



ICMAB

THE INSTITUTE OF COST AND MANAGEMENT
ACCOUNTANTS OF BANGLADESH



WELCOME **BOOK**

Be a Proud Professional Cost
and Management Accountant



**The Institute of Cost and
Management Accountants of Bangladesh**

(A statutory body under the Ministry of Commerce, GoB)

EMBARK ON PROFESSIONAL EXCELLENCE WITH ICMAB

Congratulations on taking the first step toward a rewarding career in Cost and Management Accounting! At the Institute of Cost and Management Accountants of Bangladesh (ICMAB), we believe that education is not just about earning a qualification; it's about shaping your future, expanding your horizons, and becoming a leader in your field. Embarking on the CMA journey with ICMAB means joining a prestigious community of professionals dedicated to excellence. Our CMA program is more than just a pathway to a professional designation—it's a transformative experience that prepares you to make a significant impact in the world of business and beyond. As a CMA, you will be equipped with the knowledge, skills, and professional integrity necessary to excel in various roles within both the public and private sectors. From financial management to strategic decision-making, your expertise will be in high demand, opening doors to limitless opportunities both locally and globally.

At ICMAB, we are committed to your success. Our innovative curriculum, hands-on training, and supportive community ensure that you not only acquire the technical skills required but also the practical experience needed to thrive in the competitive business environment. To support your journey, ICMAB has developed a Competency Framework that identifies the essential skills needed to excel in your professional roles. This framework is forward-thinking, focusing not only on current market needs but also anticipating the demands of tomorrow's business environment. Our curriculum emphasizes hands-on learning and includes training at various stages of the program to ensure you acquire practical skills that are directly applicable in the workplace. At different stages of the CMA program, you will earn certifications that allow you to market yourself in the job market even before you complete the entire qualification. Our articleship program is designed to provide you with real-world experience while you continue your studies, bridging the gap between academic learning and professional practice.

We invite you to explore the information in this brochure, which will guide you through the benefits of the CMA qualification, the structure of our program, and the exciting journey that lies ahead. We are here to support you every step of the way, and we look forward to welcoming you into the ICMAB family.

Start your journey today and become a part of a legacy that lasts a lifetime.

CMA QUALIFICATION: CATALYST FOR YOUR PROFESSIONAL SUCCESS



ICMAB
BUILDING
TOMORROW'S
LEADERS, TODAY





LEARN ABOUT ICMAB

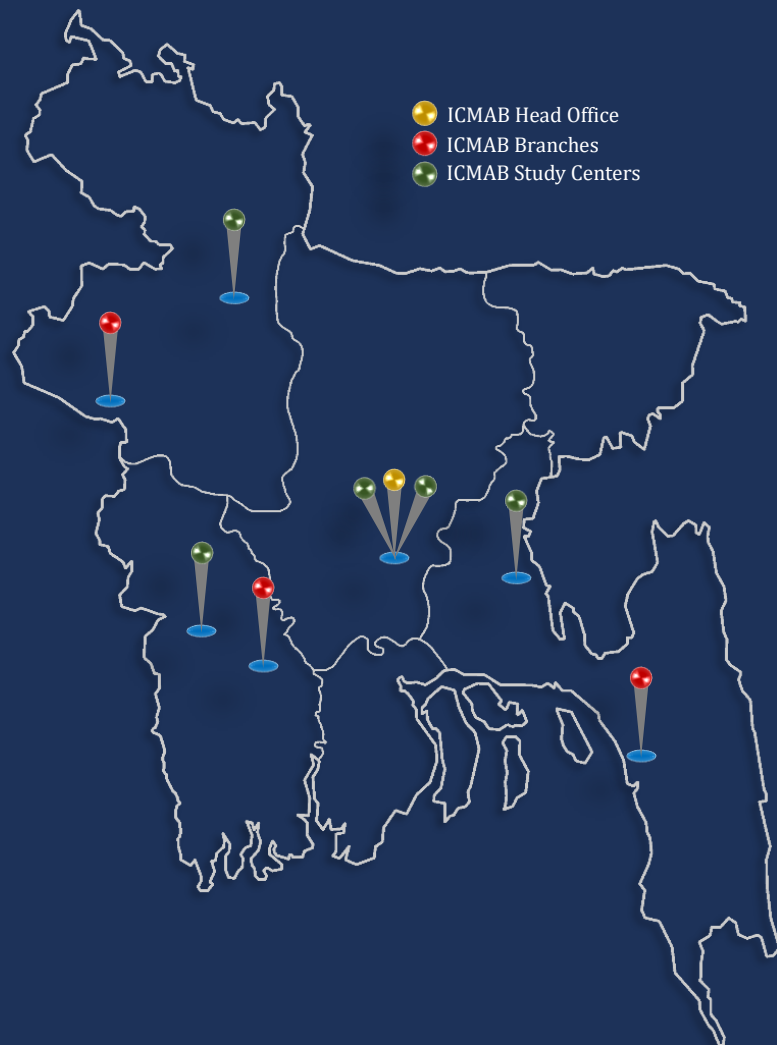
The Institute of Cost and Management Accountants of Bangladesh (ICMAB) is the premier national body dedicated to advancing the profession of Cost and Management Accountancy (CMA) in Bangladesh. Established with the mission to regulate and promote the profession, ICMAB offers a rigorous education and training program, culminating in the prestigious CMA qualification for those who meet its high standards. As a statutory organization under the Ministry of Commerce, ICMAB operates under the Cost and Management Accountants Act, 2018, and the CMA Probidhanmala 2019, ensuring adherence to the highest professional and ethical standards.

