



How to register for ICAEW CFAB

The ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB) is the practical business qualification for those interested in or working in business. It is internationally recognised and respected by employers around the world and the course content makes it ideal for all kinds of business-minded people. The qualification is made up of six modules:

- Accounting,
- Law,
- Management Information,
- Principles of Taxation,
- Business, Technology and Finance
- and Assurance

If you are studying a finance-related degree however you may be able to claim credit for prior learning (CPL) for up to five exams.

You can study for CFAB alongside your degree by signing up to our **University Students Scheme (USS)** which also includes access to Excel training, webinars and ICAEW's library resources to support your studies.

How to register as a CFAB student

To start studying for CFAB you will first need to sign up for USS and pay a £20 CFAB student registration fee (saving you £145).

Firstly you will need to create an account on the ICAEW website. To create an account go to <https://my.icaew.com/account/srp/UpdatePersonalDetails/netsturegn> and complete the form to create a username and password. These log in details will be emailed to you within 24hrs and will allow you access to our student registration page.

To register for USS you will need your universities' USS number/code which for the University of National and World Economy is [X004598167](#).

Once you have your university number/code and have created an ICAEW website account go to <https://my.icaew.com/studentregistration> to register as a USS student. Log in using the username and password you have just created and complete the online form.

Once you've logged in select '*ICAEW CFAB, USS or CFAB Apprenticeship*' from the six boxes show on screen. You'll then be asked to enter your current education details, contact details, declare any criminal convictions and agree to terms and conditions.

Congratulations you are now registered as a USS student eligible to undertake CFAB. Remember to keep your student number safe as you will need this to apply for credit for prior learning (CPL), access study material and apply for exams.

How to apply for credit for prior learning (CPL)

Now you are registered as a student you can apply for up to five exemptions which we call Credit for Prior Learning (CPL). You could be eligible for up to five CPL meaning you would only need to complete one exam (Accounting) in order to gain the ICAEW CFAB qualification.

Visit our [CPL directory](#) and either browse by country and search for your university to view which modules you are eligible to apply for credits. Please note that ICAEW CFAB students are not able to claim CPL for the Accounting module. To claim CPL:

- You must have achieved a minimum mark of 50% in all degree modules relating to your application for credit for prior learning.
- Each module must have been assessed by at least 50% written exam.
- And your degree transcript must be dated within the last 5 years in order to apply.

CPLs available with any undergraduate degree from the University of National and World Economy:

- **Assurance**
A pass mark of 50% is required in:
 - Auditing
- **Business, Technology and Finance**
Credit will be awarded to students who obtain an overall degree classification of A or B in a related degree i.e. Business, Finance or Accounting. Or alternatively 50% is required in all of the modules listed below:
 - Introduction to Accounting (Principles of Accounting)
 - Corporate Finance
 - Commercial Law (Trade Law)
 - Fundamentals of Management (Principles of Management)
- **Law**
A pass mark of 50% is required in all of the modules listed below:
 - Foundations of law (Principles of Law)
 - Commercial Law (Trade Law)
 - Criminal Law (Criminal protection of the financial accounting system)
 - Labour Law and Social Security Law (Labour and Insurance Law)
- **Management information**
A pass mark of 50% is required in all of the modules listed below:
 - Managerial Accounting
 - Corporate Finance
- **Principles of Taxation**
A pass mark of 50% is required in:
 - Taxation and Tax Control

CPLs available with a Master degree in Finance and Accounting from the University of National and World Economy:

- **Business, Technology and Finance**
A pass mark of 50% is required in:
 - Strategic Management

You will now need to complete a CPL application. There is a non-refundable charge of £70 for each ICAEW CFAB module you claim credit for unless your degree has been award free CPL (this will be noted on the directory).

You can [apply for credit online](#), once you have completed the online application you will be asked to send the following accompanying documentation to cpl@icaew.com:

- Evidence of modules completed and marks/grades gained (usually a transcript)
- Evidence of the award (for example a certificate)

These documents **MUST** be in English and any translations **MUST** be formally certified by the University and should be scanned or good quality copies (ICAEW do not accept screenshots).

If your university or degree does not appear on the CPL directory you can still apply online but must you complete a set of [assessment grids](#), more information can be found [here](#).

It can take up to 14 days from receipt of your credit for prior learning application and supporting documents for ICAEW to assess your application. If you are not sure at any point check the [FAQs](#) or contact studentsupport@icaew.com

Ordering learning material

To order CFAB learning materials, simply go to www.gillards.com/icaew select ICAEW CFAB.

Each study pack contains a study manual and question bank. It is important to buy your learning materials one exam at a time. The materials are updated every year. It's your responsibility to always ensure that you are using the most up-to-date edition.

ICAEW online resources to help you study

Visit the [Exam Resources page](#) where you can access resources which that help to put your learning into context:

- *VITAL* articles,
- sample papers,
- errata sheets,
- study tips,
- examiner guidance,
- syllabus information
- and study webinars

Applying for exams

Each exam is computer-based and can be sat in any order and at any time all you need to do is check the exam centre has availability. You will need to book your exams directly with an ICAEW-approved test centre which in Bulgaria are operated by Pearson Vue. We have two exam centres in Bulgaria, both in Sofia:

New Horizons Bulgaria

36 Dragan Tsankov blvd.
Interpred, Block A, Floor 6
1040 Sofia

IT Consulting & Education

155 G, Tsarigradsko Shose blvd.
Business Center Magapark, Fl.1, Office 6
1784 Sofia

To book your exam with Pearson Vue and to view exam centre details and locations, go to www.pearsonvue.com/icaew and sign in. Your username and password will both start with 'ICAEW' followed by your student number, for example ICAEW1234567. When you first sign in, you will be prompted to change your password, but your username will remain the same.

If you feel your exam performance may be hindered due to a health condition, disability, or specific learning difficulty (SpLD), we may be able to put **access arrangements** in place to support you during an exam. To gain access arrangements, you will need to complete and send us an application form. Please ensure that your application is with us at least 30 days before you intend to sit the exam and that appropriate medical evidence is provided. Once you have received confirmation from us, please contact your exam centre no less than 48 hours before the start time of your exam to inform them of the arrangements.

Once you have successfully passed an ICAEW exam at an approved test centre, you will receive a certificate to show your achievement.

After your exams

When you have sat and successfully passed and/or gained CPL for all six CFAB exams ICAEW will send you your CFAB qualification certificate. You can then decide if you would like to progress further by either undertaking ICAEW's new designation the **BFP** (by completing one year's work experience and an ethics learning program) or go on to become an ICAEW Chartered Accountant by undertaking ICAEW's **ACA qualification** (by completing 450 days of practical work experience, the nine remaining professional and advance level exams, an ethics learning program and a professional development program).