

英国皇家特许管理会计师公会（CIMA）会员资格申请

申请人用户指南



CIMA会员资格申请在线指南（申请人用）

会员资格申请在线指南

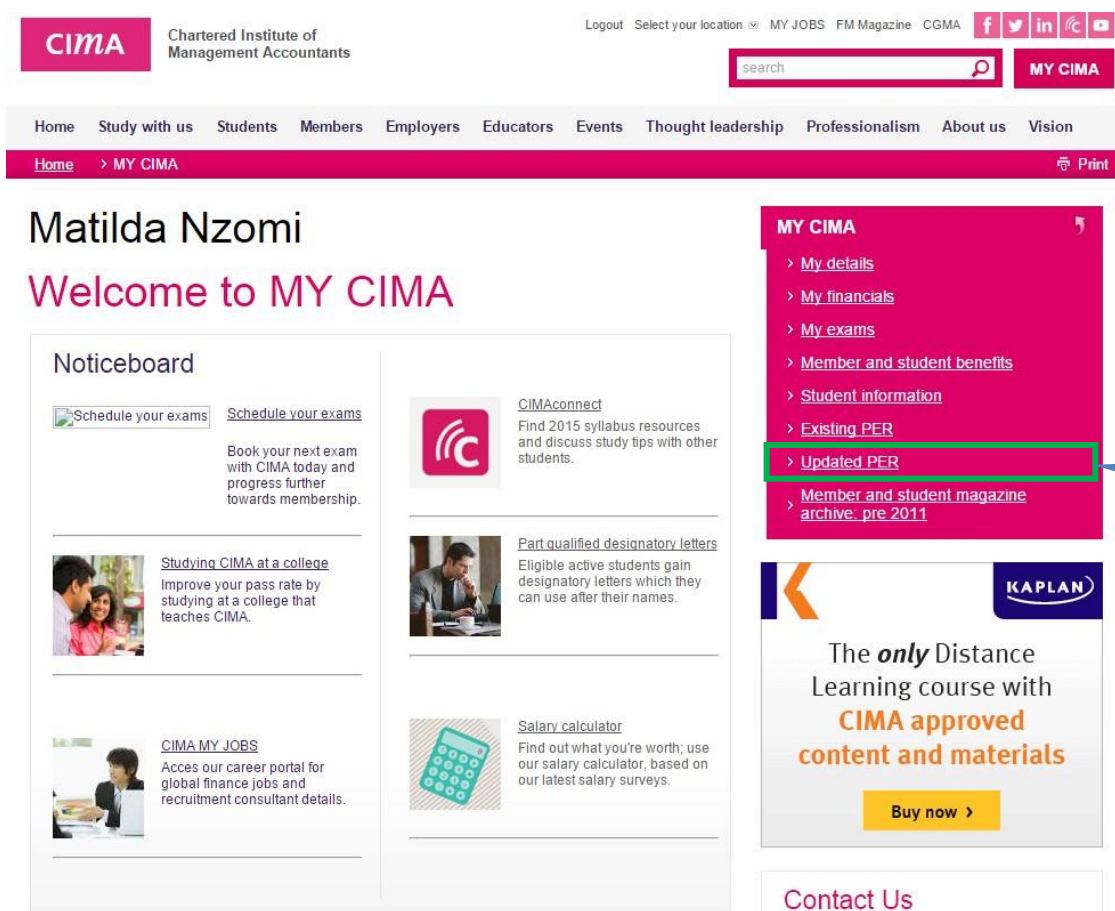
申请人登录My CIMA

成功登录My CIMA后，登录屏幕显示内容如下，您将看到现有的旧流程链接和新的会员链接。从2016年2月起，您将有9个月的时间来决定希望使用哪个流程；9个月之后我们将停用旧流程，届时您将只能使用新流程并根据2015年能力框架提交实践经验。

请打印本指南，帮助您完成申请。

两套系统将在2016年2月至2016年12月期间同时运行。

图1——成功登录后显示的My CIMA首页。



全新申请人界面

您在完成5项CBA考试后就可以创建实践经验申请。如果您尚未完成CBA考试，系统将不会显示任何关于会员资格申请的链接。

点开链接后，您将进入以下两种页面的一种：新申请人界面或申请人再次访问界面。只有在您没有任何申请处于草稿、已关闭或已提交状态的情况下，系统才会引导您进入新申请人页面。

点击start按钮创建新的申请

The screenshot shows the CIMA membership application interface. At the top, there is a navigation menu with links for Home, Study with us, Students, Members, Employers, Educators, Events, Innovation, Professionalism, and About us. Below this is a breadcrumb trail: Home > MY CIMA > CIMA membership application. The main heading is 'CIMA membership application'. A progress bar indicates the current step: 'My personal details' (highlighted), followed by 'My employers', 'My practical experience', 'Verification', 'Declaration', and 'Payment'. Below the progress bar, there is a 'Welcome...' section with introductory text and a 'Ready to apply?' section featuring a prominent 'Start' button with a right-pointing arrow. Below this, there is a section titled 'The application process and framework' which includes text about the CGMA Competency Framework and a diagram. The diagram is a circular model with four quadrants: 'Apply accounting and finance skills' (top-left), 'In the context of the business' (top-right), 'And lead within the organisation' (bottom-left), and 'To influence people' (bottom-right). Each quadrant is associated with a skill category: 'TECHNICAL SKILLS' (red), 'BUSINESS SKILLS' (green), 'LEADERSHIP SKILLS' (blue), and 'PEOPLE SKILLS' (orange). The entire model is framed by 'CGMA* COMPETENCY FRAMEWORK' at the top and 'ETHICS, INTEGRITY AND PROFESSIONALISM' at the bottom. Below the diagram, there is a section 'How long will it take?' with text stating that the process can take approximately 2 weeks.

