

STEP-BY-STEP GUIDE FOR CMA PRACTICAL TRAINING

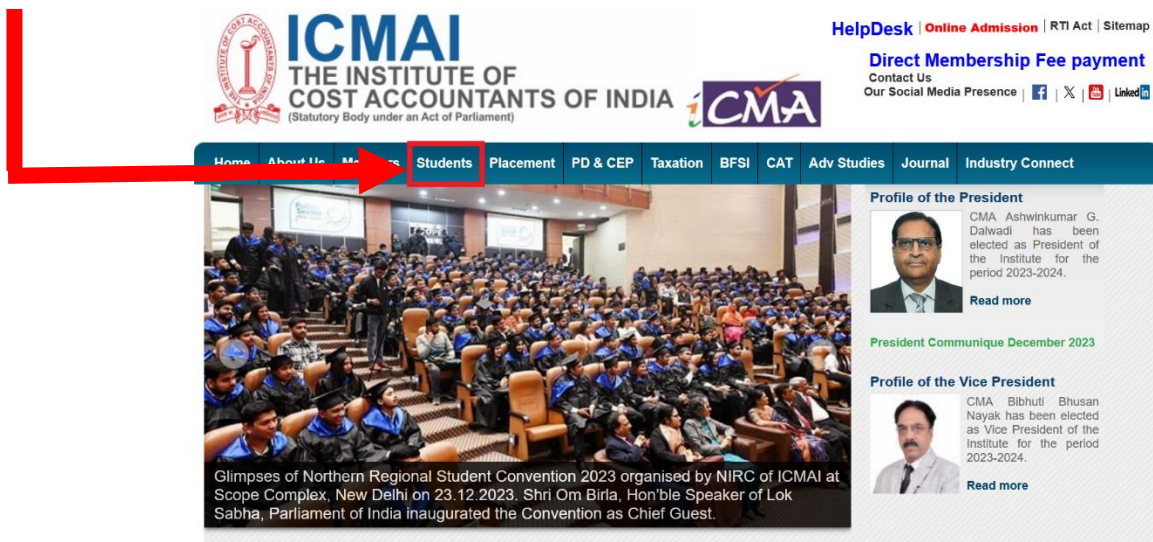
- 1) Visit the Institute website: <https://icmai.in/icmai/>

Type here



- 2) Go to "Students" section.

Click onto Students Section



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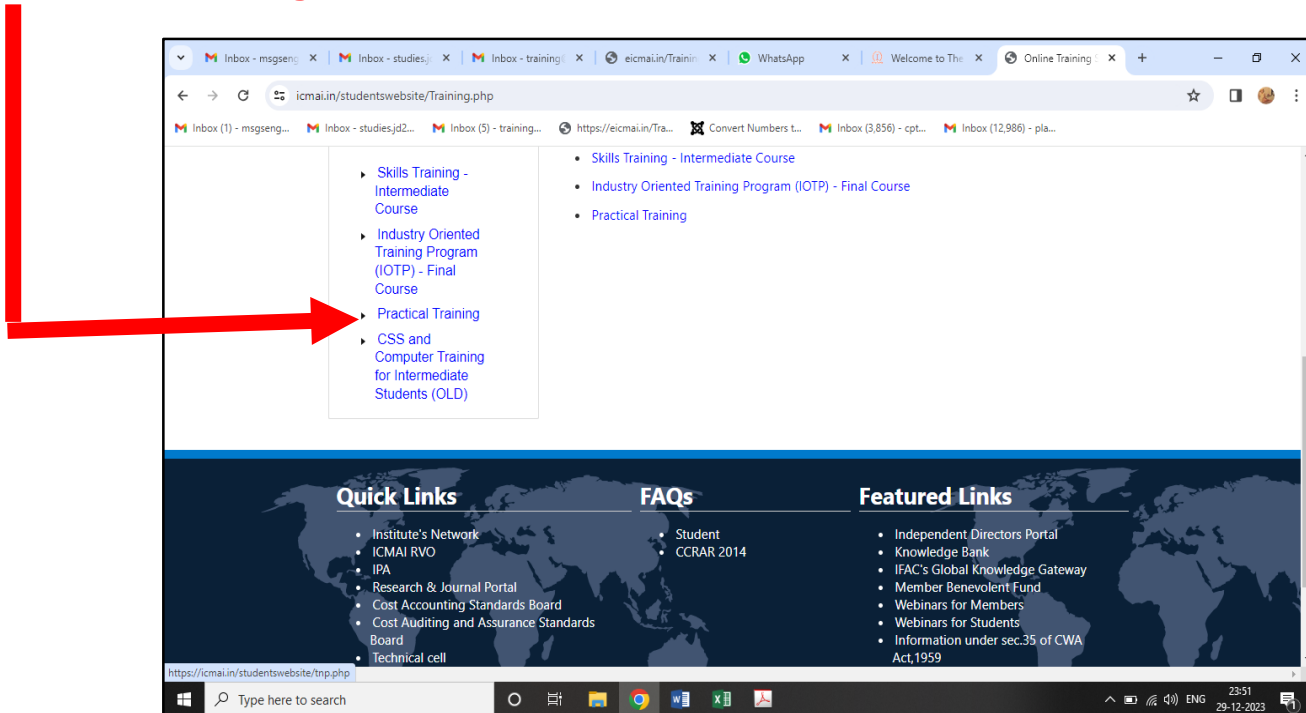
3) Click on “Training” section.

