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## **Disclaimer**

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## **Introduction**

A Chartered Accountant is a person who is accepted as a member of the Institute of Chartered Accountants of India.

The Institute of Chartered Accountants of India (ICAI) is a premier professional accountancy body of the country. The Institute has its headquarter at New Delhi, has five regional councils located in Mumbai, Chennai, Kolkata, Kanpur and New Delhi and has 117 branches spread all over India. The Institute also has 20 Chapters outside India.

The Institute is actively engaged in imparting education and training to the students, conducts examination for them and grants Membership to the successful candidates and Certificate of Practice to members intending to practice the profession.

Chartered Accountants occupy high and respectable posts in an organization.

Chartered Accountants have mainly the following responsibilities:

- Handling accounts and finance related matters
- Deal with money management
- Prepare, analyze, and audit accounts
- Provide financial advice

## **Career Prospects for Chartered Accountants**

A Chartered Accountant can:

- Become Professional in Industry
- Become recognized audit practitioner
- Become practitioner of Income-tax, Service-tax, and other Indirect taxes.
- Become Management Consultant
- Set up independent professional practice
- Join a practicing firm of CAs.
- Engage in their own business venture.
- Render System Analysis and Design and Computer-related services.

A Chartered Accountant can join any Industry or Government Organization. They would be in a responsible position in organization such as CEO, Managing Director and Director Finance etc. A chartered Accountant may also join the job of an educator at University or Professional Institute.

### **Pinnacle of the profession:**

The opportunities are simply ever increasing. Today various opportunities are available for professionals with the specialized knowledge and skill sought by global organization. These include the areas of national and international taxation, finance and corporate law. The knowledge of local laws and regulations, of course, places Chartered Accountants in a stronger position to render services to global organizations entering the Indian Market.

### **Different Stages of Chartered Accountancy Course:**

Entry Level Test	CPT Course (Common Proficiency Test)
First Stage	Accountant Technician Course (ATC)/Integrated Professional Competency Examination (IPCE)
Final Stage	Integrated Professional competency Course (IPCC) (Final Course)

### **Different Stages one by one**

#### **Common Proficiency Test (CPT)**

##### **At a glance:**

- It is Entry Level Test
- Students passed out 10<sup>th</sup> standard can enroll for it.
- It's an Objective type multiple choice based examination with negative marking.
- Tests are conducted twice a year- in June and December.

##### **Steps to clear CPT:**

- Step I** Pass 10<sup>th</sup> standard and take admission in 10+2
- Step II** Enroll for Common Proficiency test

- Step III** Prepare for the four papers of CPT: Accounting, Mercantile Laws, General Economics, and Quantitative Aptitude
- Step IV** Appear and Pass CPT examination after passing XII (10+2)

Now, Chartered Accountancy can be pursued in three phases: **ATC, IPCE, and IPCC.**

**Steps for becoming ATC**

- Step I** Register for ATC (after passing 10+2 and CPT)
- Step II** Complete 9 months study course and undergo Orientation program (comprising of 35 hours) and ITT course (comprising of 100 hours)
- Step III** Appear and Pass exam
- Step IV** Successfully complete 1 year of work experience
- Step V** Get ATC certificate

**After getting ATC certificate the candidate is now certified as Accounting Technician. You may stop with this certificate or can proceed for completion of CA course.**

**Steps for becoming CA**

- Step I** Register for IPCC (after passing 10+2 & CPT)
- Step II** Complete 9 months study course and undergo Orientation program (comprising of 35 hours) and ITT course (comprising of 100 hours)
- Step III** Appear and Pass both Groups of IPCC exam
- Step IV** Join 3 years of Article training
- Step V** Get IPCE certificate
- Step VI** Register, Appear and Pass IPCC final exam
- Step VII** Successfully complete GMCS training
- Step VIII** Get IPCC final certificate

**Modes of Imparting Theoretical Education by the Institute:**

Institute of chartered Accountants of India (ICAI) imparts education through correspondence method to the students of the Institute.

There are four methods; a student can opt for one or more to study the theoretical papers:

- Institute organizes various classes time to time as per schedule through Regional Councils and Branches.
- There are accredited Centers by the Institute to run the coaching classes for various courses.
- Chartered Accountants give classes for these courses
- Some other experts (may be non CAs) also teach the courses.

### Subjects to be Studied

Course	Subjects
<b>ATC/ IPCC Group I</b>	Paper 1 Accounting Paper 2 Business Laws, Ethics and Communication Paper 3 Cost Accounting and Financial Management Paper 4 Taxation
<b>IPCC Group II</b>	Paper 5 Advanced Accounting Paper 6 Auditing and Assurance Paper 7 Information Technology and Strategic Management
<b>CA Final Group I (New Course)</b>	Paper 1 Financial Reporting Paper 2 Strategic Financial Management Paper 3 Advanced Auditing and Professional Ethics Paper 4 Corporate and Allied Laws
<b>CA Final Group II (New Course)</b>	Paper 5 Advanced Management Accounting Paper 6 Information Systems Control and Audit Paper 7 Direct Tax Laws Paper 8 Indirect Tax Laws

### Fees for Registration

Fees to be charged for different modules will be fixed by the accredited institutions and paid directly to them.

Sr. No	Courses	Without Articles	With Articles Rs.
1.	CPT	3500	-
2.	ATC	10,000	-
3.	IPCC Group I	8,000	-
4.	IPCC Group II	5,000	7,000
5.	IPCC Group I and Group II (Both)	9,000	11,000
6.	ATC And IPCC Group I	10,000	-
7.	ATC and IPCC Group II	10,000	12,000
8.	ATC & IPCC Group I, Group II	10,000	12,000

\* The fee structure given above is as on March, 2009.