申请人再次访问页面

如果您有一份处于草稿状态的申请，那么您点击My CIMA链接后将显示如下页面。如下页面还可以用于在申请提交后查看申请状态更新。

CIMA Chartered Institute of Management Accountants MY CIMA

Home Study with us Students Members Employers Educators Events Innovation Professionalism About us

Home > MY CIMA > CIMA membership application Print

CIMA membership application

Your application

Becoming a CIMA member is not simply a matter of passing the exams. You also need to gain a minimum of three years' relevant practical experience before you can call yourself a Chartered Management Accountant or use the letters ACMA after your name.

Practical experience requirements

You need to familiarise yourself with the practical experience requirements and start to make notes as soon as you begin your relevant practical experience.

The practical experience requirements describe the range of practical work experience you need to gain in order to become a CIMA member. In order to show the wide range of functions carried out by management accountants they are broken down into three areas – Technical Skills, Business Skills People Skills and Leadership Skills. The detailed experience requirements and outcomes can be found on the CIMA website.

Your current application...

Contact Id	Applicant Name	Date Created	Application Status	
1-1D4Y4LV	Alex Ferguson	12th May 2015	Draft application	Continue

[Back](#)

cima.contact@cimaglobal.com Find your local CIMA office [f](#) [t](#) [in](#) [c](#) [v](#)

[Help and FAQs](#)

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点击Continue按钮继续进行申请

我的个人信息页面

CIMA Chartered Institute of Management Accountants MY CIMA

Home Study with us Students Members Employers Educators Events Innovation Professionalism About us

Home > MY CIMA > CIMA membership application Print

CIMA membership application

My personal details My employers My practical experience Verification Declaration Payment

Your personal details

On this screen, we will show you the personal & contact details that we have for you on file, please confirm and update these as necessary

Title	Prof
First Name	Alex
Middle Name	
Last Name	Ferguson
Date of birth	05/03/1978
Gender	
Nationality	

在此处确认CIMA保存的个人信息

If you wish to change any of the personal details above, please [contact CIMA](#)

Your email address

Please confirm your email address, and update it if necessary.

Email address testme006@nomail.com

Change email address

Continue

如经要求，您可以更改电子邮箱。更改电子邮箱后My CIMA的个人信息也将同时更改。

Back

您还可以更新电话信息

Your telephone contact details

Please review and add, where necessary, telephone contact details

Mobile +44 079406355443

Update

点击“Update”更改系统中保存的您的电话号码。您可以最多添加3种不同电话号码：手机、家庭电话和工作电话

CIMA Chartered Institute of Management Accountants MY CIMA

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Home > MY CIMA > CIMA membership application Print

CIMA membership application

My personal details My employers My practical experience Verification Declaration Payment

Your personal details

On this screen, we will show you the personal & contact details that we have for you on file, please confirm and update these as necessary

Title Prof

First Name Alex

Middle Name

Last Name Ferguson

Date of birth 05/03/1978

Gender

Nationality

If you wish to change any of the personal details above, please [contact CIMA](#)

Your email address

Please confirm your email address, and update it if necessary.

Email address alex.ferguson@gmail.com

Change email address

Your telephone contact details

Please review and add, where necessary, telephone contact details

Mobile +44 079406355443

Update

Continue

在您确认电话号码和电子邮箱后，请点击continue按钮显示地址信息

< Back

Your address

Your current home address is shown below. Nemo enim ipsam voluptatem quia voluptas sit aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos qui ratione voluptatem sequi nesciunt.

Address 11 Beeston Way
FELTHAM
TW14 0EU
United Kingdom

Update

Continue

点击update按钮编辑系统中保存的您的地址信息。地址信息编辑完成后点击“Continue”即可。

< Back

我的雇主页面

通过如下页面添加与您希望提供实践经验相关的雇主信息。您需要提供每次工作经历的起讫日期以及其他详情。

工作经历可以是带薪就业或志愿者工作，您需要提供在工作期间发生的任何长期休假的详细信息，如产假、陪产假或其他长期休假。

CIMA Chartered Institute of Management Accountants MY CIMA

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CIMA membership application

My personal details **My employers** My practical experience Verification Declaration Payment

My relevant employment history

Below is where you compile a list of employers and roles where you obtained relevant practical experience. While it can naturally follow that these employers and roles were gained chronologically, it might also be that this is not the case.

Whichever the scenario you find yourself in, the system can accommodate this. The minimum amount of practical experience that you must be able to record and demonstrate in detail is 36 months, with the maximum being 60 months. In both cases the experience gained does not always have to be chronological.

Any experience over 60 months that you wish to evidence, can be supplied in the career summary that you supply later in the application.

