

STEP-BY-STEP GUIDE FOR CMA PRACTICAL TRAINING

Practical Training is not applicable/required for students' registering before 1st January, 2008.

- 1) Visit the Institute website: <https://icmai.in/icmai/>

Type here



Directorate of Training, The Institute of Cost Accountants of India (Statutory Body under an Act of Parliament)

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2) Go to “Students” section.

Click onto Students Section



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3) Click on “Training” section.

Click Training Section

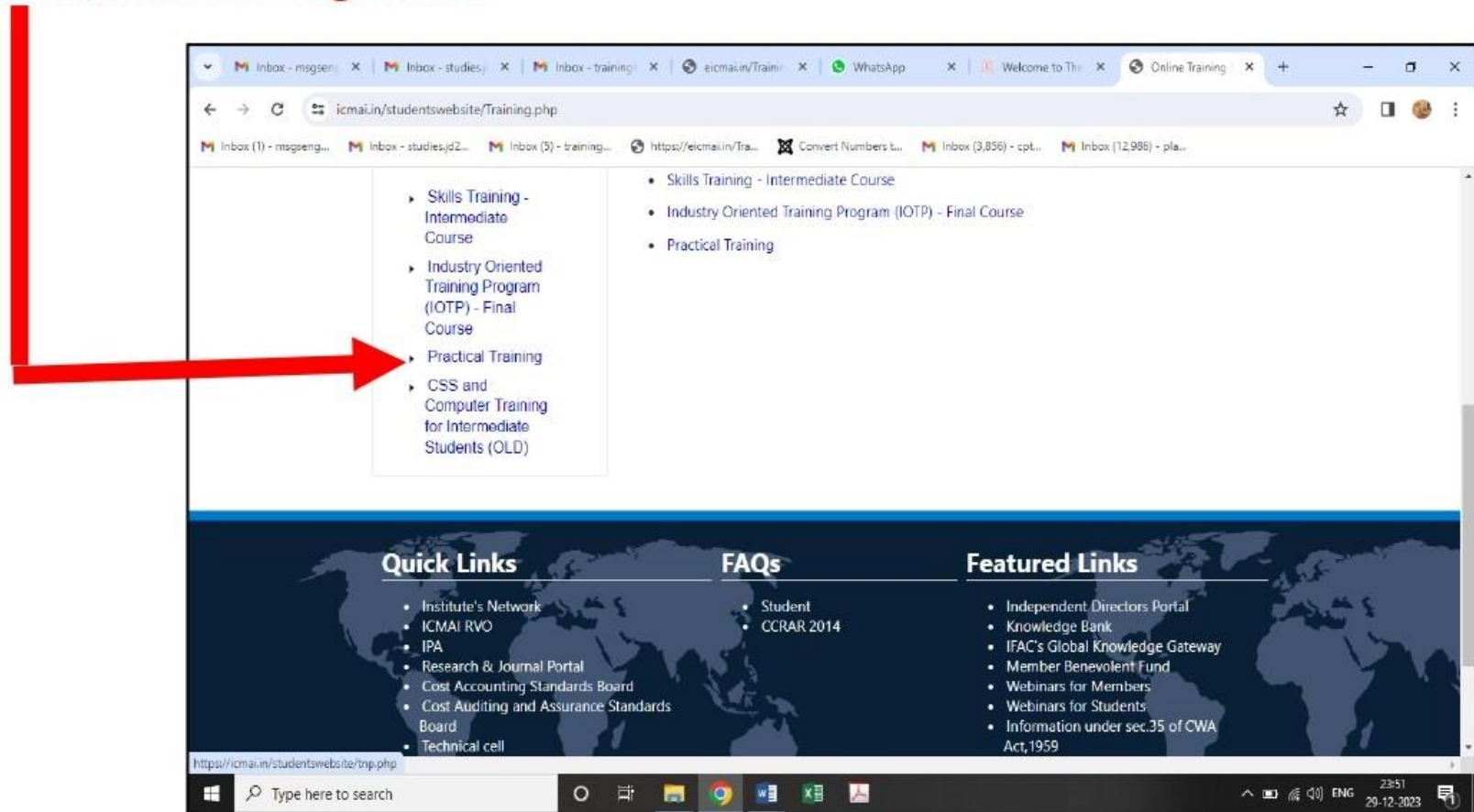


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4) Go to “Practical Training”

