

# Pathway to ACMA

FROM THE EDUCATION TRAINING &  
RESEARCH DIVISION



**<https://www.cma-srilanka.org/how-apply.html>**

- **How to apply for Associate Membership**
- The students who have completed CMA examinations together with minimum of three (3) years practical training experiences are eligible to apply for membership.
- Required experience may be obtained whilst taking or after completion of CMA examination.
- [Practical Training Guide](#)(PER) Book can be purchased at CMA office.
- Submitting required documents.
- You have to face an interview (VIVA).
- Pay for requisite Membership Fee.

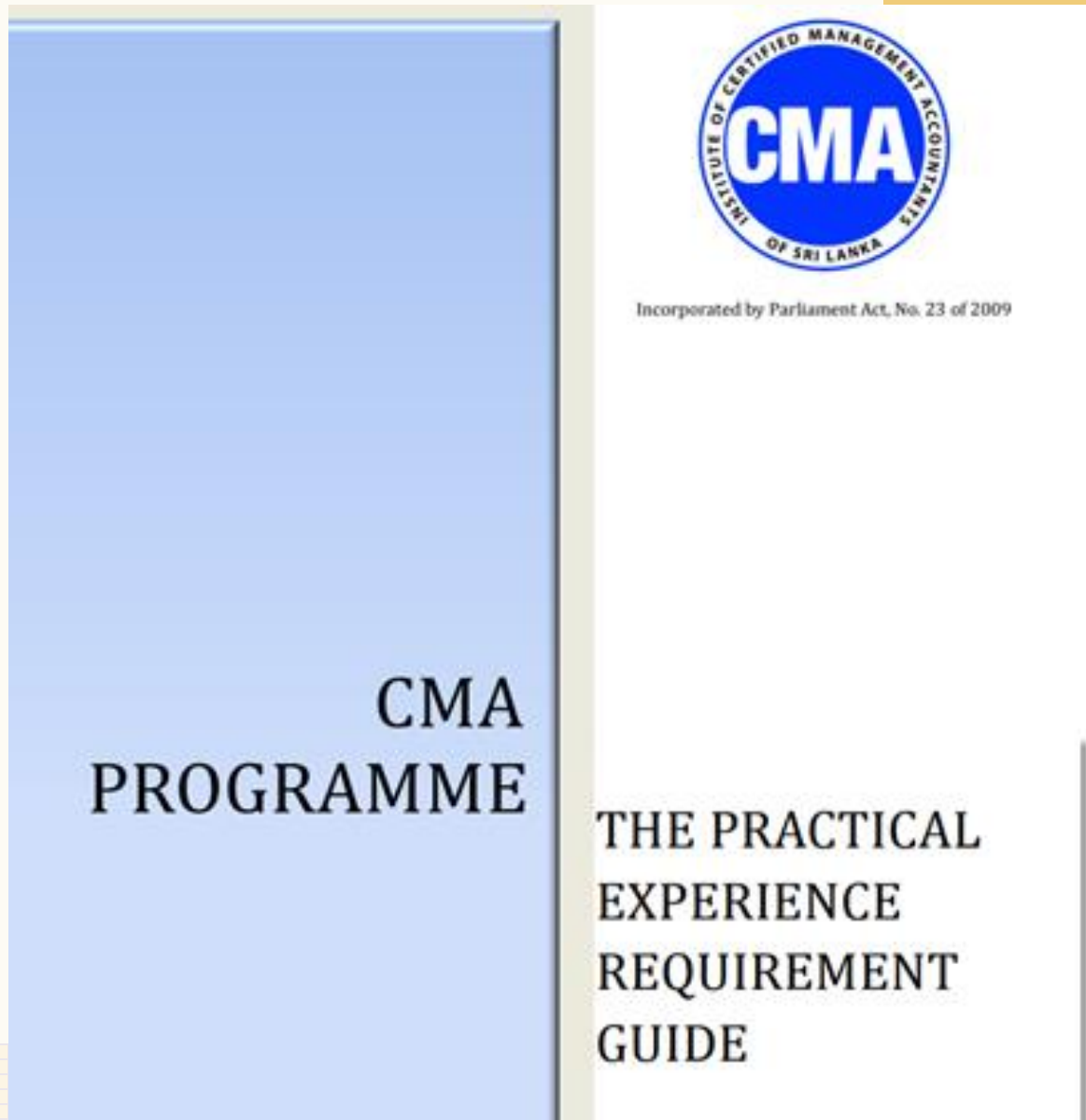
# List of Documents required to submit

1. Duly completed membership [application form](#) - can be downloaded from CMA website
2. Duly completed Check List - can be downloaded from CMA website.
3. Certified photocopies of academic and professional qualifications.
4. Certified photocopy of CMA **final results sheet** / certificate
5. Logbook - each page should be certified by supervising member with company seal.
6. Summery sheet
7. Updated Signed Resume
8. Certificate copy of speech craft certificate
9. Certified copy of the CBA



## Practical Training

- 3 Years Supervised training under a ACMA/CA/CIMA/ACC/Graduate Accountant
- Practical Experience Requirement Application form is at the end of the PER Book
- READ the PER BOOK very carefully.
- Need to cover 80% of required skills (Skills and Sub Skills)
- Record in the Per Log Book



## LOG Book – Recording

- Page 1
  - Fill the Details
  - Company Profile – describe your workplace
  - Introduction – Write up about you
- Inside Pages
  - Record your experience correctly





## VIVA Interview

- This is to ensure you have gained the 'Required Experience' to perform as an ACMA
- Prepare for the Interview well
- Viva panel will ask questions about your experience based on what you have recorded.



