



*IMA's Certification for  
Accountants and  
Financial Professionals  
in Business*

## Steps to become a CMA<sup>®</sup>

1. You **inform** yourself about CMA conditions and requirements of how to become a CMA<sup>®</sup> and how to maintain your credential. No registration or booking yet!  
<http://www.imanet.org/cma-certification/getting-started>
2. You **register with us** [m.wiegand@ca-akademie.de](mailto:m.wiegand@ca-akademie.de)
3. We will send you an application form, which you complete, sign and send back please.
4. We send you an order confirmation and your invoice, which you pay please.
5. We pass information to IMA and place the order. No more cancellation possible now.
6. You will receive Wiley CMA Learning System with access to the CMA<sup>®</sup> Test Bank for two years.
7. You have to learn hard now :-)
8. Those who book the live tutorial or our all inclusive package will benefit from an intensive 3 days instructor-led preparation conducted by our experienced trainer David Fairchild who himself develops test questions for the CMA exam. You will review the most relevant topics and you will be exposed to exam situations and essay writing.
9. Once you are ready to schedule the exam, please contact Denise Huckins ([dhuckins@imanet.org](mailto:dhuckins@imanet.org)) indicating that you would like to register for the exam using your pre-purchased credits as part of the CA package. After registering you will receive an authorization letter with your authorization number and further specifications. Exam windows are May/June and Sep/Oct as well as Jan/Feb.
10. You schedule your exam appointment(s), date(s) and location with a Prometric test centre nearby you [www.prometric.com/ICMA](http://www.prometric.com/ICMA)
11. You appear for your scheduled exam appointment(s) with the required identification documents. We cross our fingers! Good luck!
12. Candidates are required to pass both parts of the CMA exam within three years of registering with us. If a candidate does not pass both parts within three years, any passed part will expire. In addition, the candidate will be required to pay the CMA entrance and exam fees again.
13. You return the CMA Experience Requirement Verification Form. See the final steps to become certified: <https://www.imanet.org/cma-certification/taking-the-exam>
14. For further information download the CMA Handbook here:  
<http://www.imanet.org/-/media/b62511342482423f8beecbf58acee8d.ashx?la=en>