



*IMA's Certification for
Accountants and
Financial Professionals
in Business*

Instructions to Candidates

These instructions are for your authorization to schedule the examination part(s) with Prometric. Please note that you have a separate authorization number for each part that you registered to take. Questions regarding your registration with ICMA should be directed to 800-638-4427, or (201) 573-9000. We urge you to schedule your test appointment with Prometric as early as possible to enable you to secure your preferred appointment date.

Scheduling with Prometric

The interval dates shown on your authorization letter represent the time/authorization period during which you are authorized to take CMA examination part(s).

- Before contacting Prometric, select two or three dates during your authorization period that are convenient for you to take the examination in case your first choice is not available. Please be aware that Saturdays fill quickly as do the last week of a testing window. These are times you may have difficulty getting an appointment.
- ICMA is not responsible if you delay scheduling and there are no longer appointments available.
- Be sure you have your authorization number(s) from the accompanying letter handy, as you will be required to provide this information.
- To schedule your examination, you can visit www.prometric.com/ICMA. You can also call Prometric's Candidate Service Call Center at 800-479-6370 or the local Prometric Testing Center of your choice. For International candidates you should also contact the appropriate Regional Registration Center (see the Regional Registration Contact Center Information list) for initial scheduling requests by telephone (please note, using regular mail, email, or fax is not a valid scheduling option). Requests made by telephone must be made at least 7 days prior to the desired testing date.
- Once you have scheduled your appointment, it is strongly suggested that you confirm the date and time of your appointment by visiting www.prometric.com/ICMA and selecting the View/Print Appointment option.
- You may be scanned prior to each entry into the test room to ensure you do not have any prohibited electronic devices. If you decline to be scanned the test center administrator will be required to submit a report to Prometric and the ICMA.

Identification Requirements

For admission to a Prometric Test Site, you must present proof of your identify. The name on your ID must match exactly with the name on your authorization letter. Following are the only acceptable forms of valid identification.

1. Valid, signed, non-expired Government-issued Passport.

or

2. Two original forms of non-expired identification, one with a photograph, both with your signature. Acceptable forms of ID include a drivers' license, military ID, credit card or bank debit card with photo and signature, bank debit card with signature, or company ID.

or

3. A Government-issued National country ID card with a photograph (with or without a signature), and another acceptable valid form of ID with a signature as defined in #2 above.

You will not be permitted into the examination without proper identification. If you are not granted access to the exam, you will be required to register again for the exam and pay the full fee.

The Day of the Exam

- Arrive at the Prometric Testing Center 30 minutes before the time of your appointment. If you are more than 15 minutes late for your scheduled appointment, you will lose your scheduled sitting and be required to re-register at an additional cost.
- You will be required to sign the Prometric Log Book.
- Bring valid forms of Identification.
- Bring an approved calculator.
- Effective September 1, 2013, we will implement Biometric-enabled check-in. For further information please see the [FAQ's](#) and informative [Video](#)

Miscellaneous Information

- Small lockers are available at the test centers for personal belongings. Items such as purses, briefcases, and jackets will not be allowed in the testing room.
- Small battery or solar powered electronic calculators restricted to a maximum of six functions - addition, subtraction, multiplication, division, square root, and percent - are allowed. The calculator must be nonprogrammable and must not use any type of tape. Candidates also have the option to use the Texas Instrument's BA II Plus, HP 12c, HP 12c Platinum or the Hewlett-Packard 10BII calculators when taking the exams. Candidates will not be allowed to use calculators that do not comply with these restrictions.

- Candidates will receive one scratch paper booklet initially during their examination. However, if you require more sheets during the exam in order to complete calculations, you should raise your hand and ask the test center personnel for one additional booklet. Candidates are able to keep one used booklet in case they need to refer back to previous calculations. Candidates will be permitted to trade in one or two used booklets for one or two new booklets. Candidates are only permitted to have two booklets at any given time. The test center personnel will then collect and destroy all booklets from each candidate at the end of their testing session.
- The test center will provide pencils.
- The staff at the Prometric Testing Center is not involved in the development of the examination or the procedures governing the evaluation of your performance. Questions or comments on the examination content or performance evaluation should be directed only to the ICMA.
- At the beginning of your test administration, you will be given the opportunity to take a tutorial that introduces the testing screens. The tutorial is not part of your testing time and may be repeated if the candidate wishes, however, total tutorial time is limited.
- Immediate results for the CMA examinations will not be provided because the essay questions will be graded offline. The scores for the multiple-choice section will be added to the scores of the essay section for a total weighted score of pass/fail reflected in a scaled score for the entire part.