Add an employer ⓘ

← Back

点击“Add an employer”创建您从其处获得相关经验的雇主清单。

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Help and FAQs

© CIMA

CIMA membership application

My employers > Add/Edit employer

Company *

Address *

Telephone Number

Employment Type Paid Voluntary

About your employer

This is my current employer

Start Date *

End Date *

Have you taken any sabbatical, maternity or paternity leave in this employment? No Yes

提供有关在工作期间发生的学术休假、产假、陪产假或任何其他长期休假的详细信息

提供产假、学术休假、陪产假或其他长期休假的相关详情。

Have you taken any sabbatical, maternity or paternity leave in this employment? No Yes

Leave Type	Start Date	End Date	
Please select...	<input type="text"/>	<input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Remove"/>

在这里选择休假类型，然后填写开始和结束日期

添加完一个雇主后您的工作经历页面将显示如下。您现在需要添加在该雇主机构工作时的至少一个职位，然后才能进入实践经验页面。

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Home > MY CIMA > CIMA membership application

CIMA membership application

[My personal details](#)
[My employers](#)
[My practical experience](#)
[Verification](#)
[Declaration](#)
[Payment](#)

My relevant employment history

Below is where you compile a list of employers and roles where you obtained relevant practical experience. While it can naturally follow that these employers and roles were gained chronologically, it might also be that this is not the case.

Whichever the scenario you find yourself in, the system can accommodate this. The minimum amount of practical experience that you must be able to record and demonstrate in detail is 36 months, with the maximum being 60 months. In both cases the experience gained does not always have to be chronological.

Any experience over 60 months that you wish to evidence, can be supplied in the career summary that you supply later in the application.

British Telecommunications Plc | London, United Kingdom

4th May 2008 - 12th May 2015

Roles

您现在必须添加在该雇主机构的一个职位。

雇主已创建完毕。您可以对其进行更改或删除。

完整职位信息如下所示

My employers > Edit role

Please detail any paid, unpaid or voluntary roles in this section. If working part time, approximate the number of days per week you did which could be in decimal point e.g. 2.5 days/week

Company Name British Telecommunications Plc (4th May 2008 - 12th May 2015)

工作起始结束时间提醒

Job Title * Finance Analyst

Number of employees in your department 200

Number of employees reporting to you 4

Part time or full time? Full Time Part Time

Job Title of person you reported to Credit control officer

This is my current role

Role Start Date * 04/05/2008

Role End Date * 12/05/2015

Save

Cancel

British Telecommunications Plc | London, United Kingdom

4th May 2008 - 12th May 2015

Change employer

Remove employer

Roles

Finance Analyst 4th May 2008 - 12th May 2015

Change

Remove

Add a role



职位添加完毕。您可以根据要求在同一雇主下添加多个职位。

更改职位时使用

实践经验页面

The screenshot shows the 'My practical experience' step of the CIMA membership application process. It includes a progress bar at the top with steps: My personal details, My employers, My practical experience (active), Verification, Declaration, and Payment. Below the progress bar, there is a section titled 'My practical experience' with instructions and a list of requirements. A 'Select Competency Area' section contains four buttons: Technical Skills, Business Skills, People Skills, and Leadership Skills. Below this is a 'My experience summary' section with a 'View my experience' button. At the bottom, there is a 'Back' button and a 'Go to verification' button. Chinese callouts provide instructions: one points to the competency area buttons, another to the 'View my experience' button, and two others to the 'Back' and 'Go to verification' buttons.

CIMA Chartered Institute of Management Accountants **MY CIMA**

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CIMA membership application

My personal details My employers **My practical experience** Verification Declaration Payment

My practical experience

Below is where you record your practical experience against the relevant competencies. It is vitally important that you do not omit any from your submission; as it is from this screen that you need to be able demonstrate the competencies that you need to be able to demonstrate as a Global Management Accountant (CGMA):

- A minimum of 36 months verified relevant experience, across the 4 Knowledge areas
- At least 4 competency categories must be selected between Technical and Business Skills (min 1 from each), and at least 1 from People and Leadership Skills
- At least 1 competency category from both People and Leadership skills must also be demonstrated.
- Of the minimum 36 months required, at least 18 months experience must be gained between the Technical and Business Skills areas at Intermediate, Advanced or Expert levels.
- The remaining 18 months can be gained across any of the levels within Technical and Business areas.

Click one of the competency categories to view the sub-categories. Click again to return to the previous page.

Select Competency Area

Technical Skills Business Skills People Skills Leadership Skills

Click this button to display all your experience in a report.

My experience summary

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

View my experience i

Is my experience ready? i

Back Go to verification

Check your experience against CIMA's practical experience requirements.

After completing all experience, enter the verification page.

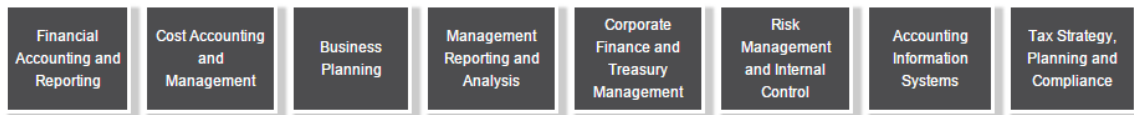
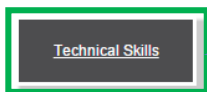
如何在某项能力中描述相关经验？ 在证明实践经验时需要特别注意与之相对应的能力，确保描述内容足够深入。

需考虑以下内容：

- 应以第一人称书写，一般需包括
- 能够证明相关能力的工作内容
- 工作方法
- 工作执行频率
- 工作结果

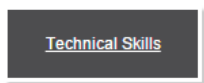
Select Competency Area

Technical Skills



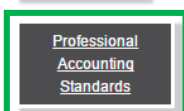
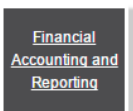
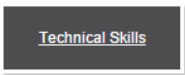
Select Competency Area

Technical Skills > Financial Accounting and Reporting



Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards



My experience summary

[View my experience](#)

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

[Is my experience ready?](#)

Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards > Foundational

Technical Skills

Financial Accounting and Reporting

Professional Accounting Standards

Foundational Intermediate Advanced Expert

Select Competency

Demonstrate awareness and knowledge of the professional accounting standards

Apply those principles to accurately record financial transactions and maintain appropriate supporting documentation

点击能力后, 点击continue继续填写其他详细信息。

Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards > Foundational

Technical Skills

Financial Accounting and Reporting

Professional Accounting Standards

Foundational Intermediate Advanced Expert

Select Competency

Demonstrate awareness and knowledge of the professional accounting standards

Continue

Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards > Foundational

Select Competency

相关能力保存完成后能力页面将显示如下，

Select Competency Area

Technical Skills > Financial Accounting and Reporting > Professional Accounting Standards > Foundational

Select Competency

添加更多能力后，页面将显示如下

CIMA membership application

Progress bar with steps: My personal details, My employers, My practical experience (highlighted), Verification, Declaration, Payment.

My practical experience

Below is where you record your practical experience against the relevant competencies. It is vitally important that you record all necessary competencies in detail and do not omit any from your submission; as it is from this screen that you need to be able demonstrate the competencies that you have gained to be considered to become a Chartered Global Management Accountant (CGMA):

- A minimum of 36 months verified relevant experience, across the 4 Knowledge areas
- At least 4 competency categories must be selected between Technical and Business Skills (min 1 from each), covering the minimum 36 months
- At least 1 competency category from both People and Leadership skills must also be demonstrated.
- Of the minimum 36 months required, at least 18 months experience must be gained between the Technical and Business skills from the Intermediate, Advanced or Expert levels.
- The remaining 18 months can be gained across any of the levels within Technical and Business areas.

Select Competency Area

Four buttons: Technical Skills, Business Skills, People Skills, Leadership Skills.

My experience summary

[View my experience](#) ⓘ

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

British Telecommunications Public Limited Company

4th May 2008 - 12th May 2015

Job Title	Competencies	Apportion time ⓘ	View or change experience	Remove experience
Finance Analyst	8			

[Is my experience ready?](#) ⓘ

经验填写完成后，您需要为每项能力分配时间百分比

[Back](#)

[Go to verification](#) ▶

时间分配

Competency time allocation

Please allocate the percentage time spent in this role across the multiple competencies at the various levels up to a maximum of 100% across all competencies. Percentages will be used to calculate the effective time spent at the different levels

Employer: British Telecommunications Plc

Finance Analyst - 84.2 months in role

4th May 2008 - 12th May 2015

Level	Competency categories	Percentage
Intermediate	Business Relations	0
Advanced	Business Planning	0
Advanced	Motivating and Inspiring	2
Advanced	Negotiation and Decision Making	2
Expert	Business Planning	21
Expert	Market and Regulatory Environment	25
Total		100

为每项能力分配百分比，最大值为100%。

注：任何未填写百分比的能力将不会被计算在内

我的经验是否满足要求？

My experience summary View my experience

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

British Telecommunications Plc 4th May 2008 - 12th May 2015

Job Title	Competencies	
Finance Analyst	9	Change time View or change experience Remove experience

Is my experience ready?

Is my experience ready will check your entire application against all CIMA practical experience requirements.

Back Go to verification

Select Competency Area

Technical Skills

Business Skills

People Skills

Leadership Skills

My experience summary

View my experience

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

British Telecommunications Public Limited Company

4th May 2008 - 12th May 2015

Job Title	Competencies	
Finance Analyst	8	Apportion time View or change experience Remove experience

Is my experience ready?

Back

Go to verification

“Is my experience ready（我的经验是否满足要求）”按钮可在进行验证流程前检查您的经验要求。

如果您的经验满足要求

My experience summary

View my experience

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

The Shell Company

1st July 2009 - 21st July 2015

Job Title	Competencies	
Chief Accountant	12	Change time View or change experience Remove experience

Is my experience ready?

The experience presented has cleared all required eligibility criteria.

Back

Go to verification

申请可以进入验证流程。建议您在申请满足要求标准后再进入验证阶段。

如果您的经验未满足要求


My experience summary


[View my experience](#) 

Please find below a summary of experience that you have input so far. When you have roles that have overlapping competencies, please address by selecting the necessary overlap and allocating your time in that role accordingly. Once all overlaps have been established, you can then proceed to allocate a verifier on the next screen. Please do not attempt to allocate a verifier to experience that has overlapping competencies that you have not allocated your time against.

British Telecommunications Public Limited Company

4th May 2008 - 12th May 2015

Job Title	Competencies			
Finance Analyst	10	Change time		View or change experience
				Remove experience

[Is my experience ready?](#) 

X The experience is not ready for submission. Please see the information below:

- You must have competencies from at least 4 categories in Technical and Business Skills with at least one category in each of the 2 skill areas. Competency categories must also meet the minimum criteria to demonstrate required breadth of experience.
- The competencies for this application do not pass the minimum competency rules. Following are the details:
 - In the Competency Area 'Business Skills', the number of competencies under Competency Category 'Project Management' is less than the required minimum of '2'
 - In the Competency Area 'Business Skills', the number of competencies under Competency Category 'Market and Regulatory Environment' is less than the required minimum of '2'
 - In the Competency Area 'Technical Skills', the number of competencies under Competency Category 'Cost Accounting and Management' at intermediate level or above is less than the required minimum of '2'.