Since its inception in 1952 and re-establishment in 1972, ICMAB has played a pivotal role in the economic development of Bangladesh. The Institute is committed to national growth by fostering the development of highly skilled professionals who are critical to enhancing the country's economic competitiveness. ICMAB's influence extends beyond national borders, as it is an active member of global accounting bodies, ensuring that its practices and standards align with international benchmarks.

ICMAB operates from its headquarters in Dhaka, supported by three branch offices, five study centers, and five overseas chapters. In addition to its educational programs, the Institute conducts research and holds the exclusive authority to issue practicing licenses to its members. With over 1,700 qualified professionals in leadership positions across various sectors and a student body exceeding 20,000, ICMAB stands as one of Bangladesh's largest and most influential professional accounting institutions.

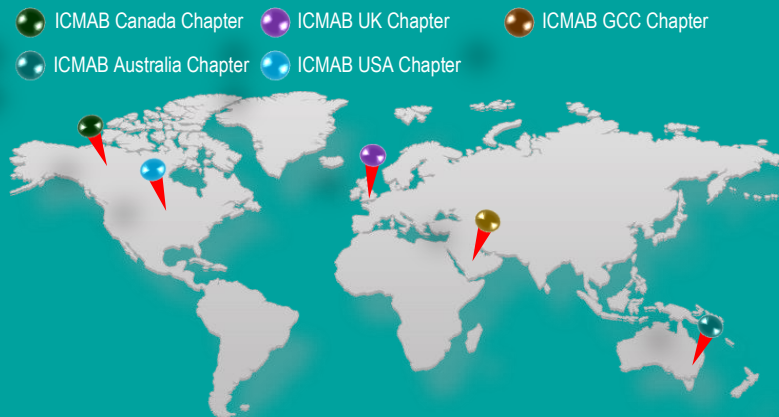
NATIONWIDE REACH AND LOCAL PRESENCE OF ICMAB

Ensuring Countrywide Easy Access to CMA Professional Education



CMA CHAPTERS AROUND THE WORLD

Bridging Borders, Building Prospects



CONTACTS

ICMAB Head Office

ICMA Bhaban
3 Nilkhet, Dhaka-1205
Cell: 01847360619-23
E-mail: info@icmab.gov.bd

ICMAB Chattogram Branch

House 43, Road 27, CDA R/A,
Agrabad, Chattogram
Cell: 01847360700;
E-mail: ctg.admin@icmab.gov.bd

ICMAB Khulna Branch

KDA Plot No. 24-25, Mozid Sorani
Road, Sonadanga, Khulna
Cell: 01847360701;
Email: khl.admin@icmab.gov.bd

ICMAB Rajshahi Branch

Holding 275, Plot 93, Banalata
C/A, Shah Mokhdum, Rajshahi
Cell: 01847360702;
E-mail: raj.admin@icmab.gov.bd

ICMAB Cumilla Study Center

Comilla Victoria Government College
Cell: 01847360703; Email: csc.admin@icmab.gov.bd

ICMAB Jashore Study Center

Jashore University of Science & Technology (JUST)
Cell: 01847360704; E-mail: jsc.admin@icmab.gov.bd

ICMAB Bogura Study Center

Govt. Azizul Hoque College
Cell: 01810187322; E-mail: bsc.admin@icmab.gov.bd

ICMAB Uttara Study Center

Nawab Habibullah Model School & College
Cell: 01810187320; E-mail: usc.admin@icmab.gov.bd

ICMAB Mirpur Study Center

Dhaka Commerce College
Cell: 01810187321; E-mail: msc.admin@icmab.gov.bd

MEMBERSHIP AND AFFILIATION WITH PROFESSIONAL BODIES



THE UNIQUE VALUE OF CMA PROFESSION

CMA profession stands out for its exceptional versatility and critical importance across various sectors, including public, not-for-profit, regulatory, and academic institutions. CMAs are uniquely equipped to navigate the complexities of modern business environments, offering a competitive edge that guides managerial actions, motivates behavior, and supports the cultural values necessary for achieving strategic objectives. Unlike traditional accounting roles that focus primarily on financial data for regulatory compliance, CMAs provide decision-making inputs that extend beyond numbers, incorporating comprehensive analysis and interpretation essential for organizational success. CMAs play vital roles across multiple functions within an organization. In marketing, they prepare quotations; in production, they advise on profitable product mixes; in purchasing, they assist with make-or-buy decisions; and in top management, they identify and mitigate business risks. Their expertise extends to fields such as taxation, valuation, risk management, and beyond, making them indispensable all-rounders rather than mere specialists.

CMA profession is recognized internationally for its distinct contributions to organizational planning, strategy, and control. CMAs bring a wide array of skills to the table, including information management, treasury operations, efficiency enhancement, auditing, marketing, valuation, pricing, and logistics. Their ability to conduct risk assessments and forward planning, taking into account multiple factors, is highly valued in boardrooms worldwide. CMAs are not just about 'providing the numbers'; they are integral to strategic decision-making processes, ensuring that businesses are well-positioned to thrive in a competitive landscape. As highly regarded professionals, CMAs are pivotal in ensuring the quality and integrity of financial reporting, maintaining stability, and driving progress within organizations. Their comprehensive skill set, and strategic insight differentiate them from generalist accountants, solidifying their role as critical contributors to organizational success in a rapidly evolving global economy.