Reschedule or Cancellation of a Scheduled Appointment

- If you reschedule an appointment within 30 days of your appointment date you will incur a rescheduling fee. If you find that you are unable to keep a scheduled appointment at Prometric or wish to move your appointment to another date, you must do so 72 hours before your appointment. You must cancel and reschedule in the same test window as the IMA does not permit test window changes.
- To cancel or reschedule your appointment, please have your confirmation number ready and visit www.prometric.com/ICMA or call 800-479-6370 and select option 1 to be directed to the automated system. International candidates can visit the Prometric web site or call the Regional Registration Contact Center. Both options are available 24 hours, 7 days a week. If you do not comply with the cancellation policy, you will be considered a "no-show" and you will need to re-register with the ICMA and repay the examination fee.

Refunds: After 30 days from the date of registration, examination fees are not refundable. Within 30 days of the registration date an examination fee may be refunded if no test appointment has been set. A processing fee will be deducted from the refund.

Regional Registration Contact Center Information

You can also schedule 24 hours a day, 7 days a week on www.prometric.com/ICMA

<p>1. Regional Registration Center Prometric Attn: PTC Registrations Africa PO Box 2024 8203 AA Lelystad The Netherlands Tel: 31 320 239 593 Botswana, Ghana, Kenya, Mauritius, Nigeria, South Africa, Tanzania, Uganda, Zimbabwe</p>	<p>6. Regional Registration Center Li Ye Building Tsinghua Science Park Haidian District Beijing 100084 People's Republic of China Tel: 86 10 6279 9911 China</p>
<p>2. Regional Registration Center Prometric Attn: PTC Registrations Europe PO Box 2024 8302 AA Lelystad The Netherlands Tel: 31 320 239 540 Armenia, Bulgaria, Croatia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Israel (Tel Aviv), Italy, Kazakhstan, Lithuania, Netherlands, Portugal, Romania, Russia, Spain, Switzerland, Turkey, Ukraine, United Kingdom, Uzbekistan</p>	<p>7. Regional Registration Center -Prometric 160-A, Senior Plaza, 3rd Floor Gautam Nagar, Yusuf Sarai Behind Indian Oil Building New Delhi 110049, India Tel: 91 11 26511649/26531442 www.prometricindia.com India</p>
<p>3. Regional Registration Center - Prometric 3110 Lord Baltimore Drive Suite 200 Baltimore, MD 21244 USA Tel: 1 443 923 8160 Argentina, Bolivia, Brazil, Colombia, Dominican Republic, Guatemala, Mexico, Panama, Peru, Venezuela</p>	<p>8. Regional Registration Center R-Prometric K.K. Kayabacho Tower 15F 1-21-2 Shinkawa Chuo-Ku Tokyo 104-0033, Japan Tel: 03 5541 4800 www.prometric-jp.com Japan</p>
<p>4. Regional Registration Center Prometric Attn: PTC Registrations Middle East PO Box 2024 8203 AA Lelystad The Netherlands Tel: 31 320 239 530 Egypt, Israel (Ramallah), Jordan, Kuwait City, Lebanon, Saudi Arabia, Syria, United Arab Emirates</p>	<p>9. Regional Registration Center Korean-American Educational Commission (KAEC)/Prometric M.P.O. Box 112 Seoul, 121-600 Republic of Korea Tel: 82 2 3211 1233 Republic of Korea</p>
<p>5. Regional Registration Center - Prometric PO Box 12964 50794 Kuala Lumpur Malaysia Tel: 60 3 7628 3333 Bangladesh, Hong Kong, Indonesia, Malaysia, Nepal, Pakistan, Philippines, Singapore, Taiwan, Thailand</p>	<p>10. Regional Registration Center Prometric - Sydney 50794 Kuala Lumpur Malaysia Tel: 612 96405899 Australia and New Zealand</p>