[Back](#)[Go to verification](#) 

如果申请不满足最低能力要求，系统将显示有待满足的内容。建议您在经验满足合格标准后再进入验证阶段。

验证

在验证页面，您可以为您所提供的实践经验的每个相关职位添加一位或多位证明人。您在添加证明人后还可以执行其他进一步操作。

Verification of experience

Please provide details of verifiers who can verify your relevant work experience. These must be people you have worked for in the past or are currently working for. They must have direct knowledge of your work and have been in a more senior position than you in the organisation – preferably your line manager. The minimum number of verifiers that you need is two. Together they must be able to verify at least 36 months of the relevant practical experience, this should include at least 18 months experience at intermediate level or higher.

You may be submitting more than 36 months experience but your verifiers must verify a minimum of 36 months. Your verifiers do not need to be CIMA members or even accountants. It is more important that they have direct knowledge of your work and have been in a more senior position to you. A relative, or a colleague at the same level as you cannot verify your practical experience.

Verifiers should have professional email addresses, if a personal email address has been used you will be asked to explain the reason why.

If you are adding a second verifier to a role, please select the "Add additional verifier" button.

When verification has been received, this will be indicated by a green tick on screen.

Once you have received sufficient verifications, you can click on the "Is my application ready?" button.

If your application is ready, you can proceed and submit your application. If your application is not ready, you will be provided with on screen information as to what remains outstanding on your application.

[Send email to verifiers](#)

The Chartered Institute Of Management Accountants 1st January 2011 - 1st January 2016

Verifier's name	Job title	Verification period	Calculated Months	Level	Email sent?	Verified	Actions
Add verifier	Accounts Assistant	Jan 2011 - Jan 2016	48	Intermediate			

[Is my application ready?](#)

[Back](#)

点击“Add verifier”后，需填写如下详细信息。如果您的证明人无法为整个工作期间提供证明，您可以缩短与之相应的提交验证时间段。随后可以为剩余的时间段添加另一位证明人。

Add verifier

Add verifier. Intro text

Role details

Employer: British Telecommunications Plc

Role: Finance Analyst (May 2008 - May 2015)

Verification period

Is your verifier able to verify the entire role period? *

Yes

No

[Cancel](#)

Add verifier

Add verifier. Intro text

Role details

Employer: British Telecommunications Plc

Role: Finance Analyst (May 2008 - May 2015)

Verification period

Is your verifier able to verify the entire role period? *

Yes

No

Please provide the date range of verification. *

From: [Date] To: [Date]

[Continue](#) [Cancel](#)

如果您希望缩短与证明人相对应的提交验证时间段请选择No。

填写分段证明起始日期。

建议您添加一段介绍消息；证明人可以在所发出邮件中以及登录证明您的相关经验时看到这段信息。如有需要，请在此消息中包含您的详细联系信息，如果您的证明人有任何疑问可与你联系。

添加证明人后，您还可以执行相关操作管理验证流程。

Verifier's name	Job title	Verification period	Calculated Months	Level	Verified	Actions
Michael Smith	Finance Analyst	May 2008 - May 2015	84	Multiple	Not yet	Choose... Cancel verification Send reminder Edit verification period Edit verifier email Add additional verifier

可执行的其他操作

取消验证： 该操作将取消验证请求并通知相关证明人无需对申请提供证明。

发送提醒： 向证明人发送提醒邮件，提醒其提供证明。我们还会在您发出的任何消息结尾附上登录链接

编辑验证时间段： 编辑验证时间段 的开始日期和结束日期。如果证明人联系您告知不便为某些时间段提供证明并要求您修改日期，您可以执行本操作。您可以编辑日期，随后向证明人发送提醒，告知其进行重新证明。

编辑证明人电子邮件： 允许您修改证明人的电子邮件

添加其他证明人： 为同一个所选职位添加另一位证明人。

Are you sure you want to cancel?

Please note that if this verifier has already verified another role, cancelling this verification will affect the already verified roles. Please contact CIMA if you lose the verification tick against an already verified role.

Yes

No

发送提醒

Send reminder to verifier

Send an email to your verifier to remind them...

To:

Michael Smith (mustafa.baridhwan@cimaglobal.com)

Subject: *

Message: *

Send reminder

Cancel

编辑验证时间段

Edit verification period

Change verification period. Intro text.

Role details

Employer: British Telecommunications Plc
 Role: Finance Analyst (May 2008 - May 2015)
 Verifier: Michael Smith

Verification period

From to

Save

Cancel

编辑电子邮件

Edit verifier email
Change verifier details. Intro text.

Name Michael Smith
Job title Credit controller
Organisation British Telecommunications Plc
Email address mustafa.baridhwan@cimaglobal.com

Please tick this box if a personal email address has been used e.g Hotmail or gmail etc

[Save verifier details](#) [Cancel](#) [Change email](#)

Edit verifier email
Change verifier details. Intro text.

Name Michael Smith
Job title Credit controller
Organisation British Telecommunications Plc
Email address
Confirm email address

Please tick this box if a personal email address has been used e.g Hotmail or gmail etc

[Save verifier details](#) [Cancel](#)

添加其他证明人

Add verifier
Add verifier. Intro text.