CMAs

- SHAPING DECISIONS, ENSURING SUCCESS
- ELEVATING FINANCIAL INTEGRITY
- STRATEGIC BUSINESS PARTNERS
- DRIVING STRATEGIC SUCCESS

WHY CMA QUALIFICATION?

Pursuing the CMA professional qualification offers numerous advantages that set it apart from other certifications. One key benefit is differentiation, as CMAs are uniquely equipped with specialized knowledge in cost management and strategic decision-making. This expertise opens doors to accelerated career prospects and greater flexibility in the job market, allowing professionals to thrive across various industries. Flexibility of the program itself also allows students to align the journey as it best fit with their circumstances.

A CMA credential also provides access to a strong network with corporate leaders, fostering valuable connections that can elevate one's career. There is a clear gap in the demand and supply of qualified CMAs, which enhances the employability & relevance of CMA professionals. The qualification imparts critical business acumen, equipping individuals with the skills to navigate complex business environments, while emphasizing ethical conduct essential for today's corporate world.

Additionally, aspiring CMAs benefit from varied entry routes and international recognition, enabling them to enjoy more career options and a passport to a global career. CMA program offers course waivers based on prior learning to fast track CMA journey. The competency-based education, training programs, and the practical articleship program ensure that CMA graduates are well-prepared to meet industry demands and make a significant impact in their respective fields.

CMA: YOUR STRATEGIC EDGE IN A COMPLEX BUSINESS WORLD



CMA PROGRAM

FLEXIBLE &
AFFORDABLE
PROFESSIONAL
QUALIFICATION

Can join
after HSC or
equivalent
exam

Can join
Irrespective
of academic
background

Seamless
admission:
online,
offline, or
provisional

Fast track for
members of
other PAOs
and GER
students

Can join
with or
without
attending
classes

Can adjust
CMA journey
as it fits your
needs and
circumstances

CMA PROGRAM

The CMA Professional Program offers multiple entry routes, providing flexibility for aspiring professionals from various academic backgrounds. The entry routes include the Intermediate Entry Route (IER) for Higher Secondary Certificate or equivalent pass students, the Graduate Entry Route (GER) for those with undergraduate degrees, and the Professional Entry Route (PER) for candidates with relevant professional qualifications. Each route has specific entry criteria, such as a minimum prior academic record. Moreover, aspiring students can take provisional admission before getting final result of their prior studies.

CMA education sessions are held twice a year: January-June and July-December. The program offers flexibility in terms of learning modes, with students being able to choose between coaching and correspondence systems. The coaching system requires students to attend the classes, while the correspondence system allows for self-study through assignments. Students can switch between systems as they progress through the program. The CMA admission process is streamlined and can be completed online or offline. Students must provide academic documents, photographs, and payment receipts to complete the admission process. ICMAB also offers scholarships, including a 100% waiver of admission fees for students with outstanding academic records, particularly graduates from public and selected private universities with high CGPAs. Additionally, the Institute offers scholarship and financial aids for students facing financial difficulties during CMA journey.

ICMAB has a course waiver policy for students under the IER, GER, and PER routes. Graduates can apply for exemptions from specific courses based on their prior academic performance. The waiver policy is designed to reduce redundancy in coursework and accelerate the path to completing the CMA qualification. Similarly, ICMAB examination system is rigorous, with students required to pass class tests or submit assignments to qualify for the exams. Examinations are held at various centers, and students are allowed to sit for two consecutive levels of the CMA program. Thus, CMA education system at ICMAB is designed to provide flexibility, accessibility, and support for aspiring professionals, ensuring that candidates from diverse academic and professional backgrounds can pursue this prestigious qualification. With multiple entry routes, flexible learning modes, and a supportive coaching and correspondence system, the program caters to the unique needs of each student. Additionally, ICMAB's comprehensive scholarship and course waiver policies further enhance the accessibility of the program, enabling students to overcome financial and academic barriers. By offering a structured yet adaptable approach to education and a rigorous examination system, ICMAB continues to uphold the highest standards of professional excellence in the field of Cost and Management Accounting.

3

ROUTES



2

SESSIONS



Minimum Entry Requirement (Points)

6

6.5

	SSC/O level/ equivalent exam	HSC/A level/ equivalent exam	Graduation	Points
Minimum CGPA/ Division/ Points	3.50/1 st /24	3.50/1 st /10	3.00/1 st	3
	2.5/2 nd /20	2.5/2 nd /below 10	2.00/2 nd	2
	Below 2.5/3 rd	Below 2.5/3 rd	Below 2.0/3 rd	1

- CGPA at Graduation is considered out of 4.00 (if out of 5, add 1)
- Points for O and A levels shall be computed as in IER.

Total GPA 6.50 with no GPA below 3.0 in the SSC and HSC; or 30 points (in five subjects excluding mother language) in O Level and 12 points (in two subjects) in A Level; or 30 points (in five subjects excluding mother language) in O Level and GPA 3.0 in HSC or equivalent exam.

