



CMA

IMA's Certification for
Accountants and
Financial Professionals
in Business

Steps to become a CMA®

1. You **inform** yourself about CMA conditions and requirements of how to become a CMA® and how to maintain your credential. No registration or booking yet!
<http://www.imanet.org/cma-certification/getting-started>
<https://eu.imanet.org/en/IMA-Certifications/CMA-Certification/Maintain>
2. You **register with us**
<https://www.controllerakademie.de/en/seminar/cma/all-inclusive-package-english>
3. We send you an order confirmation and your invoice, which you pay please.
4. After payment you will receive an IMA registration link and access to the BECKER CMA® Review Advantage Package for three years. No more cancellation possible.
5. You have to learn hard now :-)
6. Use up to three times the opportunity to take part in our live online tutorials with David Fairchild. David Fairchild, our instructor, is himself a CMA® and CPA® and writes test questions for the CMA® exam. Participants highly profit from his experience and excellent hints of how to take the exam. During the two hours of each tutorial, David will answer your questions, give you helpful tips on passing the exam and will prepare an essay exam for either Part 1 or Part 2 (your choice). You will subsequently receive a grading with individual written feedback within a couple of days after the tutorial.
7. Once you are ready to schedule the exam, please contact IMA's CMA® exam service (sep@imanet.org) indicating for which part and which exam window you would like to register mentioning that exam fees were pre-paid by CA controller akademie. 5 to 7 working days later you will receive from IMA your authorization number to schedule with Prometric. Exam windows are Jan/Feb and May/June as well as Sep/Oct. Some exam dates are sold out fast. Therefore, it is recommended to register for the exam 6 to 8 weeks in advance.
8. You schedule your exam appointment(s), date(s) and test centre location nearby you or an online exam with Prometric directly www.prometric.com/ICMA
For a better choice of dates, booking two month in advance is recommended.
9. You appear for your scheduled exam appointment(s) with the required identification documents. We cross our fingers! Good luck!
10. 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.
11. Submitting education and work experience: Return the CMA® Experience Requirement Verification Form to ccurtin@imanet.org. Find the form and further information here:
<https://eu.imanet.org/ima-certifications/cma-certification/cma-handbook>