Click Training Section



4) Go to “Practical Training”

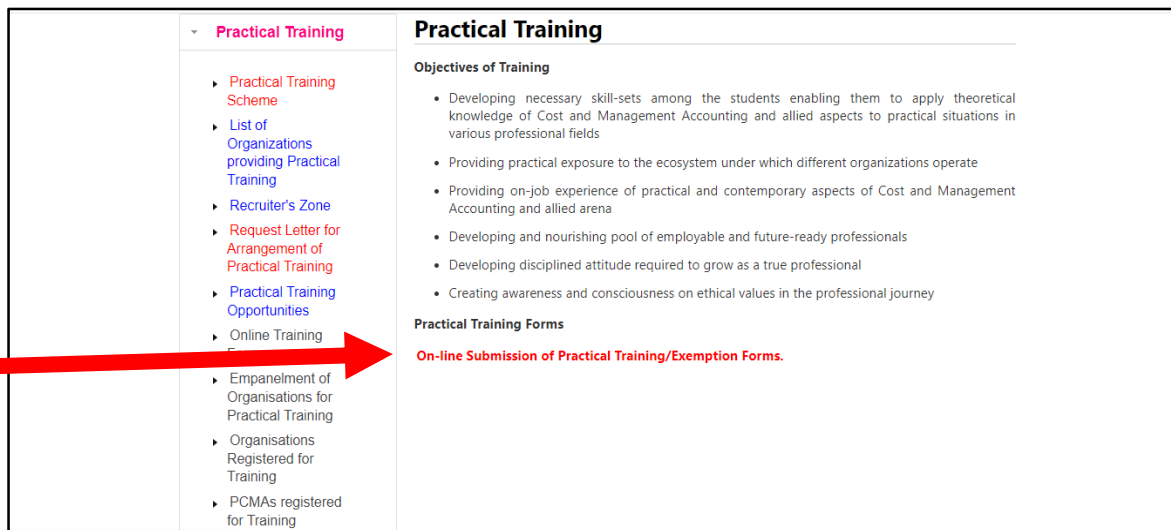
Click Practical Training Section



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

Click on Practical Training Forms



Practical Training

- ▶ [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](#)

Practical Training

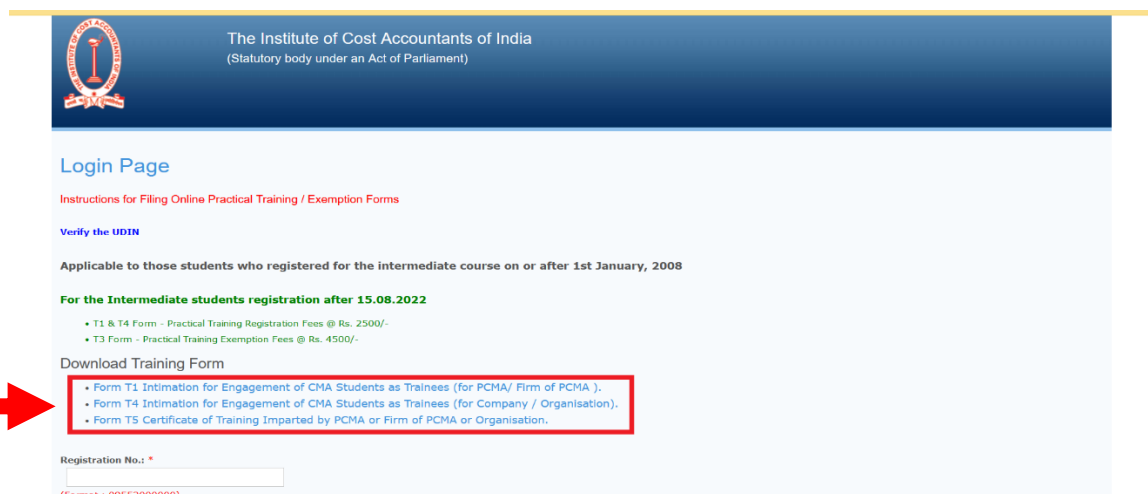
Objectives of Training

- 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.](#)