Dhaka Center

Day Shift
[3 to 6 pm]

Night Shift
[6 to 9 pm]

Coaching System

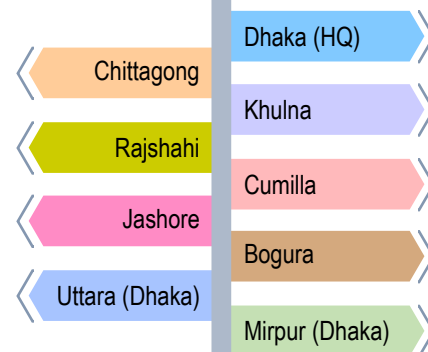
[attend classes to prepare for exam]

Correspondence System

[submit course assignments to prepare for exam]

ADJUST AS IT FITS YOUR NEED AND CIRCUMSTANCES
SELECT DURING ADMISSION AT THE FIVE CMA LEVELS

Admission Centers



2.5 YEARS

Enroll in
the CMA
Program

WAIVE FIRST TIME
ADMISSION FEES

GER

Admission
Scholarship
for GER
Candidates

100%

50%

First Time Admission Fees
Tk. 27,000

CMA Admission Fees Tk. 22,500

KL

• **Knowledge Level** [3 Courses]
Admission Fee: Tk. 4,500

BL

• **Business Level** [5 Courses]
Admission Fee: Tk. 9,000

OL

• **Operational Level** [4 Courses]
Admission Fee: Tk. 11,000

ML

• **Management Level** [4 Courses]
Admission Fee: Tk. 15,000

SL

• **Strategic Level** [5 Courses]
Admission Fee: Tk. 23,500

ONE TIME PAY

ONE MAY GET ADMITTED IN TWO
CONSECUTIVE LEVELS AT A TIME

MINIMUM CRITERIA IN CGPA (OUT OF 4)
OR MARKS (UNDER TRADITIONAL SYSTEM)

For graduates from:

Public Universities

Selected Private Universities

Male

Female

Male

Female

100%

• BBA/BBS/BCom

3.60 or 60%

3.50 or 60%

3.70

3.60

• MBA/MBS/MCom

3.70 or 60% +

3.60 or 60% +

3.80 +

3.70 +

Bachelor result

3.50 or 55%

3.40 or 50%

3.50 or 55%

3.50 or 55%

50%

• BBA/BBS/BCom

3.50 or 55%

3.40 or 50%

3.60

3.50

• MBA/MBS/MCom

3.60 or 60% +

3.50 or 55% +

3.70 +

3.60 +

Bachelor result

3.40 or 50%

3.30 or 50%

3.50 or 55%

3.40 or 55%

21
COURSES

2000
MARKS

5
LEVELS

LEVEL
SPECIFIC
TRAINING

12 MONTHS
ARTICLESHP

PART
QUALIFIED
CERTIFICATION

ADMISSION PROCEDURE

Go to erp.icmab.gov.bd
and follow the Guidelines;

Choose Entry Route, fill up
and submit the form with
accurate information;

Pay the fees and wait for
payment confirmation;

Verify the relevant
documents by ICMAB
Education Department.

DOCUMENTS REQUIRED

- Photocopy of all academic Certificates and Transcripts along with original copies
- Recent color photograph (1 passport & 1 stamp size).
- 2 copies of money receipt after payment in case of offline payment.

COURSE WAIVER

KL1

KL2

KL3

BL1

BL3

BL4

KL1: Fundamentals of Management & Business Communication
KL2: Business Quantitative Analysis
KL3: Business Economics & International Business
BL1: Fundamentals of Financial Accounting
BL3: Information & Communication Technologies
BL4: Marketing & Supply Chain Management

CMA EXAMINATIONS

JANUARY

MAY

SEPTEMBER

Per Course Exam Fee:
Tk. 625 for knowledge &
business level courses;
Tk. 780 for other level
courses (except ICS)

OTHER FEES AND CHARGES

- Annual Fees Tk. 2,000 (Annual subscription Tk. 1,500 and LMS Fee Tk. 500)
- Articleship Fee Tk. 3,000
- ICS Exam Fee Tk. 5,625
- Exam Fine Tk. 1,000 per course
- De-novo Fee Tk. 10,500
- Testimonial Fess Tk. 1,000
- Certificate Fess Tk. 1,000
- Repeat Class Fee Tk. 1,000
- Training Fee [To Be Announced]