Role details
Employer British Telecommunications Plc
Role Finance Analyst (May 2008 - May 2015)


Verification period
Is your verifier able to verify the entire role period? *

Yes
 No

[Cancel](#)


添加第二位证明人

每个申请**必须**至少有2位证明人。第一位证明人添加完成后，您可以使用“Actions”菜单添加第二位证明人。

[Send email to verifiers](#) 

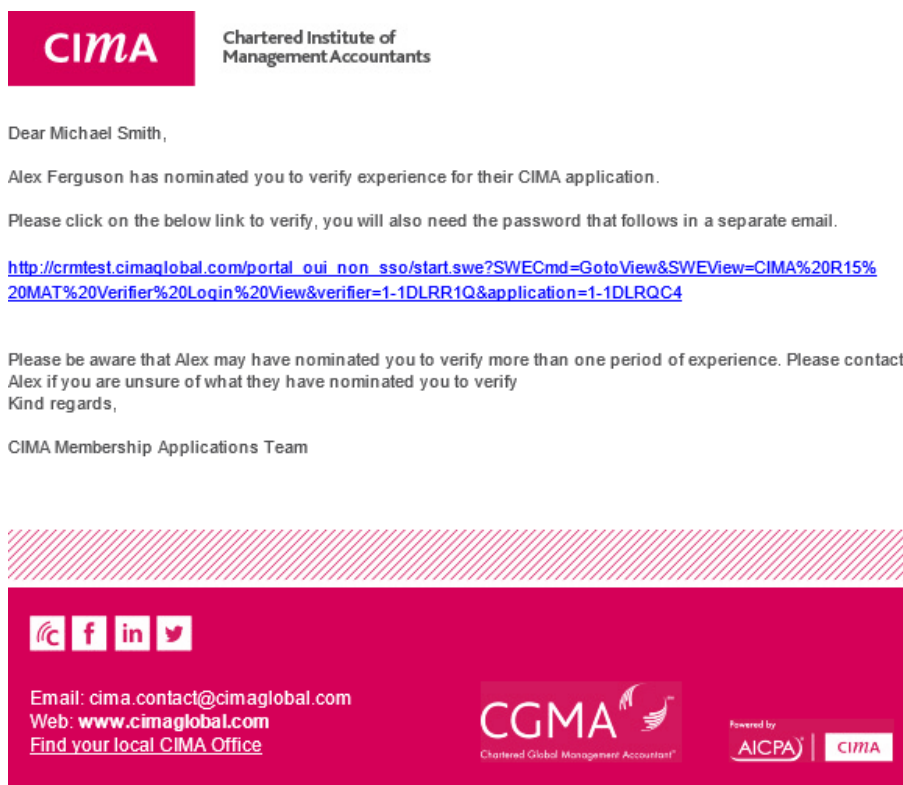
British Telecommunications Plc 4th May 2008 - 12th May 2015

Verifier's name	Job title	Verification period	Calculated Months	Level	Verified	Actions
Michael Smith	Finance Analyst	May 2008 - May 2015	84	Multiple	Not yet	Choose ▼
Judy Smith	Finance Analyst	May 2008 - May 2015	84	Multiple	Not yet	Choose ▼

[Is my application ready?](#) 

[Back](#)

以下是证明人收到的邮件示例。我们还将向证明人另行发送一封密码邮件。



This email was sent by CIMA and was intended for Michael Smith.

证明人完成证明步骤后，您即可查看证明状态。申请人将收到告知证明人已完成证明的邮件，如下图所示。



This email was sent by CIMA and was intended for Mstafa Bari.

证明完成后申请状态如下所示。

Send email to verifiers i

The Shell Company 1st July 2009 - 21st July 2015

Verifier's name	Job title	Verification period	Calculated Months	Level	Email sent?	Verified	Actions
Mufasa Baridhwan	Chief Accountant	Jul 2009 - Jul 2015	72	Multiple	✓	✓	Choose ▾
Musa Baridhwan	Chief Accountant	Jul 2009 - Jul 2015	72	Multiple	✓	✓	Choose... View Extend verification

Is my application ready? i

✓ The application has cleared all required eligibility criteria and is now ready to be submitted

Verification status

Below is the status of competencies sent to the verifier. If competencies are not verified, it might be required to get them re-verified by another verifier.

Employer: British Telecommunications Plc

Verifier: Michael Smith

Finance Analyst May 2008 - May 2015

Level	Competency categories	Verified?
	Financial Accounting and Reporting	✓
	Demonstrate advanced level understanding of accounting standards	✓
	Motivating and Inspiring	✗
	Personally build the confidence of others in their own capacity to succeed, or in the future success of their team, unit or organisation; provide guidance, support and incentives to motivate others	✗
Advanced	Business Planning	✓
	Review investment appraisals and provide guidance and recommendations	✓
	Business Relations	✓
	Provide guidance on correct procedures to successfully run contracts. Manage reporting procedures to allow for prompt response to problems. Review and evaluate formal change control requests to check for consistency and justification.	✓
Expert	Negotiation and Decision Making	✗
	Negotiate in tough situations both externally and internally stakeholders; demonstrate confidence good political savvy and maintain credibility with third-party key decision-makers	✗
	Market and Regulatory Environment	✓
	Assess and understand customer and competitor strengths and limitations and use insight to influence business decisions. Work with internal stakeholders to support needs of regulators.	✓
Intermediate	Business Planning	✓
	Anticipate future needs of the organisation including portfolio actions	✓
	Market and Regulatory Environment	✓
	Monitor and forecast changes in customer and competitor behaviour and develop appropriate organisation response. Determine impact of emerging business models and sponsor initiatives to deliver optimal response.	✓
	Business Relations	✓
	Analyse stakeholder profile and highlight areas to achieve and improve joint efficiencies.	✓
	Financial Accounting and Reporting	✓
	Identify potential compliance issues and recommend solutions to upper management, ensure timely completion of financial reporting requirements	✓

Close

点击View查看证明状态。

报告显示证明人是否已证明。如有需要，您还可以请另一位证明人对同一经验进行重新证明。

我的申请是否已就绪？

您的申请就绪后将出现Continue按钮，点击后可进入声明和提交页面。

Send email to verifiers

The Shell Company 1st July 2009 - 21st July 2015

Verifier's name	Job title	Verification period	Calculated Months	Level	Email sent?	Verified	Actions
Mufasa Baridhwan	Chief Accountant	Jul 2009 - Jul 2015	72	Multiple	✓	✓	Choose ▾
Musa Baridhwan	Chief Accountant	Jul 2009 - Jul 2015	72	Multiple	✓	✓	Choose ▾

Is my application ready?