Click Practical Training Section

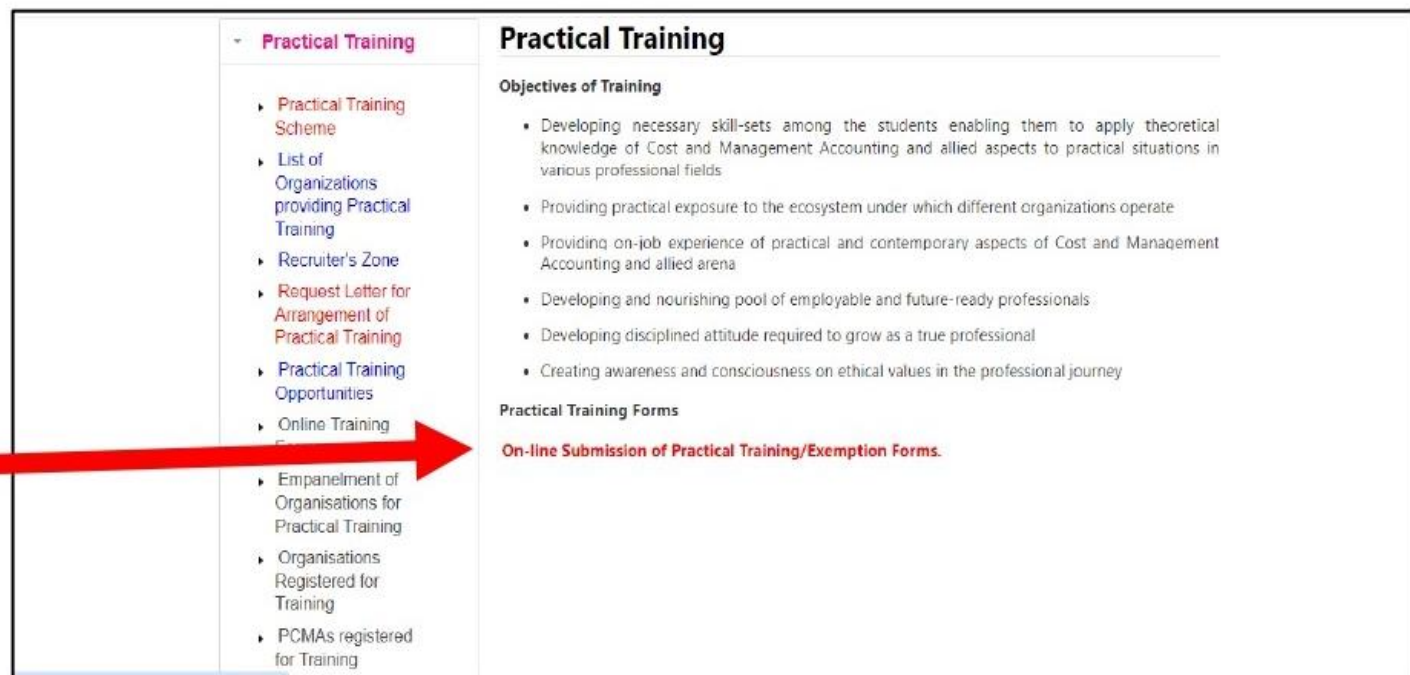


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- 5) Click on “Practical Training Forms: On-line Submission of Practical Training/Exemption Forms

Click on Practical Training Forms



The screenshot shows a web interface for Practical Training. On the left is a sidebar menu with the following items:

- Practical Training Scheme
- List of Organizations providing Practical Training
- Recruiter's Zone
- Request Letter for Arrangement of Practical Training
- Practical Training Opportunities
- Online Training
- Empanelment of Organisations for Practical Training
- Organisations Registered for Training
- PCMA's registered for Training

A red arrow points from the text 'Click on Practical Training Forms' to the 'Online Training' link in the sidebar.