9 SCHOLARSHIP FUNDS

ICMAB offers Scholarship
and Financial Aids for the
deserving CMA students

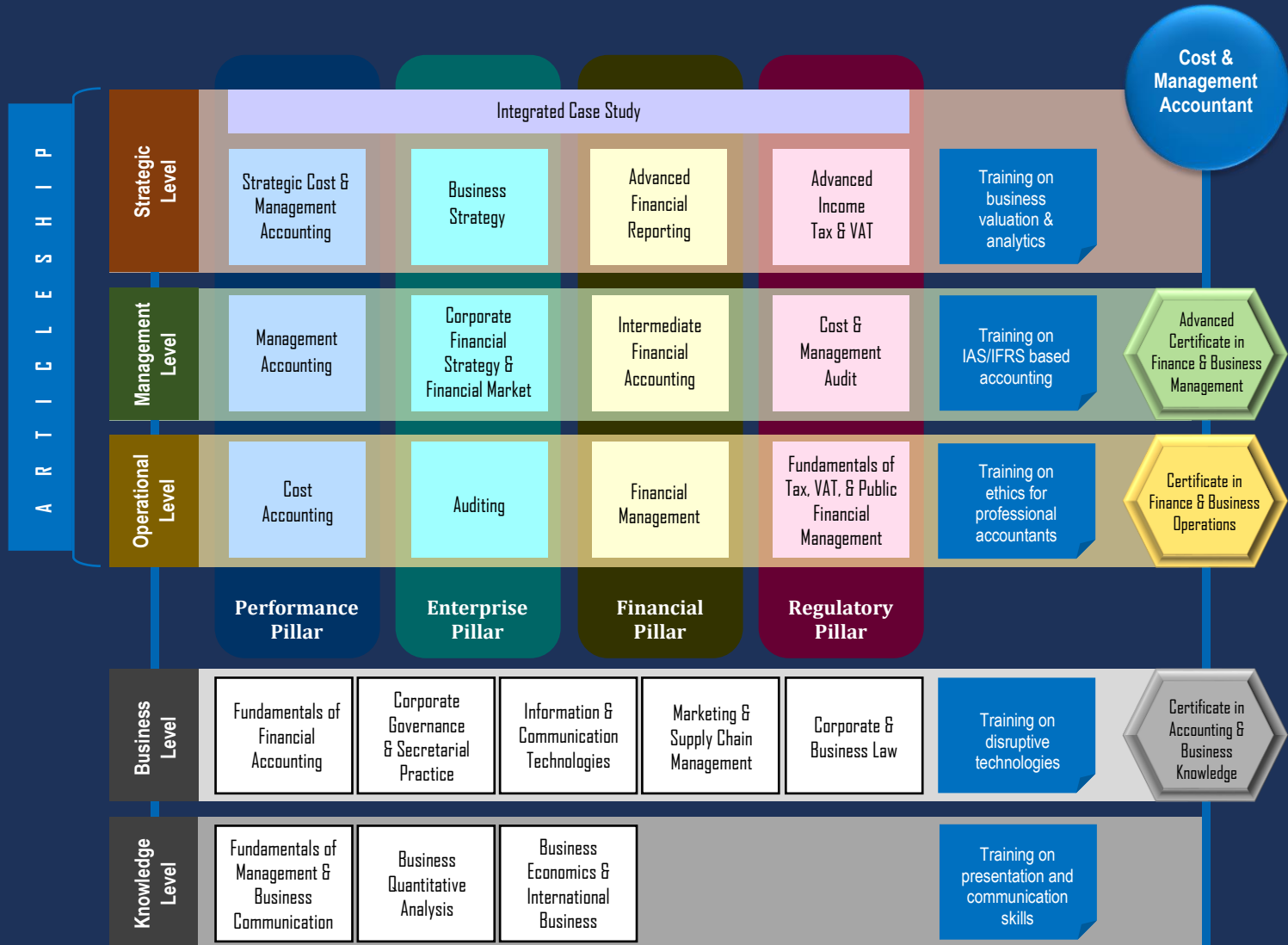


WE ARE HERE TO
SUPPORT YOUR DREAMS

Prior Learning	Criteria (CGPA out of 4 or marks for traditional system)	Number of course waiver
Category I: BBA/4 years BBS (Hon's) from public or selected private universities	Accounting/Finance major with CGPA 3.40/60% marks	6 courses
	Other majors with CGPA 3.40/60% marks	5 Courses [except BL1]
Category II: BBA/4 years BBS (Hon's)/(BCom + Masters)	CGPA 3.00 (3.20 for private university) or 50% marks	3 courses [KL subjects]
Category III: Professional qualification [PER students]	Valid membership of a relevant professional body	As decided by the Council
Category IV: Any other case including IER students who are pursuing bachelor program	Average GPA 3.00 (3.20 for private university)/50% marks in the equivalent subject(s)* of the bachelor program.	Max. 3 KL subjects. It will be 6/5 having category I prior learning

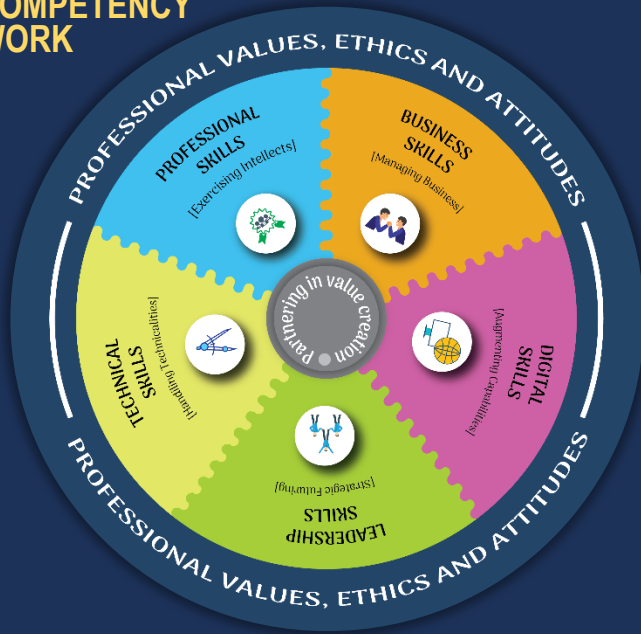
* For exemption application in any of the six courses, identify your bachelor course(s) that matches atleast 75% of the CMA syllabus. Waiver application fee is Tk. 1,000 per subject.