✓ The application has cleared all required eligibility criteria and is now ready to be submitted

← Back
Continue →

如果您的申请还未就绪且不满足最低能力要求，系统将显示仍待满足的内容。您需要添加所要求的经验并进行重新验证。

检查申请是否满足最低要求和商业规则。

检查申请是否满足最低要求且所有经验已被证明，之后学员才可提交申请并付款。

声明页面

CIMA membership application

[My personal details](#)

[My employers](#)

[My practical experience](#)

[Verification](#)

[Declaration](#)

[Payment](#)

Declaration

Before completing and submitting your application form you must notify CIMA of any disciplinary sanctions, or unspent convictions, you have sustained, or if you are subject to any order or undertaking relating to company directorship, bankruptcy, or any Individual Voluntary Arrangement with creditors.

- I declare that the particulars given in this application are correct and I recognise that if I gain membership but am later found to have provided untrue or misleading information in connection with this application I may be subject to disciplinary action and may be excluded from membership. I undertake, if registered, to comply with the Laws of the Institute, to uphold CIMA's professional standards and to comply with the Code of Ethics, adopting the fundamental principles in my working life.

Please indicate whether any point of the paragraph below is applicable:

1. I have been or am currently subject to a disciplinary sanction by any professional body, employer, tribunal, or education provider;
2. I have unspent convictions;
3. I am currently subject to an order or undertaking under the Company Directors Disqualification Act 1986 or subject to any similar restriction under legislation in another jurisdiction;
4. I am currently subject to any bankruptcy restriction order or undertaking, Individual Voluntary Arrangement (IVA) involving payment of monies to creditors.

No

Sharing your success

When you become a member we would like to share your success by including your name in a list of new members published in national and regional publications such as Accountancy Age and Financial Management magazine. It's a great way of showing friends, family and employers that you've reached a milestone in your career and are now fully qualified.

- Include me on the list
- Don't include me on the list

Please note, if you are awarded Membership before 1 October, you will be liable to pay the balance of the ACMA subscription for the whole year.

Upload your current career progression summary

Please upload your current career progression summary for the purposes of assessment. You can replace your career progression summary at anytime before final submission of your application. Non relevant roles should be included in your career progression summary.

Your career progression [Career Progression Summary.docx](#)

summary:

[Change your career progression summary](#) [Remove](#)

上传您的职业发展总结。上传该文档并完成声明页面后才能够进行下一步操作。

[← Back](#)

[Submit application →](#)

职业概况

您应将经验记录在一份Word文档中，以便您将您的职业概况进行复制黏贴，提高在线表格的填写速度。

本版块您需要提供对从全日制教育结束至今的相关工作经验的详细描述。

每个相关职位都必须提供如下信息。如果您在一个组织内担任过多个职位，请将每个职位分开记录。

- 公司名称
- 工作职位
- 业务性质
- 大致年营业额（英镑）
- 公司员工数量
- 所在部门员工数量
- 向您汇报的员工数量
- 您汇报对象的职位
- 入职日期
- 离职日期
- 基础工作经验月数
- 核心工作经验月数
- 战略支持类工作经验月数
- 描述您的职位和职责

请记住您对于职位和职责的描述应按照报告样式书写，这一点十分重要。书写内容不应仅采用罗列要点的简略格式，而是必须展示工作内容、工作方法及取得成果。

请您在书写时考虑并视情况涵盖所有下列要素：

- 您的汇报对象是谁？为谁执行工作任务？
- 您执行具体工作任务的方式？
- 您执行工作任务的频率？
- 为何需要完成该任务？

付款页面

付款页面如下所示。您必须预先支付申请费用。提交申请前还需支付任何可能产生的待付款项或订阅费用。

I have a promotion code

Items in your basket	
Membership Application	£143.00
Total to pay now: £143.00	

CIMA's payment systems ensure that your card information is fully encrypted to banking-level standards.

We accept the following types of credit/debit cards:



Cardholder details

Cardholder first name *

Cardholder last name *

Continue

Back

提交后的确认页面

Chartered Institute of
Management Accountants
MY CIMA

Home Study with us Students Members Employers Educators Events Innovation Professionalism About us
Print

Home > MY CIMA > CIMA membership application

CIMA membership application

Thank you for your application...

Thank you for applying for CIMA membership and to become ACMA, CGMA. Your application will be reviewed by our assessors and we will contact you if there are any queries. If you wish to contact CIMA, please quote your contact ID displayed below.

Your Contact Id 1-1Y11FB3

How long will it take?

Applications generally take 2-4 weeks. We will notify you by email as soon as a decision has been reached on your application.

Your application

Click below to download, print and save your application.