The main content area is titled 'Practical Training' and contains the following sections:

Objectives of Training

- Developing necessary skill-sets among the students enabling them to apply theoretical knowledge of Cost and Management Accounting and allied aspects to practical situations in various professional fields
- Providing practical exposure to the ecosystem under which different organizations operate
- Providing on-job experience of practical and contemporary aspects of Cost and Management Accounting and allied arena
- Developing and nourishing pool of employable and future-ready professionals
- Developing disciplined attitude required to grow as a true professional
- Creating awareness and consciousness on ethical values in the professional journey

Practical Training Forms

On-line Submission of Practical Training/Exemption Forms.

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6) Download Training Form

This is the Practical Training Portal Link Please click here: <https://eicmai.in/Training-forms-new/login.aspx>

Form	Purpose	Download Link (of the respective Forms)	Applicability	Remarks
T1	Intimation for Engagement of CMA Students as Trainees (for PCMA/ Firm of PCMA)	Click Here	PCMA / Firm of CMA	Registration Fees @ Rs. 2500/-
T3	Exemption from Practical Training	Click Here	PCMA / Firm of PCMA/ Company / Organisation	Practical Training Exemption Fees @ Rs. 4500/-
T4	Intimation for Engagement of CMA Students as Trainees (for Company/ Organisation)	Click Here	Company / Organisation other than PCMA / Firm of PCMA	Registration Fees @ Rs. 2500/-
T5	Practical Training Completion	Form T5 Link for 15 months of Practical Training for current students: Click Here Form T5 Link for 06 months of Practical Training for old students: Click Here	PCMA / Firm of PCMA/ Company / Organisation	Already Completed 15 months of Practical Training for current students / 06 months of Practical Training for old students. Form T5A / Form T5B is not required in this case.
T5A	Practical Training Completion - at least 10 months	Click Here	PCMA / Firm of PCMA/ Company / Organisation	Completed at least 10 months of Practical Training
T5B	Practical Training Completion - total 15 months w.r.t. Form T5A	Click Here	PCMA / Firm of PCMA/ Company / Organisation	Completed total 15 months of Practical Training after uploading Form T5A

N.B.:

- Existing **Form T5** (applicable for the students who are taking registration on or after 11-02-2020) will continue for those students who have already completed 15 months (6 months for old students who have taken registration between 01-01-2008 to 10-02-2020) of Practical Training period before the cut-off dates (31st August for appearing in December term examination and 28th/29th February for appearing in June term examination).
 - Form T5 Link (for current students):** [Click Here](#)
 - Form T5 Link (for old students):** [Click Here](#)
- Form T5A** has been introduced for those students, who have not yet completed 15 months Practical Training, to become eligible to appear in the final examination (both/ remaining group) and must satisfy the criteria of such a cut-off date as may be specified from time to time. The cut-off date for certification of 'Form T5A' shall be 31st August for appearing in the December term of examination which shall specify completion of at least 10 months of Practical Training within the prescribed date. The cut-off date for certification of 'Form T5A' shall be 28th/ 29th February for appearing in the June term examination which shall specify completion of at least 10 months of training within the prescribed date.
5th October / 5th April (December / June term exam) shall be the cut-off dates for submission of 'Form T5A' for filling up exam form to satisfy completion of more than 10 months but less than 15 months of Practical Training period.
 - Form T5A Link:** [Click Here](#)
- Form T5B** has been introduced for those students who have already submitted 'Form T5A' and now satisfied completion of total 15 months of Practical Training period before the date of declaration of examination result of both or remaining group of final examination.
10th February / 10th August (December / June term exam) shall be the cut-off dates for submission of 'Form T5B' to satisfy completion of total 15 months of Practical Training period in order to release the result of final examination of the concerned students.
 - Form T5B Link:** [Click Here](#)
- UDIN is mandatory for Form T1 & Form T5. The student has to fill in the UDIN Number during filing of the online form in case of Practical Training.
- The UDIN can be verified via the link: [Click Here](#)

