

### Frequently Asked Questions on Practical Training

S. No.	Frequently Asked Questions	Answer
1.	<b>Who is to undergo practical training of the Institute?</b>	Every student having registered with the Institute shall be required to undergo practical training for a period of 3 years on whole time basis to the satisfaction of council in any one or more of the organization specified in Appendix A, and in areas as specified in Appendix B for the recognition for training.
2.	<b>When should I start the Practical Training, with the registration or during the Course?</b>	You can start the practical training immediately on registration into Intermediate course <b>or</b> during Course. Only requirement is that you have to complete at least 6 months training as on 31 <sup>st</sup> May/30 <sup>th</sup> November for appearing in the Final examination held in June/December respectively.
3.	<b>What is the procedure for intimating to Institute of practical training under a firm of Practicing Cost Accountant/ organization?</b>	<p>Clause 4 of Practical training scheme states procedure for intimation of practical training.</p> <p>A student after joining an Organization/Practicing Cost Accountants has to intimate the Institute about the fact of his/her Training by following the given below procedures:</p> <ol style="list-style-type: none"> <li>a. Submission of Form No. T-1 <a href="http://icmai.in/upload/Training/T1-Form.pdf">http://icmai.in/upload/Training/T1-Form.pdf</a> in case of PCA/firm of Cost Accountants.</li> <li>b. Submission of T-4 (in case of Organizations). <a href="http://icmai.in/upload/Training/T4-form.pdf">http://icmai.in/upload/Training/T4-form.pdf</a></li> </ol> <p>Submit the intimation at the earliest after filling Form T1 or T4. All the Forms are available in the website of the Institute at <a href="http://eicmai.org/training-forms-new/">http://eicmai.org/training-forms-new/</a></p>

4.	<b>What documents should be submitted or when to the Institute after completion of Training?</b>	On completion of minimum six months of training you have to submit Form T5.
5.	<b>Where do I upload Form T5?</b>	You have to submit form T5 at <a href="http://eicmai.org/training-forms-new/">http://eicmai.org/training-forms-new/</a> by entering your original Form T1 or T4.
6.	<b>Whether 6 months training is mandatory for appearing in final examination?</b>	Yes, To be eligible to appear in the final examination a student must (a) complete at least 6 months of Practical Training in any one or more of the organization specified in Appendix A, and in areas as specified in Appendix B; (Or) (b) must have an experience of at least 6 months in any one or more of the organization specified in Appendix A, and in areas as specified in Appendix B ,
7.	<b>I am already under training/ employment but I will not be completing 6 months of training/ job by 30<sup>th</sup> November . Shall I be eligible to appear for examinations in December?</b>	No, If you have not completed 6 months of training/ employment by 30 <sup>th</sup> November, then you are not eligible to appear for final exam in December. In this case, wait for completion of 6 months of training/ job to claim training/ exemption and appear in final exam in June.
8.	<b>I have already uploaded my T1/T4 form in the online portal and my 6 months are also completing before 30<sup>th</sup> November. Am I supposed to intimate the Institute again after completion of 6 months as my training period is more than 6 months?</b>	Yes.

9.	I was registered as Student with the Institute before 1 <sup>st</sup> January 2008 for pursuing Intermediate Course and now I am planning to appear for final examinations. Am I required to register for Practical Training for 3 years?	No, Training is not applicable on you and you can appear in the final examination without submitting any form to the institute.
10.	If I am doing training under a firm/ organization and have experience of 6 or more months then which form do I need to submit?	Submit Form T-5 <a href="http://icmai.in/upload/Institute/Training/FormT5.pdf">http://icmai.in/upload/Institute/Training/FormT5.pdf</a>
11.	From where can I get complete Training Scheme to verify the Organizations recognized for training and for recognized areas for Training and other related matters?	You can see Training Scheme at <a href="http://icmai.in/studentswebsite/training_prac_train.php">http://icmai.in/studentswebsite/training_prac_train.php</a>
12.	I had already completed 3 years/6 months of training but failed to inform the Institute about the same. Can I inform the Institute now?	Yes, You should immediately informed the Institute with application for reason of delay and upload the respective forms
13.	I am working in an organization for last 2 years. Whether I am eligible for EXEMPTION from practical training?	If your experience is in any of the organization listed in Appendix(A) and in the area as given in Appendix (B), you will get exemption from practical training equivalent to your work experience.
14.	What is the procedure for claiming exemption?	Submission of Form T-3 online at <a href="http://eicmai.org/Training-Forms/Login.aspx">http://eicmai.org/Training-Forms/Login.aspx</a> with payment a fee of Rs. 2000/-online through debit/credit card, and no need to send any hard copy to the institute. <b><u>Documents to be submitted along with Form T-3- online only</u></b> 1. Experience certificate (stating designation, area of work & duration), duly signed by the Competent Authority of the organization in which employed/were employed. 2. Audited balance sheet of employers or any other

