A Guide to Obtaining and maintaining the ICCA Certified Cost Accountant (CCA) Credential
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INTRODUCTION

The Institute of Certified Cost and Management Accountants (ICCA) is Chartered under the Laws of the State of Delaware, Delaware, USA. The Institute is a professional body of Certified Cost Accountants. Employed in all sectors of the economy, this large strata of Individuals makes a significant contribution to the efficiency of any business. In addition to representing members’ interest through advocacy, ICCA helps individual develop their skills and provides tools and resources to facilitate career development. ICCA also seeks to assist employers improve the productivity and cost effectiveness of Certified Cost and Management Accounting employees, and contribute to enhancing the efficiency of the broader economic environment.

The Institute of Certified Cost & Management Accountants (ICCA) established the Certified Cost Accountant (CCA) Credential Program for Certified Professionals who specialize in Cost Accounting The CCA Credential is granted exclusively to professionals who demonstrate considerable expertise in Cost Accounting through their knowledge, skill and experience.

This handbook provides information on the CCA Credential Program.
Objectives of the Program

The Objectives of the CCA Credential Program:
- Achieve public recognition of the CCA as the preferred costing professional.
- Enhance the quality of cost accounting services CCAs provide.
- Increase practice development and career opportunities for CCAs.
- Promote members' services through the ICCA Web Site: www.iccaus.com

How the CCA Credential will Enhance Your Professional Practice

*Professionals who provide cost accounting services should consider obtaining the CCA Credential because it make you able to:*

1. Understand the need for cost control and cost management.
2. Identify different ways to calculate costs and how best to determine your company's profitability and plan for future investments and expansion.
4. Predict cost behaviour by estimating costs.
   - Earn a Cost Accountant Certificate from the ICCA.

Benefits of the CCA Credential

*CCA Marketing Toolkit:*

Designed to help CCA Credential holders market their skills and build their cost accounting practices.

*Public Awareness Program:*

The ICCA ongoing media relations campaign heightens the awareness of the CCA Credential among clients, the business and legal communities, and various media outlets.

*Professional Discounts:*

CCA s also benefit from vendor discounts and special offers on selected products and publications used in their cost accounting practices.
A CCA Credential Requirements

To qualify, a candidate must:

1. Maintain ICCA membership in good standing
2. Complete an CCA Examination application
3. Pay an initial fee of $550, which includes the cost of the examination and the first year of CCA Credential membership dues.
4. Pass the CCA Examination or its equivalent.
5. Comply with the requirements of CCA Credential recertification.

CCA Credential Examination Application Process

1. Obtain a copy of the CCA Examination Application in the back of this handbook or online. at www.iccaus.com
2. Complete application.
3. Submit Via E-mail: info@iccaus.com
CCA Credential Point System

To earn a CCA Credential, a candidate must accumulate a total of 100 points, which are based on the CCA Examination Business Experience and Lifelong Learning. Candidates have 24 months after passing the CCA Examination to complete the Business Experience and Lifelong Learning requirements.

### Requirement Minimum Points

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Minimum Points</th>
<th>Maximum Points</th>
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</thead>
<tbody>
<tr>
<td>Examination</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Business Experience</td>
<td>15</td>
<td>35</td>
</tr>
<tr>
<td>Lifelong Learning</td>
<td>15</td>
<td>35</td>
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### The Examination Requirement

There are two ways to satisfy the 50-point examination requirement:

1. Pass the CCA (4-hour) Examination; or
2. Hold the CPA, CFA, ICMA, or CIMA Credential

For more information about the ICCA's CCA Examination, including registration information and CCA Examination Review Course schedules, go to www.iccaus.com

### The Business Experience Requirement:

A CCA candidate must have a minimum of 15 points (up to maximum of 35 points) in business or full-time teaching experience. Samples of business experience include, but are not limited to:

<table>
<thead>
<tr>
<th>Business Experience (15 - 30 Points)</th>
<th>Determining Points</th>
<th>Enter Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement Project</td>
<td>(# of engagements)</td>
<td>x 25 =</td>
</tr>
<tr>
<td>Hours Working on Engagement Project</td>
<td>(enter hours)</td>
<td>/ 10 =</td>
</tr>
</tbody>
</table>

### The Lifelong Learning Requirements

A CCA candidate must earn a minimum of 15 points (up to maximum of 35 points) in Lifelong learning. The objectives of the Lifelong Learning component of the program are:

- **Maintain** competency by requiring timely updates of valuation knowledge and skills
- **Provide** a mechanism for monitoring maintenance of competency.

**Lifelong Learning** covers several areas of cost accounting competency, continuing education and academic contributions. A candidate will receive one (1) point for every three (3) qualifying hours.

Continuing professional education credit (CPE), approved courses at accredited universities or colleges, continuing education courses or attendance at trade conferences are eligible for a maximum of 105 hours (35 points).

CPE credit will be given for formal CPE programs of learning in self-study or group-study format relevant to the CCA body of knowledge.

**Approved Courses** at an Accredited University or College, for university or college courses taken in topics relevant to the CCA body of knowledge, each unit of credit shall equal the following hours:

- **Semester system**: 15 hours equals 5 points
- **Quarter system**: 10 hours equals 2 points

For example, an individual that takes a course at a university for 3 semester credits would receive 45 hours (15 points) and a course worth 3 quarter credits would receive 30 hours (6 points)

**Trade Association Conferences**, Credit may be earned for attending sessions on topics relevant to the CCA body of knowledge at trade association conferences, (conferences for which CPE is not given).

