

## MEMORANDUM

**To:** All EPC Students

**Date:** 15 August 2024

**Subject:** Circular to Students on Institute of Chartered Accountants Of Zimbabwe (ICAZ) Professional Programs Provider (PPP) Registrations.

**Dear Students,**

This memo is to inform you that all students intending to write the Assessment of Professional Competence (APC) will be required to meet the following prerequisites:

**1. A valid professional programme certificate:**

A professional programme certificate is valid for 3 years and is granted to students who are registered with the Institute of Chartered Accountants of Zimbabwe (ICAZ) upon enrollment with an accredited professional programme provider.

*\* NB - Certificates issued for refresher courses are not considered valid unless the student was registered with ICAZ while undertaking the course.*

**2. A registered training contract with an ICAZ-approved training provider :**

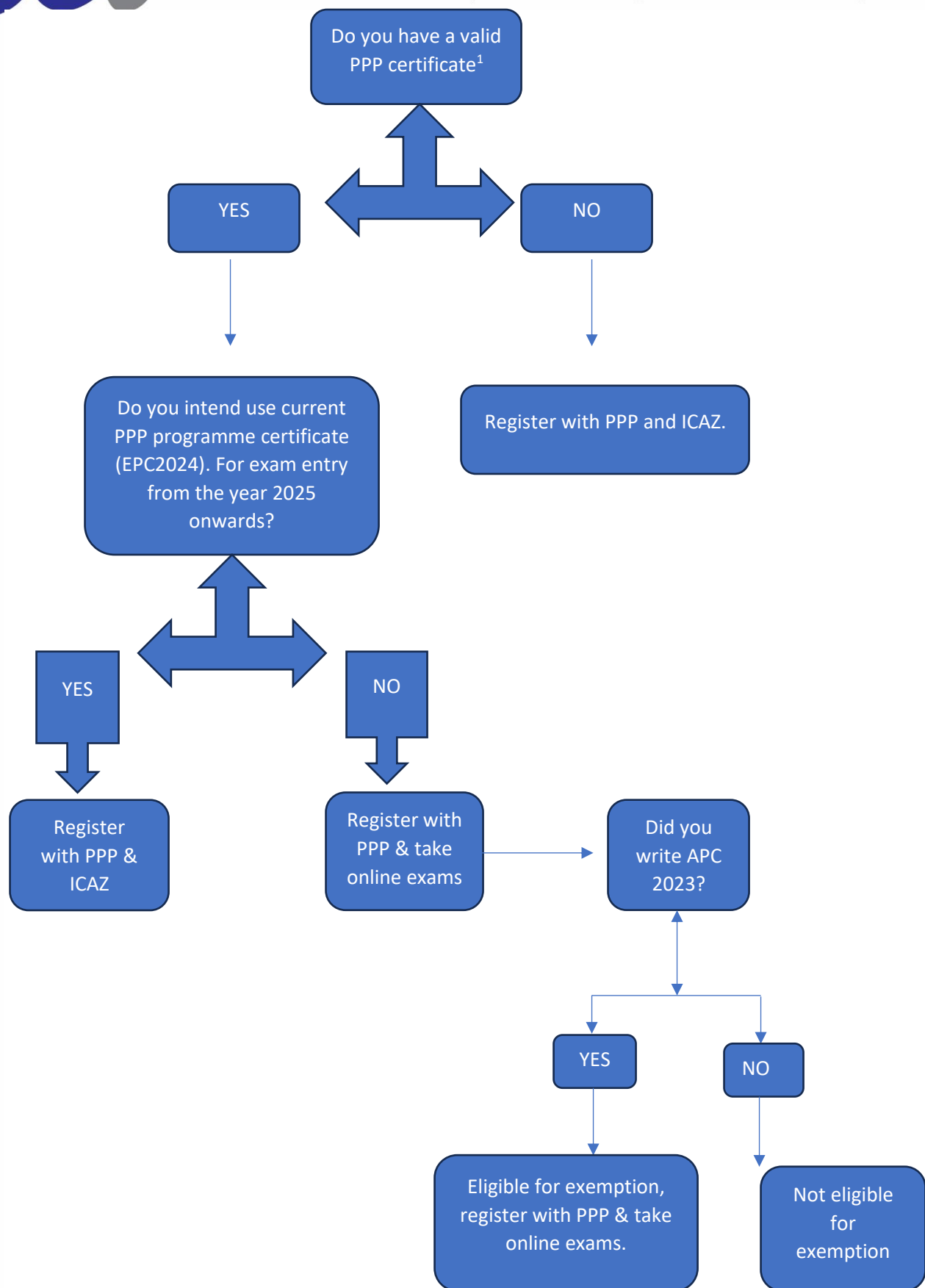
Students must have a registered training contract with an ICAZ-approved training provider with the exception for CIMA students. CIMA students are expected to be full CIMA members in good standing.

**Obtaining a valid professional programme certificate**

To obtain a valid professional programme certificate a student is required to register with an ICAZ PPP and with ICAZ. Once registered a student is expected to settle the PPP applicable fees and an ICAZ fee of USD 250. On successful completion of the course, a student will be granted a professional programme certificate. Students with valid certificates are not required to submit the ICAZ registration and payment **unless** they intend to use the PPP certificate to be admitted in a future APC exam from 2025 onwards.

**Review the diagram below to assess whether you will be expected to complete the ICAZ registration:**





### Valid Professional Programme Certificate

- Issued from 2022 from ICAZ accredited provider at the time i.e APT.
- If the certificate is from EPC, it is not valid as accreditation was not yet granted.

### Frequently asked questions

<b>Question</b>	How do I register with ICAZ?
<b>Answer</b>	Follow this link to register <a href="https://forms.office.com/r/w2QxDhbfhg">https://forms.office.com/r/w2QxDhbfhg</a> . An application fee of USD 250 is payable on registration. Refer to banking details attached below, please ensure you put your Name + Endunamo down as the reference when you make payment.
<b>Banking details</b>	<b>USD BANKING DETAILS</b>  Name of Bank: CBZ BANK Account Name: ICAZ Branch: Wealth Management Account Number: 04423151320042

<b>Question</b>	Can I write in venue assessments without registering with ICAZ?
<b>Answer</b>	No, you can only write online exams.

<b>Question</b>	What if I cannot make payment by the 17th?
<b>Answer</b>	Failure to pay will result in you not being allowed to write the assessment. To manage this, write an email to <a href="mailto:estherm@icaaz.org.zw">estherm@icaaz.org.zw</a> and cc <a href="mailto:hopem@icaaz.org.zw">hopem@icaaz.org.zw</a> to apply for a payment plan.