CMA CURRICULUM STRUCTURE

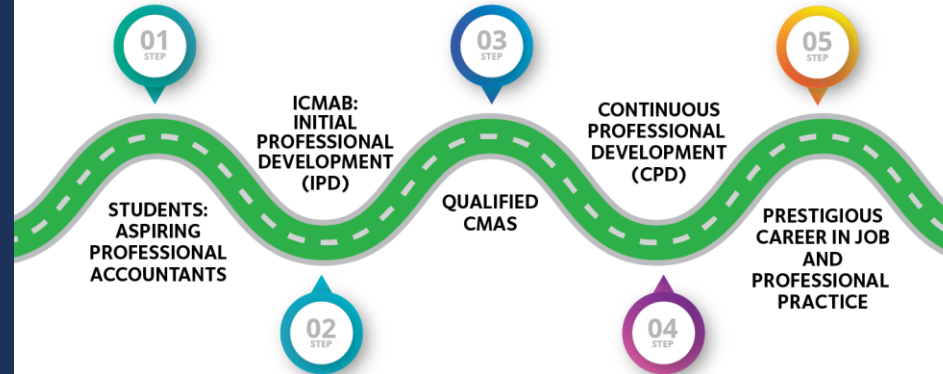


ICMAB COMPETENCY FRAMEWORK

STAY AHEAD WITH SKILLS
THAT DRIVE SUCCESS

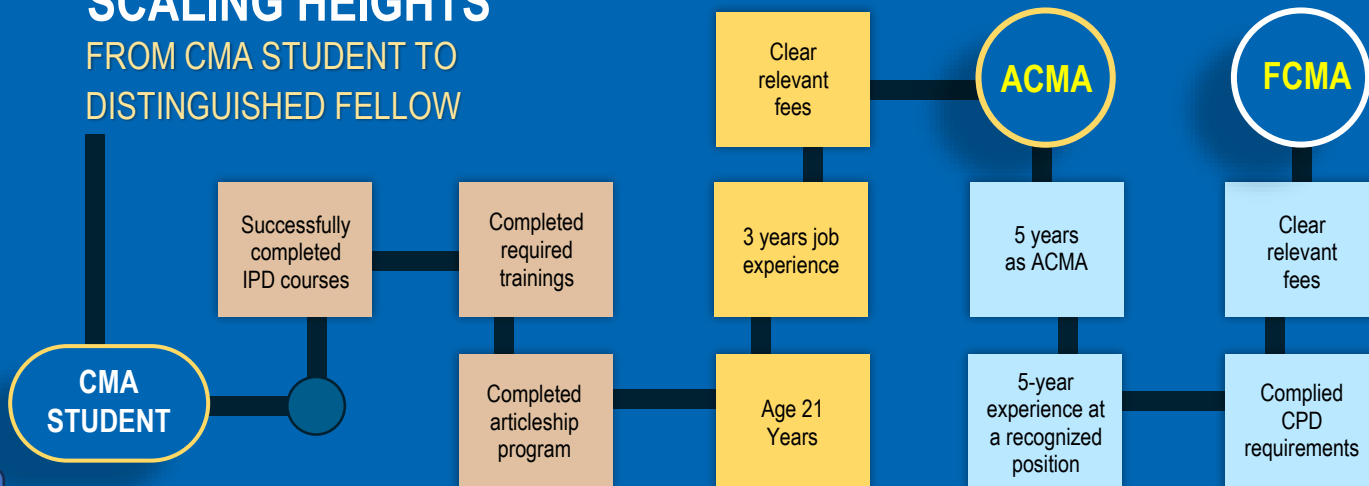


Transformational Model of ICMAB



SCALING HEIGHTS

FROM CMA STUDENT TO
DISTINGUISHED FELLOW



CLIMBING UP THE CMA LADDER

FACILITIES AT ICMAB

CLASSROOM

The classrooms are equipped with modern technology, e.g., interactive panel, projectors, sound systems, etc., providing a comfortable and collaborative learning environment that supports high-quality, interactive educational sessions.

LIBRARY

The ICMAB library offers extensive academic resources in a 5,000 sq. ft. air-conditioned space, with global e-library access to e-books, journals, and CMA materials. Open daily from 9:00 a.m. to 9:00 p.m.

LABORATORIES

ICMAB ICT Lab and Robi Innovation Lab is a cutting-edge facility designed to accommodate participants for various training sessions, workshops, and educational or professional purposes.

PLACEMENT SERVICE

ICMAB's dedicated placement cell supports students' career development by actively sharing relevant job openings, ensuring they are informed of opportunities, and promoting their professional growth through successful placements.

CAFETERIA

Operated by a third party, the cafeteria provides a variety of food options throughout the day catering to different tastes and dietary preferences. It provides a comfortable and relaxed dining environment.

FEMALE COMMON ROOM

The Female Common Room offers a peaceful space for prayer, study, and contemplation, along with a private dressing area, reflecting ICMAB's commitment to supporting its female students' needs.

