



## ACCA practising certificate requirements

This summary provides an overview of ACCA's practising certificate training requirements. Detailed information on ACCA's definition of public practice, competence requirements and supervisory requirements can be found on our website at [www.accaglobal.com/members](http://www.accaglobal.com/members) and in the appropriate Practising Certificate Training Record.

### APPROVED TRAINING PRACTICES

As an ACCA Approved Training Practice, your firm is authorised to train ACCA students and members towards an ACCA practising certificate. You may also be authorised to provide training towards an ACCA practising certificate and audit qualification. If you wish to check the type of authorisation you hold, please contact *ACCA Ireland's* Training department on +353 (0)1 4988914 or +353 (0)21 4384922

### WHO NEEDS A PRACTISING CERTIFICATE?

If ACCA members wish to carry out work under ACCA's definition of public practice, or to be partners or directors of a firm which undertakes public practice, they must hold an appropriate practising certificate.

### TYPES OF ACCA PRACTISING CERTIFICATE

#### 1. ACCA practising certificate (available globally)

The ACCA practising certificate is available to members in all countries. It authorises members to undertake public practice, apart from accepting appointments as auditors or holding themselves out as being available to do so.

In countries other than the UK and Republic of Ireland, members holding an ACCA practising certificate may carry out audit work or other reserved work where authorised under local legislation, but ACCA will require proof of authorisation.

Members training in public practice must gain experience towards an ACCA practising certificate in an ACCA Approved Training Practice which is authorised to provide such training.

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## 2. ACCA practising certificate and audit qualification (valid in the UK, Republic of Ireland and Cyprus)

Members who also intend to hold themselves out as auditors and carry out audit work in the UK, Republic of Ireland and Cyprus must obtain an ACCA practising certificate and audit qualification.<sup>1</sup> This also includes members who are not located in these countries, but who require an ACCA practising certificate and audit qualification which is valid in these countries.

Members training in public practice must gain experience towards an ACCA practising certificate and audit qualification in an ACCA Approved Training Practice which is specifically authorised to provide training towards this practising certificate.

<sup>1</sup> Not required by members in **Cyprus**, where they are authorised to carry out audit work under local legislation. However, ACCA will require proof of authorisation.

### PRACTISING CERTIFICATE TRAINING REQUIREMENTS

To obtain an ACCA practising certificate, members must obtain three years' training with an employer who is appropriately accredited by ACCA, under the supervision of an appropriately qualified Principal. At least two years of this experience must be post-membership.

Members who wish to obtain an ACCA practising certificate and audit qualification must also:

- have passed option Paper 3.1 Audit and Assurance Services (or paper 10 Accounting and Audit Practice under the preceding syllabus which was examinable until June 2001). Members who have not completed either of these papers may attempt option Paper 3.1 in their post-membership training period
- obtain 30% of the post-membership training in audit work<sup>2</sup>. Further guidance on what may constitute audit work is provided in the PCTR.

<sup>2</sup> Members applying for an ACCA practising certificate and audit qualification in **Cyprus** are not required to obtain 30% of the post-membership training in audit work.

Members who are seeking to practice in the UK and Republic of Ireland (or hold an ACCA practising certificate which is valid in these countries), must also successfully complete an Orientation Course and Test<sup>3</sup>.

<sup>3</sup> Those members who are seeking to practise in **Cyprus** may be required to complete any test of competence and/or examinations prescribed by ACCA.

## **PRACTISING CERTIFICATE TRAINING RECORD**

Members wishing to obtain an ACCA practising certificate must complete a Practising Certificate Training Record (PCTR). There are two editions of the new PCTR:

- **UK, Republic of Ireland and Cyprus edition**  
Members in the UK, Republic of Ireland or Cyprus must use this edition and meet the training requirements set out in the documentation. This edition also applies to members who are not located in the UK, Republic of Ireland or Cyprus, but who require a practising certificate which is valid in these countries.
- **Global edition**  
Members who require a practising certificate that is valid in countries other than the UK, Republic of Ireland and Cyprus must use the Global edition.

### **New forms**

The new PCTR forms are designed to provide greater clarity and to reduce the administrative burden both for the Training Principal and the member. Key enhancements include:

- a new *Summary Employment Record* which enables key information to be recorded, avoiding unnecessary duplication
- a redesigned *PCTR1 Record, Reflection and Review* to better assist in the evaluation of performance and identification of future experience and development required.
- a simplified *PCTR2 Summary*, which includes a *Summary of Competences* and a *Time Summary*, to better facilitate progress monitoring.

Worked examples of the PCTR forms are available on the website at [www.accaglobal.com/employers/pctr](http://www.accaglobal.com/employers/pctr) These provide an indication of the level of detail required and the level of experience expected to be demonstrated by members training towards an ACCA practising certificate.