Download application

✉ cima.contact@cimaglobal.com
📍 Find your local CIMA office

[Help and FAQs](#)

提交申请后的步骤

您在完成在线申请流程及费用支付后将收到一封确认电子邮件。

我们预计将在收到提议人和附议人的经验证明后四至六周内告知您结果。在此期间，您可以登录“**My CIMA**”账户并选择“**Membership Application**”链接跟踪您的申请进度。在介绍页面的底部，您将看到您所提交申请的日期，申请的当前状态以及您的提议人和附议人是否已经做出决定。

最低能力说明

最低能力要求

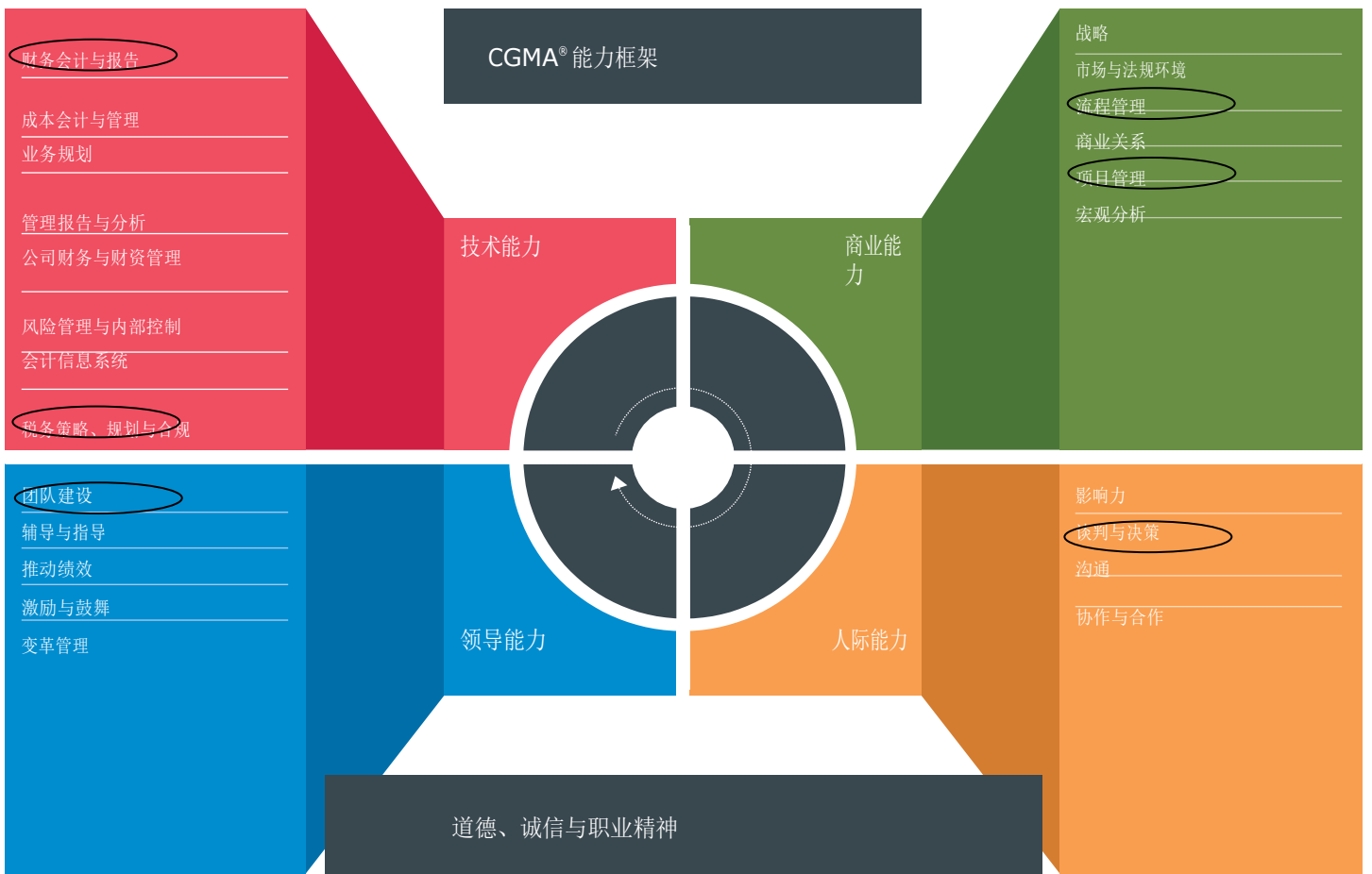
知识领域	技术技能	中级	高级	专家级	最低能力要求
能力类别	财务会计与报告				2
能力子类别	专业会计准则	3	3	2	(2)
	交易会计与关账流程	5	5	5	(2)
	财务报告与合规	2	2	2	(2)
	成本会计与管理				2
	成本会计	3	3	3	(2)
	成本管理	3	3	2	(2)
	商业规划				2
	规划、预测与预算编制	3	3	3	(2)
	资本性支出与投资评估	1	2	2	(2)
	管理报告与分析				2
	财务分析	3	4	4	(2)
	管理报告	2	3	3	不单独计算
	绩效管理	3	4	4	(2)
	差异分析	2	2	1	不单独计算
	标杆管理	1	1	1	不单独计算
	公司财务与财资管理				2

该类别的可选能力数。例如：财务会计和报告能力类别中共有29项能力可选

满足一项能力类别要求所需达到的最低能力数量

即使满足某个子类别的每项能力，还需要满足同一类别中的另一个子类别才能达到该能力类别的要求

最低要求



在四大知识领域均需要有至少36个月经验的证明

在技术和商业技能领域中至少具备4项能力类别

- 至少18个月必须是中级、高级和/或专家级。
-
- 其余的18个月可以是基础级、中级、高级和专家级中的任意一个。
-
- 中至少各选一个能力类别

总计最多提供60个月经验证明