PRAYER ROOM

The prayer room offers a serene, air-conditioned environment for prayer and reflection. Led by an appointed Imam, it provides a peaceful and comfortable space for worshippers and spiritual gatherings.

INNOVATIVE LEARNING, ANYTIME, ANYWHERE

LEARNING MANAGEMENT SYSTEM



24X7 learning from anywhere at anytime

Audio Visual session and online classes

Access from any device (PC or Smartphone)

Study forums, resource hub, & many more



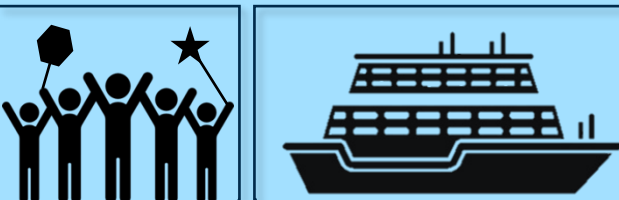
HOLISTIC GROWTH GOING BEYOND ACADEMICS

CULTIVATES
CREATIVITY &
CONFIDENCE

Extra and Co-curricular activities

LIFE AT ICMAB

At ICMAB, CMA students actively participate in a variety of extra and co-curricular activities that go beyond academic coursework. These activities are designed to foster their overall development, balancing academic preparation with real-world skills. Extracurricular activities help students become more creative, innovative, and socially adept, while enhancing their physical and emotional well-being. Co-curricular activities, integral to the curriculum, develop key competencies aligned with the institute's competency framework, promoting self-confidence, leadership, and lifelong learning. Recognizing their importance, ICMAB provides various opportunities and encourages students to engage in these enriching activities.



RIVER CRUISE

Join the annual signature event of CMA students.

CULTURAL AND RELIGIOUS DIVERSITY

Broaden your mental and emotional horizons.

AMBASSADOR PROGRAM

Represent ICMAB at different universities and colleges.

LEARNING FORUM

Join the informal learning forum that act as a catalyst.

TOASTMASTERS INTERNATIONAL

Join the student wing to boost your communication skills.

PARTICIPATE IN CONTESTS

Take part in the national and International Contests.

&

Many More

ICMAB Team is the
champion of 2023
SAFA Quiz Contest

• *How many courses are in the CMA program?*

There are 21 courses (2,000 marks) in the CMA program distributed in five levels: Knowledge (3 courses of 300 marks), Business (5 courses of 400 marks), Operational (4 courses of 400 marks), Management (4 courses of 400 marks), and Strategic (5 courses of 500 marks) Levels. Each level is designed to build your expertise progressively, ensuring you are equipped with the necessary skills and knowledge to excel in the field of Cost and Management Accounting.

• *Why do I need CMA Qualification when I have bachelor/master's degree in business?*

The CMA qualification is distinct from an academic degree as it equips you with specialized knowledge in cost management and strategic decision-making, which academic degrees typically don't cover. Unlike a business degree, the CMA is a professional credential that provides practical competencies and a practicing license, making you stand out in the job market. It offers flexibility, international recognition, and strong networking opportunities with industry leaders, enhancing your career prospects and opening doors to global opportunities while meeting local industry demands.

What is the duration of the CMA program?

The CMA program is designed to be completed over five levels, with each level covering a six-month session. As a result, the full duration of the CMA program is approximately 2.5 years, assuming continuous progression through each level.

Is it possible to reduce the duration of the CMA program?

Yes, it is possible to reduce the duration of the CMA program. There are two main ways to do this, first, Course Waivers - If you meet certain eligibility criteria, you may receive waivers for specific courses, reducing the overall workload and program length. Second, Concurrent Levels - You can choose to complete two consecutive levels at the same

time, allowing you to accelerate your progress and finish the program more quickly. These options provide flexibility in managing the program based on your background and availability.

• *How this qualification be beneficial if I go abroad?*

The CMA qualification is well-recognized internationally, and ICMAB has mutual recognition agreements with professional bodies like ACCA and CPA Ireland. This recognition can provide valuable support and opportunities for your career abroad.

When can I admit in the CMA program?

- You can apply for admission to the CMA program during two main periods: (1) November to December for the January – June session and (2) May to June for the July – December session. However, if you enroll in the correspondence program, you may have an additional month for admission beyond the usual time, giving you more flexibility to apply.

Can I continue CMA alongside full-time job?

- Yes, you can. CMA offers flexible options, e.g., Night Shift Classes: where you can attend evening coaching classes, allowing you to balance work and study. Alternatively, join Correspondence Program that allows you to study at your own pace by submitting assignments for your subjects. Physical presence is only required during exams, making it convenient for working professionals.

I am currently pursuing my graduation. Can I still be admitted to the CMA program?

- Yes, you can. Apply for admission to the CMA program through the IER (Intermediate Entry Route). This route allows students to begin their CMA journey while completing their graduation, providing flexibility in balancing both academic and professional studies. By the time you graduate, you may also have a part qualified CMA certificate that will surely add value in starting a desirable career.

- *I have graduated from a non-business discipline. Can I still be admitted to the CMA program?*

Yes, you can. The CMA program welcomes graduates from all disciplines, including non-business backgrounds. In fact, a good number of CMA-qualified members have successfully transitioned from various non-business fields into the profession. The program is designed to equip you with the necessary knowledge and skills to excel in cost and management accounting, regardless of your previous academic background.