Practical Training Login

Registration No.:


Date of Birth:

Form Type: *

- ☐ Intimation for Engagement of CMA Students as Trainees (for PCMA / Firm of PCMA), (FORM T1)
- ☐ Intimation for Engagement of CMA Students as Trainees (for Company / Organisation), (FORM - T4)
- ☐ Application for Exemption from Practical Training, (FORM - T3)

Enter Image Text:

Security Code: **ZRH2E**

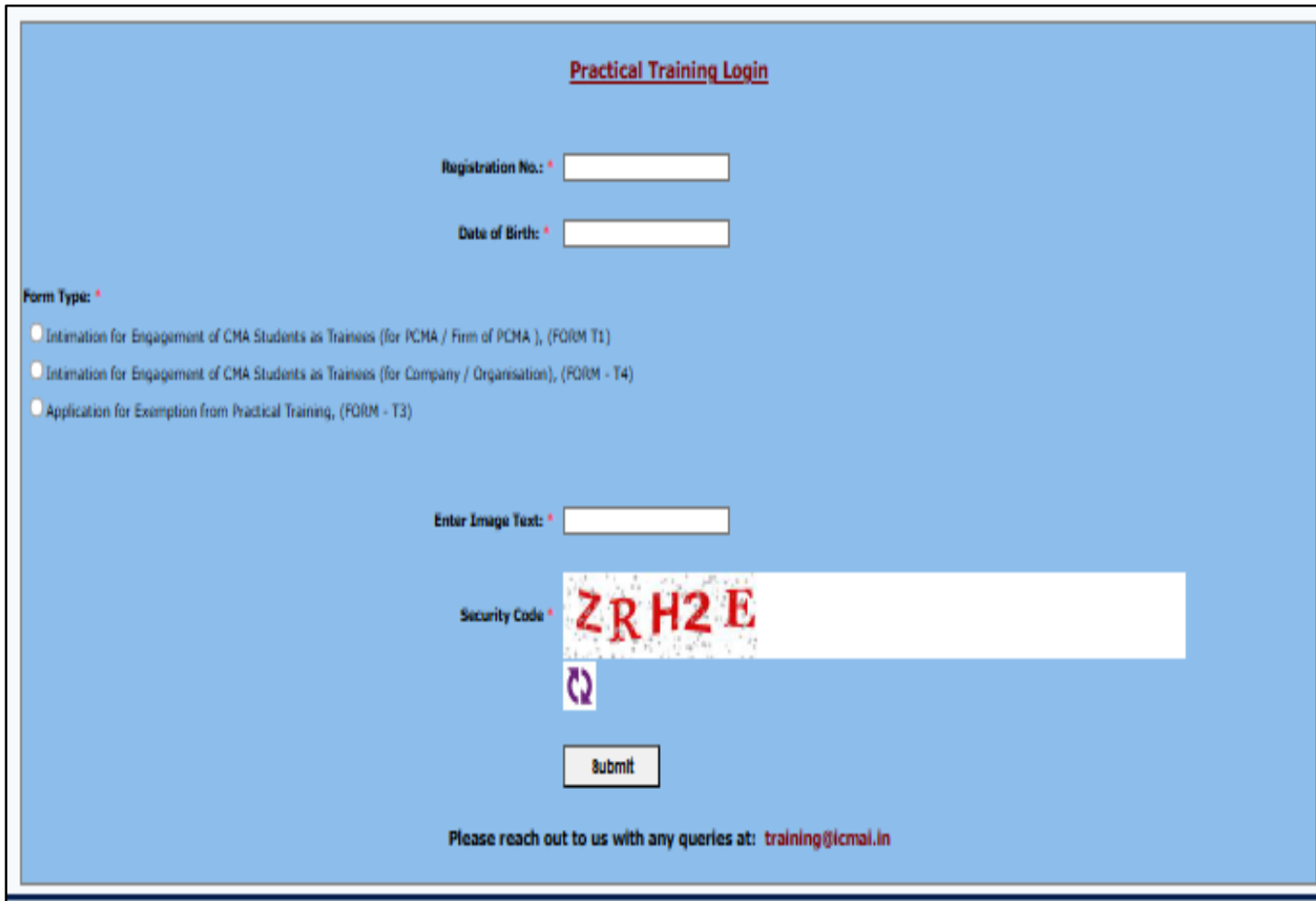


Please reach out to us with any queries at: training@icmai.in

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7) Practical Training Login Page

