

Re-registration of a student

Please complete and submit this form if a student has previously been registered in a training agreement with ICAEW, and send it to applications@icaew.com within one month of the start of your new training agreement to ensure this work experience can be counted in full.

REQUIREMENTS

All of the four requirements below must be met for ICAEW to process the re-registration of a student. However, do not wait. Please send this form to us as soon as you start your new training agreement even if all four requirements have not yet been actioned.

Please confirm the below:

Previous ACA training agreement has been cancelled

Practical work experience (PWE) with previous employer has been entered up to the cancellation date on your online training file. (If not, a PWE amendment form will need to be submitted before the re-registration can be processed)

All other elements of your training file have been updated

Any audit days you have added to the Audit Qualification tab (where relevant) have been confirmed by your employer and that they have provided feedback against those days and signed them off

If you have any questions on what is required when cancelling a training agreement – please contact the student support team by live web chat at icaew.com/webchat or phone on +44 (0)1908 248 250. Lines are open Mon-Fri 09:00-17:00 UK time

THE STUDENT

Name

Student number

Mobile (including international country dialling code where relevant)

Email

Note: If you need to update your postal address please action this from your online ACA training file and/or your [ICAEW dashboard](#)

PREVIOUS EMPLOYMENT

If your break in employment is five years or more from the end of your last approved training agreement, please attach the following:

CV/career resumé

Covering letter explaining the reason for the gap between training agreements

MANDATORY DECLARATIONS

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn. In addition, disciplinary action may be taken against you.

Please note that the provisions of s4.2 of the Rehabilitation of Offenders Act 1974 do not apply in the case of persons seeking to become chartered accountants and a full and accurate response is therefore required even if your convictions are now regarded as spent. The only exception to this requirement is convictions and cautions which are designated 'protected' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment)(England and Wales) Order 2013.

If you think that your conviction may be 'protected' further guidance can be viewed on the Disclosure and Barring Service and Nacro websites.

Acts and defaults requiring disclosure include (but are not limited to):

- being found guilty of (or having pleaded guilty to) any criminal offences;
- having been charged with a criminal offence which is as yet to come to trial;
- entering into an Individual Voluntary Arrangement or similar composition with creditors;
- failing to satisfy a judgement debt;
- being the subject of an adverse finding by a professional body or regulator;
- having had a disqualification order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation; or
- having entered into bankruptcy or being a discharged bankrupt.

Do any of the above circumstances (or similar) apply to you? YES NO

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please send details to declarations@icaew.com. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

I consent to my criminal conviction data being checked for entrance criteria.

Signature

Date

STUDENT'S CERTIFICATE

I confirm that the details given overleaf and below are correct and that I have been provided with an employment contract and an ACA training agreement. If applicable, I also enclose a copy of my CV and Covering Letter as referred to overleaf in the previous employment section.

To ensure your practical / professional work experience (PWE) is counted, please confirm the below have been actioned

your training agreement has been cancelled with your previous employer;

you have recorded practical work experience up to the exact date of your training agreement cancellation;

you have updated all other tabs in your online ACA training file; and

where you have entered any audit days in the Audit Qualification tab, that your previous employer has provided feedback and signed off these days in the Audit Qualification tab.

Note: If your previous training agreement has not been cancelled yet, and/or you are missing the required feedback/sign off in the Audit Qualification tab – please speak to your previous employer to ask them to action this.

Signature of student

Date

NEW TRAINING ORGANISATION

To ensure ICAEW Chartered Accountants are prepared for the future, we are updating the ACA qualification. Please confirm which ACA online training file version your student will follow:

Existing ACA prior to 30 June 2025

Next Generation ACA as of 1 July 2025

For more guidance on selecting the correct version of the ACA for your student please click [here](#).

Name of new training organisation

Training Office Number L00/X00

Office address

Postcode/zipcode

Country

Telephone (daytime)
(including international country
dialling code where relevant)

Email

In case of queries please contact

REGISTRATION OF STUDENT

I am applying to register the student named overleaf and confirm that the student has been provided with an employment contract and an ACA training agreement.

| COMPLETED AT PREVIOUS EMPLOYER(S) | IN OUR ORGANISATION, THEY WILL NOW COMPLETE | GRAND TOTAL |
|--|---|---|
| The student has previously completed under a previous training agreement(s) | The student will now complete while under a new training agreement with us | Please combine the months and days to tell us how many total months and days the student will have been in training. 36 months should be the minimum total. |
| months | months | months |
| days | days | days |
| and gained days of practical work experience days while under that training agreement(s). | The training agreement start date is | |
| | The training agreement is expected to end on | |

PLEASE NOTE

A student must have achieved at least three months and gained at least 65 days of practical/professional work experience in a previous training agreement for that time to count as approved training. If they have not achieved both these milestones between the start of their previous training and the suspension or cancellation of that previous training, then none of that time or practical/professional work days can be counted towards their overall total.

Signed for on behalf of the authorised training employer (ATE).

Signature

Date

Print name

ICAEW member
number (if relevant)

To be signed by the qualified person responsible for training

QPRT

PRT

PRSO

Job title

In case of queries
please contact

Are you re-registering this student as an Apprentice? YES NO

If Yes, please supply the following information:

ACA Level 4 or ACA Level 7

Student's unique
learner number

Name of tutor
organisation

Address of tutor
organisation

Please ensure that you return this form within one month of the start date, to ensure that this experience can be counted in full.

For any queries please contact the student support team via live webchat at icaew.com/webchat or by phone on +44 (0)1908 248 250.
Lines are open **Mon-Fri 09:00-17:00 UK time.**

USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your personal data to deliver your inclusive student services including advice, awareness, assessment, caba eligibility, communications, examinations, networking, products, quality, regulation, research services, training and to administer your membership account. Any documents submitted as part of your registration may be verified with the issuing authority. To meet our student obligations to you, we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, regulatory bodies, and with external assessment training and examination partners. For more information about our data protection policies, please go to [Privacy notices | ICAEW](#)

OFFICE USE ONLY