I have a study gap. Can I still enroll in the CMA program?

- Yes, you can. The CMA program does not have any age restrictions, so a study gap will not prevent you from enrolling.

How much does it cost to get CMA admission?

- The cost of admission to the CMA program is Tk. 27,000. This fee covers both your admission into the program and enrollment in the Knowledge Level. However, candidates with extraordinary prior academic achievements may be eligible for a waiver on this fee. As you progress to other levels, additional fees will apply for admission to each subsequent level.

What is the total cost of the CMA program?

- The total cost of the CMA program consists of several components. The CMA enrollment fee is Tk. 22,500, followed by level admission fees for each stage: Tk. 4,500 for the Knowledge Level, Tk. 9,000 for the Business Level, Tk. 11,000 for the Operational Level, Tk. 15,000 for the Managerial Level, and Tk. 23,500 for the Strategic Level, bringing the total admission cost to Tk. 85,500. In addition, exam fees are Tk. 625 per course for the Knowledge and Business Levels, and Tk. 780 per course for higher levels (excluding ICS courses). The institute also charges an annual fee of Tk. 2,000, which includes a Tk. 1,500 subscription fee and Tk. 500 for LMS. There is also an articleship fee of

Tk. 3,000, along with training fees, which are determined by the institute from time to time. Additional fees include Tk. 1,000 per course for waiver applications and Tk. 1,000 per document for testimonials or certificates. Other services may also incur charges as needed.

Can I pay my fees in installments?

- No, fees cannot be paid in installments.

How long my studentship with ICMAB remain valid?

- Your studentship will remain valid for 10 years. After that, you can extend it through a De-novo provision for an additional 5 years. If needed, a second De-novo extension can be granted for another 5 years.

Do I only need to pass the courses to become a qualified CMA?

- No, passing all the courses is just one part of becoming a qualified CMA. In addition to successfully completing all 21 courses, you are also required to complete the necessary professional training in each of the five levels and the articleship for 12 months. These practical experiences are essential for gaining hands-on knowledge and developing the skills needed to become a fully qualified CMA. Becoming an Associate or Fellow ICMAB member requires additional criteria to fulfill, e.g., experience, CPD hours, etc.

How may I continue the articleship when I am in full-time job?

- The CMA articleship program lasts for 12 months. If you are already engaged in a full-time job in a recognized area, you can submit your job experience for the required period, as per the policy, to fulfill the articleship requirement. This allows full-time professionals to complete the articleship while continuing their employment, making it flexible for working individuals to obtain the articleship completion certificate.

Do you offer online classes?

- If the authority finds it suitable, online classes are offered.

• *How many levels I can continue at a time?*

You may continue two consecutive levels at a time. For instance, knowledge and business, business and operational, and so on.

• *What is the consequence if I failed to attend required classes or failed to submit assignments?*

If you fail to attend the required classes or fail to submit assignment, you will be charged a fine to appear for the exam. It's important to meet the class attendance/assignment submission requirements to avoid additional penalties. The fines are applied on a subject-by-subject basis, so your status in individual subjects will determine the specific penalties.

• *What is the consequence if I miss any CMA exam?*

There are no penalties for missing a CMA exam, aside from losing the opportunity to assess your knowledge. You can take the exam at a later time when it fits your schedule. However, ICMAB always encourage students not to miss any exam.

• *If I fail in one of the subjects of a level, do I need to reappear for exams of all the subjects of that level?*

No, you don't have to reappear for all subjects. ICMAB considers the results of individual subjects. Once you pass a subject, you do not need to retake the exam for that subject again.

• *Can I sit for exam of in only one subject?*

You need to register for the CMA exam for the entire level in which you are enrolled. If a level has four subjects, you must register for all four. However, you can choose to sit for the exam in only one subject if needed. Missing an exam for any subject won't affect the results of the others. Similarly, if you have only one incomplete subject left in a level, you can sit for the exam for that specific subject.

• *If I failed to clear a level in one try, do I need to pay again?*

No, level admission is a one-time payment. If you do not pass a level on your first attempt, you only need to pay the required exam fees for retaking the exams, without having to re-enroll in that level.

• *I am a non-business background/IER student. Will I be eligible for a course waiver?*

You may be eligible to apply for a subject-to-subject waiver. To qualify, you need to identify bachelor's course(s) from your previous studies that match at least 75% of the CMA syllabus for the course you intend to apply for exemption.

• *How many maximum courses I can get waiver?*

IER and GER students may get waiver in maximum 6 courses. Maximum waiver for PER students is decided by the ICMAB Council.

• *Can I change admission center or program mode from coaching to correspondence?*

Yes, you can change your admission center or program mode from coaching to correspondence by submitting a proper application.

• *Do you issue any certificate for articleship or for partly completing the program?*

Yes, you will be issued certificates for level completion, training, and articleship. The level completion certificates are considered part-qualified certificates, recognizing your progress in the program.

• *Where shall I go if I have any further queries?*

Visit ICMAB website: www.icmab.gov.bd or you should contact the ICMAB Education Department, branch office, or your designated study center for assistance.

JOIN



**BE A PROUD PROFESSIONAL COST
AND MANAGEMENT ACCOUNTANT**

SCAN TO APPLY