Put in your Registration Number, Date of Birth and Click on Form Type and put the captcha after that then click Submit button.



The screenshot shows a web form titled "Practical Training Login" on a light blue background. The form contains the following fields and options:

- Registration No.:** A text input field with a red asterisk indicating it is required.
- Date of Birth:** A text input field with a red asterisk indicating it is required.
- Form Type:** A section with three radio button options:
 - ☐ Intimation for Engagement of CMA Students as Trainees (for PCMA / Firm of PCMA), (FORM - T1)
 - ☐ Intimation for Engagement of CMA Students as Trainees (for Company / Organisation), (FORM - T4)
 - ☐ Application for Exemption from Practical Training, (FORM - T3)
- Enter Image Text:** A text input field with a red asterisk indicating it is required.
- Security Code:** A text input field with a red asterisk indicating it is required. The image shows a CAPTCHA with the text "ZRH2E" and a small logo below it.
- Submit:** A button located below the Security Code field.

At the bottom of the form, there is a text line: "Please reach out to us with any queries at: training@icmai.in".

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8) Fill in the required fields/information as asked on the displayed page

The screenshot displays the 'FORM T1' interface for The Institute of Cost Accountants of India. The header includes the institute's logo and name. The form is divided into three main sections: Student Details, PCMA Details, and Period of Training. The Student Details section includes fields for Registration No., Address, Name, Date, Phone, Mobile, and Email ID. The PCMA Details section includes fields for Name of PCMA, Address, City, State, Pin, Phone, Mobile, Email ID, Membership No., No of Associate Members, No of Fellow Members, Non Trainees Authorized, and UDIN. The Period of Training section includes fields for From Date, To Date, Work Area, and Stipend. There is also a section for uploading the FORM-T1 file, with a 'Browse' button and a note that no file has been selected. The form is titled 'FORM T1' and has a 'Logout' link in the top right corner. At the bottom, there are 'SUBMIT' and 'RESET' buttons.

Student Details

Registration No.

Address

Name

Date

Phone

Mobile

Email ID

PCMA Details

Name of PCMA

Address

City

State

Pin

Phone

Mobile

Email ID

Membership No.

No of Associate Members

No of Fellow Members

Non Trainees Authorized

UDIN

Period of Training

From Date

To Date

Work Area

Stipend

Upload FORM-T1 No file selected.

only .jpg or .pdf file (Max Size 1 MB)

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- 9) **Make the required payment (if applicable)**
- 10) **Upload the scanned copy of the required Forms/documents**
- 11) **Submit**
- 12) **Check your application status in the same section**
- 13) **After Approved / Acknowledged you get a mail in your registered email id**

Important Points:

⊗ **New Practical Training Scheme 2020**

Duration of Training Period	15 months [for every student having registered for the intermediate course on or after 11th February, 2020]
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- ⊗ You can start the Practical Training immediately on registration of the Course at the Intermediate Level.
- ⊗ The entire process for submitting the Forms related to the Practical Training Scheme is online.
- ⊗ 'Acknowledged' means Training Directorate is in receipt of the documents related to Practical Training and is the first phase; but, the process is not yet complete.
- ⊗ 'Approved' means the second phase and the process related to Practical Training is now complete. You are now eligible to sit for the exams.
- ⊗ This is the Practical Training Portal Link: <https://eicmai.in/Training-forms-new/login.aspx>
- ⊗ At least 10 months of Practical Training is mandatory before appearing for the final examination (remaining group or both groups).