include your contact details if necessary on this message in case your verifier has any queries for you.

After adding a verifier, there are a number of actions available to you to manage the verification process.

Verifier's name	Job title	Verification period	Calculated Months	Level	Verified	Actions
Michael Smith	Finance Analyst	May 2008 - May 2015	84	Multiple	Not yet	Choose...

Further actions available

Cancel verification: This action will cancel the verification request and notify your verifier that you are not required to verify the application anymore.

Send reminder: Allows you to send a reminder email to the verifier to remind them to verify. We will also include the login link at the bottom of any message from you

Edit verification period: Allows you to edit the start date and end date of the verification period. This action is used after the verifier contacts you that you aren't happy to verify certain dates and requests you to amend them. You will edit dates then send a reminder to the verifier to inform them to re-verify again.

Edit verifier email: Allows you to amend the verifier email

Add additional verifier: Adds another verifier for the same selected role.

Are you sure you want to cancel?

Please note that if this verifier has already verified another role, cancelling this verification will affect the already verified roles. Please contact CIMA if you lose the verification tick against an already verified role.

Yes

No

Send reminder

Send reminder to verifier

Send an email to your verifier to remind them...

To:

Michael Smith (mustafa.baridhwan@cimaglobal.com)

Subject: *

Message: *

Send reminder

Cancel

Edit verification period

Edit verification period

Change verification period. Intro text.

Role details

Employer British Telecommunications Plc

Role Finance Analyst (May 2008 - May 2015)

Verifier Michael Smith

Verification period

From to

Save

Cancel

Edit email

Edit verifier email
Change verifier details: Intro text.

Name Michael Smith
Job title Credit controller
Organisation British Telecommunications Plc
Email address mustafa.baridhwan@cimaglobal.com

Please tick this box if a personal email address has been used e.g Hotmail or gmail etc

[Save verifier details](#) [Cancel](#) [Change email](#)

Edit verifier email
Change verifier details: Intro text.

Name Michael Smith
Job title Credit controller
Organisation British Telecommunications Plc
Email address
Confirm email address

Please tick this box if a personal email address has been used e.g Hotmail or gmail etc

[Save verifier details](#) [Cancel](#)

Add additional verifier

Add verifier
Add verifier: Intro text.

Role details
Employer British Telecommunications Plc
Role Finance Analyst (May 2008 - May 2015)

Verification period
Is your verifier able to verify the entire role period? *

Yes
 No

[Cancel](#)

Adding a second verifier

Every application MUST have a minimum of 2 verifiers. After adding the first verifier, you are able to add a second verifier using the “Actions” menu

[Send email to verifiers](#)

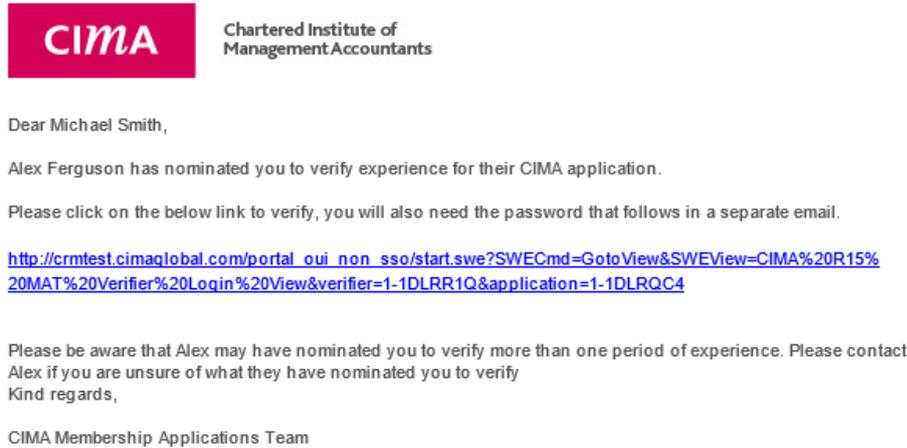
British Telecommunications Plc 4th May 2008 - 12th May 2015

Verifier's name	Job title	Verification period	Calculated Months	Level	Verified	Actions
Michael Smith	Finance Analyst	May 2008 - May 2015	84	Multiple	Not yet	Choose ▼
Judy Smith	Finance Analyst	May 2008 - May 2015	84	Multiple	Not yet	Choose ▼

[Is my application ready?](#)

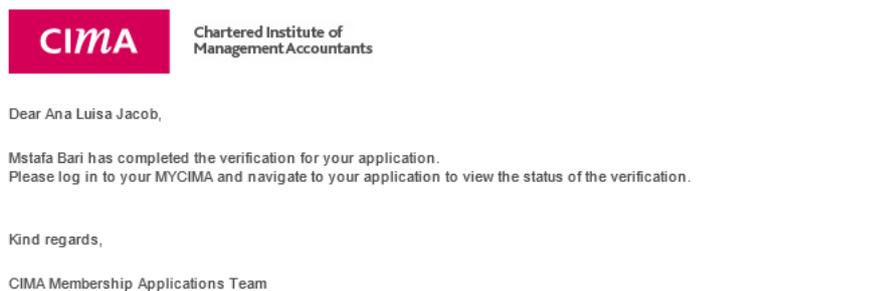
[Back](#)

Below is a sample of the email your verifier will receive. We will also send them verifier a separate password email.



This email was sent by CIMA and was intended for Michael Smith.