		<p>proof of turnover (A letter mentioning the turnover of the company on the letterhead of the company, signed with seal)(Minimum Turnover : for Service sector Rs. 50 lakhs and for any other organization Rs. 1 crore or more)</p> <p>3. Copy of current salary slip duly attested by employer.</p>
15.	<b>If I have work experience of 6 months (or more) before taking admission into the course, then can I claim exemption for that period?</b>	<p>Yes.</p> <p>Exemption can be claimed on the basis of past relevant experience.</p>
16.	<b>I registered with Institute on or after 1<sup>st</sup> January 2008 but before registration for CMA course, I was undergoing Articleship training with Chartered Accountant or Firm of Chartered Accountants. Whether, articulated training period with Chartered Accountant or Firm of Chartered Accountants will be recognized for the purpose of practical training period?</b>	<p>No.</p> <p>Articleship training under Chartered Accountant(s) or Firm of Chartered Accountants is not recognised, whether taken before admission or during CMA course. Training under course of Company Secretaries is also not recognised.</p>
17.	<b>If I am not able to search the employer, can Institute help me to join an Organization who imparts training under the Training Scheme of the Institute?</b>	<p>If you are not able to find an employer who can impart the training, you may visit the website of the Institute. The List of Practising Cost Accountants are given at <a href="http://icmai.in/studentswebsite/training_cost_account_firm_register.php">http://icmai.in/studentswebsite/training_cost_account_firm_register.php</a> and list of Organizations are given at <a href="http://icmai.in/studentswebsite/training_org_register.php">http://icmai.in/studentswebsite/training_org_register.php</a> for imparting training you may search these PCAs/Organizations “City-wise” and approach them with your resume for tying up for Practical Training. Opportunities are also being uploaded in the website of the Institute as and when they arise in the training portal.</p>
18.	<b>If I want to undergo practical training in an Organization as per my choice but its name is not appearing in the empaneled list, can I get training from that Organization?</b>	<p>Yes.</p>
19.	<b>How much stipend will be paid by an Organization/ PCA to me during training period?</b>	<p>The Institute has prescribed minimum stipend rates payable by Practicing Cost Accountants and by the Organizations per practical training scheme.</p>

20.	<b>Am I eligible for any leave and preparatory leave for institute's examination?</b>	Yes. Please read the practical training scheme.
21.	<b>Can I avail leave in excess of my entitlement? If I avail excess leave, what would be consequences?</b>	The trainees availing leave in excess of the period of leave to which he is entitled to shall be required to undergo training for a further period equivalent to the excess leave taken by him.
22.	<b>What would be working hours? Is there any minimum hours prescribed under the training scheme?</b>	You have to follow working hours of the concerned Organization or Practising Cost Accountant or Firm of Cost Accountants. The Cost & Management Trainee is required to work atleast for 35 hours per week with concerned Organization or Practising Cost Accountant or Firm of Cost Accountants.
23.	<b>Is there any limit for engaging trainees by Practising Cost Accountant or Firm of Cost Accountants or Organizations?</b>	The Firms and the organizations intending to engage Trainees shall have the restriction on the number of trainees as per the scheme.
24.	<b>Can I change the employer during training period?</b>	Normally, employer once selected should not be changed. However, in exceptional cases, such change can be allowed by the Institute after paying training re-registration fee of Rs. 1000/-. Students may note that such change made by student suo motu without the knowledge of Institute is not allowed. Any training taken without the permission of the Institute would not be recognized.
25.	<b>What documents should be submitted to the Institute in case of change of employer for Training?</b>	Online submission of Form T5 of the previous employer. Pay Rs. 1000/- towards Change of employer. Upload new Form T1 or T4 as is applicable.
26.	<b>I have already completed 6 months of training and now eligible to appear for final examination, am I supposed to intimate the Institute everytime, before I submit my examination form?</b>	No. Only one time Intimation is required for appearing in the examinations.
27.	<b>For further query where can I approach</b>	You may write a email to <a href="mailto:training@icmai.in">training@icmai.in</a> . The equerry will be normally resolved with in 48 working hours of the Institute.
28.	<b>On basis of Practicising Chartered Accountant or Practicising Company Secretary can student avail the membership?</b>	No, Exemption granted on basis of CA or CS practice is only for examination purpose for 6 months and you can claim exemption up to 6 months only for the purpose of passing final CMA exams. You cannot claim the mmebrship on basis of COP.

29.	<b>Is training under a CA firm will be considered or what is management consultancy division?</b>	No, management consultancy division is a separate division under a big CA firm. If you had worked in the same division than you are required to mention the same in your T 4 form
-----	---	---