



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>
2. You **register with us** k.kuschel@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 BECKER CMA® Review Advantage Package with access for three years.
7. You have to learn hard now :-)
8. 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.
9. Once you are ready to schedule the exam, please contact IMA's CMA® exam service (sep@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 Jan/Feb and May/June as well as Sep/Oct.
10. 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
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:
<https://eu.imanet.org/ima-certifications/cma-certification/cma-handbook>