### Frequently Asked Questions

#### From where do we get the application form for the registering for ATC course?

The application forms are available at the ICAI chapter offices and more information can be got from the official website <http://www.icai.org> and the form can be downloaded and can also be filled online, can also get the printout of the complete requirement.

#### Will I clear the papers of ATC and take the certificate of ATC, I be able to appear for IPCC examination?

Yes, definitely, after completion of ATC course you can get yourself registered for IPCC exam.

**Is there any age restriction for ATC course?**

No.

**Where should we submit our application form?**

The form can be submitted at any of the ICAI regional offices at Delhi, Mumbai, Kolkata, Chennai and Kanpur.

**When can I register for the ATC?**

After passing 10<sup>th</sup> exams in any stream.

**When can I appear for ATC exam?**

After passing 10+2 and CPT Exam.

**Is the pre knowledge of Mathematics and Computer essential in CA?**

Yes, both are used in the accountancy, so it is desirable.

**What are the benefits from the ATC course after passing secondary?**

The benefits from joining the ATC course after passing 10+2 exam is to set your target and able to get a job in this global scenario.

**Is CA first class officer or the second class officer?**

The classes are defined in government jobs. If a Chartered Accountant is selected for the government jobs he/she will always becomes a first class officer.

**Is the campus selection available for CA?**

The campus selection is available for the Chartered Accountants at their regional centers Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad and Ahmedabad twice a year.

**Is the personality development program available in CA courses?**

Yes, the personality development program is available during the ATC & IPCC courses.

**Can I do other course during the Chartered Accountancy Course?**

Yes, you can do other course during the Chartered Accountancy Course but it is necessary that you get the permission from the Institute for doing the other courses. Distance Learning Courses or part time courses do not need any permission.

**Is the knowledge of TALLY software necessary for CA?**

No, it is not necessary for the CA but it is good to know the TALLY software.

**Training related FAQs**

**When does article ship start?**

The article training starts after enrollment in ATC /IPCC course.

**For ATC course**

Successfully complete 9 month study course  
&

Successfully complete Orientation course of 1 week (comprising of 35 hours).  
&  
Successfully complete Information Technology Training (ITT) or Computer Training Programme (comprising of 100 hours).

**For IPCC**

Successfully complete 9 month study course  
&  
Successfully complete Orientation course of 1 week (comprising of 35 hours).  
&  
Successfully complete Information Technology Training (ITT) or Computer Training Programme (comprising of 100 hours).

**What is the work during the article training?**

The article trainees do the same work that a Chartered Accountant does. This gives training about how to do the work of a CA.

**Where do we get the practical training ?**

The practical training may be got from any practicing Chartered Accountant under whom you are doing articulated training.

**Where we get the Information Technology Training?**

The ITT is given by the accredited institutions of ICAI.

**Miscellaneous FAQs**

**What is the medium of instruction?**

Hindi and English both. It is your choice which language you opt.

**Can I complete my graduation and after that register for CA?**

Yes you can do it, but it will be too much late. You lose your time money and energy. So it's better to join before.

**I heard it is too much difficult course?**

As some people who do not have any knowledge about the course give this myth, but it is not true. It is difficult but not so much that it cannot be completed.

**At the senior secondary level I am not in commerce stream, can I register for ATC?**

The Institute of Chartered Accountants of India has made the study of commerce at the secondary level mandatory.

**Is ICAI attached to any University?**

No.

**Which is better, MBA or CA?**

Both are different streams and have their own significance, so no one can decide which is better. It is your view that in which stream you feel better and become an outperformer.

**What is the difference in CA, CWA and CS?**

The main difference in the CA, CWA and CS is that all are different courses and the exams are conducted by their concerned examination body. CA is overall financial control, CWA is cost analysis and, CS is company secretaryship.

**Is there any minimum percentage of marks in secondary examination required for admission in ATC/ IPCC?**

No, there is no such rule for admission.

**How can one become a Chartered Accountant?**

On successful completion of the IPCC course and compliances of the practical training requirements a student becomes entitled to apply for the membership of the Institute, which would in turn entitle him to use the professional description of “CHARTERED ACCOUNTANT”



**The Scanner Academy** is a not for profit organization (NGO). It aspires to enhance the *ability to earn* by increasing the *ability to learn* to improve present standard of living of every human being.

- We adopt the method of testing the individuals to evaluate their present skill set, by assessing the individual's inborn abilities, inclination, orientation, and present skill set.
- Afterwards, we provide trainings which are more appropriate as per the needs, inclination and market. Then the individual is continuously evaluated, updated as per the requirement and need.
- We conduct such kind of programs at our place as well as in collaboration with other private and public organizations.
- We run employability enhancement program and facilitate the participants for the jobs to stand on their feet.

### **Vision**

Our vision is to be a perennial source of wisdom which can flow through every gray area of individuals, groups and organization to empower them to respond faster and more intuitively to the changing external environment and to enable them to become more agile and competitive through leveraging their ability to learn.

### **Mission**

To achieve our vision we shall organize assessment / training programs for individuals and groups to discover and hone their natural talents, with the objective to enhance their intrinsic and extrinsic worth and put them on a path of continual upward spiral growth.

We dream to be there, where there is an opportunity to Educate, Enhance, skill and Develop one, few or many.

We have range of training program for the range of groups and individuals. We cater different groups' like- Coaching Institutes, Industries, Students, Schools, Colleges/ Universities, Job hunters with professional Degree, Job Hunters with No professional Degree, Self Employed, Educated housewives and others.

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