

# Certified Business Accountant of The Institute

## Frequently Asked Questions

### Question: Who is eligible to become an 'Certified Business Accountant' of the Institute?

Answer: Students who have passed CAF papers, completed the training under the bye-laws and passed PVEA/Governance and Ethics course then they are eligible to certify as 'Certified Business Accountant':

### Question: How can I register to become the 'Certified Business Accountant' of the Institute?

Answer: If you fulfil the criteria for Certified Business Accountant of the Institute, please log on to <https://student.icap.org.pk/> for registration. fill complete online form along with one-time certification fee and annual subscription charges either online or through cheque / pay order.

### Question: How to get support to process my registration as Certified Business Accountant

Answer: In case you have any query or for further information please email at [cba@icap.org.pk](mailto:cba@icap.org.pk) with subject line "Support" and we will try to respond at our earliest.

### Question: What is registration and annual fee for Certified Business Accountant

Answer: Please visit the website for registration and annual fee:  
<https://icap.org.pk/students/fees-and-forms/fees/>

### Question: What are the benefits of registering as 'Certified Business Accountant'?

Answer: The CBA designation is meant to strengthen the professional identity of candidate and improve their employability in local and international market. CBAs will be eligible to receive the Institute's publication and other pronouncement, use libraries, registration in CPD programs and other events at special fee applicable for CBAs.

The CBA designation is ment to strengthen the professional identity of which may improve job prospects.

### Question: If I become an 'Certified Business Accountant' it may increase my employment chances?

Answer: The title "Certified" enhances professional credibility and aligns with global standards, while the inclusion of "Business" broadens the scope beyond traditional accounting, reflecting competencies in finance, management, and decision-making. This change strengthens the professional identity of candidates, improves their employability in local and international markets, and provides a valuable certification.

**Question: I am unable to login the system how can I request for Certified Business Accountant?**

Answer: In case you are unable to login, please email at [cba@icap.org.pk](mailto:cba@icap.org.pk) with the subject line "Enrolment as CBA" including the following details: or call at 111-000-422 Ext - 337

- CRN# or any other Student Reference Number
- CAF passing date: \_\_\_\_\_
- Training Period: From \_\_\_\_\_ to \_\_\_\_\_

Our representative will get back to you within 3 working days

**Question: Is there any prospect of HEC recognition for 'Certified Business Accountant'?**

Answer: There is no equivalency currently offered to the 'Certified Business Accountant' by HEC. However, the Institute may pursue recognition of this mid-tier certification from HEC at a later stage.

**Question: What are the CPD Requirements for Certified Business Accountant?**

Answer: Professional development never culminates as it is a continuous process which enables professionals to stay relevant and excel. For this reason, it is mandatory for CBA to complete at least 20 CPD hours of relevant professional development activity in each year.

**Question: How would my CPD hours be measured?**

Answer: The CPD hours would be determined in accordance with the CPD measurement policy specified by the Council.

**Question: How would it affect my progression to membership of the Institute?**

Answer: An 'Certified Business Accountant' will become Member of the Institute upon passing remaining papers and fulfillment of other requirements for becoming Member.

**Question: I am an existing student of CFAP, am I eligible to apply?**

Answer: You are eligible to apply if you have passed Governance and Ethics course and complete all requirement of completion of training period.

**Question: I am registered as Professional Accounting Affiliate, how I can apply for 'Certified Business Accountant'?**

Answer: You can apply for CBA certificate and submitting new registration form of CBA without registration fee.

**Question: Is there a separate transcript issued for CBA?**

Answer: Please note that a separate transcript is not issued for CBA.

**Question: Can a CBA become a member of the institute?**

Answer: Yes, Upon fulfillment of all the criteria laid down by the Institute for becoming a member, such CBA may become a member of the Institute as provided for in ByeLaw 109.