6) Download Training form



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(Statutory body under an Act of Parliament)

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[Instructions for Filing Online Practical Training / Exemption Forms](#)

[Verify the UDIN](#)

Applicable to those students who registered for the intermediate course on or after 1st January, 2008

For the Intermediate students registration after 15.08.2022

- T1 & T4 Form - Practical Training Registration Fees @ Rs. 2500/-
- T3 Form - Practical Training Exemption Fees @ Rs. 4500/-

Download Training Form

- Form T1 Intimation for Engagement of CMA Students as Trainees (for PCMA/ Firm of PCMA).
- Form T4 Intimation for Engagement of CMA Students as Trainees (for Company / Organisation).
- Form T5 Certificate of Training Imparted by PCMA or Firm of PCMA or Organisation.

Registration No.: *

[/Examst...005300000001](#)

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7) Put in your Registration number and the captcha.

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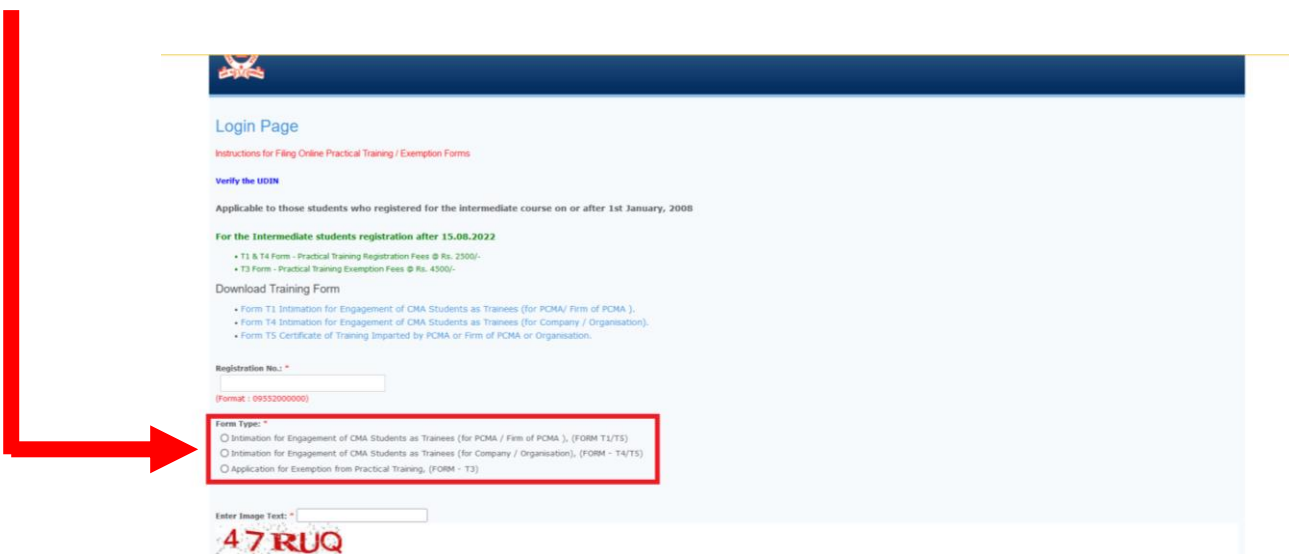
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Registration No.: *

8) Select the required Form that is applicable for you



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Registration No.: *

(Format : 095520000000)

Form Type: *

- ☐ Intimation for Engagement of CMA Students as Trainees (for PCMA / Firm of PCMA), (FORM T1/T5)
- ☐ Intimation for Engagement of CMA Students as Trainees (for Company / Organisation), (FORM - T4/T5)
- ☐ Application for Exemption from Practical Training, (FORM - T3)

Enter Image Text: *

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

- 10) Make the required payment (if applicable)
- 11) Upload the scanned copy of the required Forms/documents
- 12) Submit
- 13) Check your application status in the same section
- 14) 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).