After your verifier has verified, you will be able to see the verifications status. The applicant will be sent an email like the one below to be notified that their verifiers have verified.



This email was sent by CIMA and was intended for Mstafa Bari.

Is my application ready?

After your application is ready, the Continue button appears to allow you to continue to the declaration and submission pages.

Send email to verifiers 

The Shell Company 1st July 2009 - 21st July 2015

Verifier's name	Job title	Verification period	Calculated Months	Level	Email sent?	Verified	Actions
Mufasa Baridhwan	Chief Accountant	Jul 2009 - Jul 2015	72	Multiple	✓	✓	Choose ▾
Musa Baridhwan	Chief Accountant	Jul 2009 - Jul 2015	72	Multiple	✓	✓	Choose ▾

Is my application ready? 

✓ The application has cleared all required eligibility criteria and is now ready to be submitted

< Back
Continue >

If your application is not ready, and does not meet the minimum competency requirements, the system will display what is needed. You will then need to add the required experience and get it re-verified.

Declaration page

CIMA membership application

[My personal details](#)
[My employers](#)
[My practical experience](#)
[Verification](#)
[Declaration](#)
[Payment](#)

Declaration

Before completing and submitting your application form you must notify CIMA of any disciplinary sanctions, or unspent convictions, you have sustained, or if you are subject to any order or undertaking relating to company directorship, bankruptcy, or any Individual Voluntary Arrangement with creditors.

- I declare that the particulars given in this application are correct and I recognise that if I gain membership but am later found to have provided untrue or misleading information in connection with this application I may be subject to disciplinary action and may be excluded from membership. I undertake, if registered, to comply with the Laws of the Institute, to uphold CIMA's professional standards and to comply with the Code of Ethics, adopting the fundamental principles in my working life.

Please indicate whether any point of the paragraph below is applicable:

1. I have been or am currently subject to a disciplinary sanction by any professional body, employer, tribunal, or education provider;
2. I have unspent convictions;
3. I am currently subject to an order or undertaking under the Company Directors Disqualification Act 1986 or subject to any similar restriction under legislation in another jurisdiction;
4. I am currently subject to any bankruptcy restriction order or undertaking, Individual Voluntary Arrangement (IVA) involving payment of monies to creditors.

No ▼

Sharing your success

When you become a member we would like to share your success by including your name in a list of new members published in national and regional publications such as Accountancy Age and Financial Management magazine. It's a great way of showing friends, family and employers that you've reached a milestone in your career and are now fully qualified.

- Include me on the list
- Don't include me on the list

Please note, if you are awarded Membership before 1 October, you will be liable to pay the balance of the ACMA subscription for the whole year.

Upload your current career progression summary

Please upload your current career progression summary for the purposes of assessment. You can replace your career progression summary at anytime before final submission of your application. Non relevant roles should be included in your career progression summary.

Your career progression [Career Progression Summary.docx](#)
summary:

Uploading your Career Progression Summary. You will not be able to continue until this has been uploaded and declaration page completed

[← Back](#)

[Submit application →](#)

Payment section

Below is the payment screen. You must pay for the application in advance. There may be outstanding debts or subscription that will also need to be paid prior to submitting your application.

I have a promotion code

Items in your basket	
Membership Application	£143.00
Total to pay now: £143.00	

CIMA's payment systems ensure that your card information is fully encrypted to banking-level standards.

We accept the following types of credit/debit cards:



Cardholder details

Cardholder first name *

Cardholder last name *

[Continue](#)

[Back](#)

Confirmation page after submission

Chartered Institute of Management Accountants

MY CIMA

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CIMA membership application

Thank you for your application...

Thank you for applying for CIMA membership and to become ACMA, CGMA. Your application will be reviewed by our assessors and we will contact you if there are any queries. If you wish to contact CIMA, please quote your contact ID displayed below.

Your Contact Id 1-1Y11FB3

How long will it take?

Applications generally take 2-4 weeks. We will notify you by email as soon as a decision has been reached on your application.

Your application

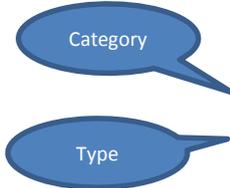
Click below to download, print and save your application.

Download application

cima.contact@cimaglobal.com
[Find your local CIMA office](#)

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Minimum competencies explained



Competence Type – Technical Skills	Sub cat (Inter)	Sub cat (Adv)	Sub cat (Exp)	Min. # of sub categories required
Financial Accounting and Reporting				
Professional accounting standards	3	3	2	2
Transactional accounting and closing processes	5	5	5	2
Financial reporting and compliance	2	2	2	2
Cost Accounting and Management				
Cost Accounting	3	3	3	2
Cost Management	3	3	2	2
Business Planning				
Planning, Forecasting and Budgeting	3	3	3	2
Capital Expenditure and Investment evaluation	1	2	2	2
Management Reporting and Analysis				
Financial Analysis	3	4	4	2
Management Reporting	2	3	3	Cannot be present alone
Performance Management	3	4	4	2
Variance Analysis	2	2	1	Cannot be present alone
Benchmarking	1	1	1	Cannot be present alone

And these numbers here are the minimum numbers of competencies required within that category

Cannot be present alone means, even if you have every single competency in a **type** that can't be present alone, the **category** won't count until you have something else as you aren't demonstrating the breadth required to be credited with that category.

In the example above, if you can demonstrate all competencies within Variance analysis, you will not be credited Management reporting and analysis until you can demonstrate something else in management reporting and analysis