**Presenting and Lecturing**, Topics related to the CCA body of knowledge are subject to a maximum allowance of 45 hours (15 points), Instructors receive credit for preparation and presentation of CPE courses and technical papers on topics relevant to the CCA body of knowledge.
knowledge. Under CPE guidelines, preparation time up to two times the number of presentation hours, plus presentation time for the first time a course is presented, is allowed. For repeat presentations, instructors receive no credit unless they can demonstrate that the program content involved was substantially changed and that such change required significant additional study or research.

**Authoring**, Articles and publications in topics related to the CCA body of knowledge are subject to a maximum of 30 hours (10 points). Writers of published articles, books or CCA programs in topics relevant to the CCA body of knowledge will be given credit for their research and writing time if this time increases professional competence. Under CPE guidelines, credit for writers is measured in contact hours. For a writer to receive credit, the article, book or CPE program must be formally reviewed and published by a publisher not under control of the writer.

<table>
<thead>
<tr>
<th>Lifelong Learning (15 - 35 Points)</th>
<th>Credit Hours</th>
<th>Determining Points</th>
<th>Enter Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPE Credits excluding any below</td>
<td>(enter credits)</td>
<td>/ 3 =</td>
<td></td>
</tr>
<tr>
<td>Approved Courses at an Accredited University or College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester System or Quarter System</td>
<td>(enter credits)</td>
<td>x 5 =</td>
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<tr>
<td></td>
<td>(enter credits)</td>
<td>x 2 =</td>
<td></td>
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<tr>
<td>Other Continuing Education Courses</td>
<td>(enter credits)</td>
<td>/ 3 =</td>
<td></td>
</tr>
<tr>
<td>Trade Association Conferences</td>
<td>(enter credits)</td>
<td>/ 3 =</td>
<td></td>
</tr>
<tr>
<td>Presenting / Lecturing (max. of 15 points)</td>
<td>(enter credits)</td>
<td>/ 3 =</td>
<td></td>
</tr>
<tr>
<td>Authoring (max. of 10 points)</td>
<td>(enter credits)</td>
<td>/ 3 =</td>
<td></td>
</tr>
<tr>
<td>Total Section Points</td>
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In the event of an audit, documentation of Business Experience and Lifelong Learning will be required. The ICCA recommends maintenance of the following records.

**Business Experience**
- Date of engagement
- Role in the engagement
- Type of Industry
- Type of Entity
- Purpose of the Valuation
- Interest Being Valued
- Approach(es) Employed
- Form of Documented Conclusion

**Lifelong Learning:**
For CPE, approved courses at a university, other continuing education courses and trade association conferences:
- Title of course/session, related body of knowledge subject matter, sponsor of course, name of college/university, format of course, date(s) number of CPE credits, hours attended, semester credits, etc.

**For Presenting:**
- Title of program/session, related body of knowledge subject matter, number of CPE credits awarded to participants or length of presentation, date(s) and location or presentation.

**For Self-directed Reading:**
- Name of publication, related body of knowledge subject matter, number of issues read, type of publication, dates

**For Authoring:**
- Title of work, related body of knowledge subject matter, name of publisher, type of publication, date published, number of hours to prepare

**For Committee Service:**
- Name of organization, name of committee and description of involvement on the committee, related body of knowledge subject matter, dates of service.

**For Advanced Degrees:**
- Year degree received and name of university
Receiving the CCA Credential

Once documentation and payment have been submitted and approved, the candidate will be notified. At this time, the candidate will be eligible to use the CCA Credential in compliance with the rules of the state in which he or she practices.

The candidate is not authorized to use the credential until he or she receives this notice.

CCA Credential Recertification Requirements

To maintain the credential, CCA Credential holders must continue to pay an annual fee (currently $350) and meet the following recertification requirements every three years:

- ICCA membership in good standing
- Verification of obtaining at least 60 hours of related Lifelong Learning over the preceding three years. (Note: Authoring or publishing articles limited to 24 hours. Classes taught or lectures given are limited to 36 hours).
- Electronic submission of intent to continue to comply with all recertification requirements attestations are requested in late April following and end of the credential holder’s recertification period.

Additional Information:

For more information about the CCA Credential Program, contact the ICCA.

CONTACT E-mail: info@iccaus.com
Visit the ICCA Website at: www.iccaus.com
ICCA (THE INSTITUTE OF CERTIFIED COST & MANAGEMENT ACCOUNTANTS)  
CERTIFIED COST ACCOUNTANT  
EXAM APPLICATION FORM

APPLICATION PROFILE  [ ] HOME  [ ] BUSINESS

Applicant Name ___________________________________________  ICCA Membership No. ______________________________________

Firm or Organization ________________________________________

Address: __________________________________________________________

City: ___________________________  State ___________________________  Zip ___________________________

Telephone (               )  Fax No. (               )  E-Mail Address: ___________________________________________

Check the box that applies

✓ I’d like to register for the CCA (4-Hour) exam

☐ I hold a CPA, CFA, CMA or CIMA Certificate(s) For Limited Period

Questions?  
E-mail: info@iccaus.com

DECLARATION AND INTENT (Please read and indicate agreement below)

MAINTENANCE OF CREDENTIAL
To Maintain the CCA Credential, credential holders must pay annual dues (currently $350) and must comply with the following requirements:
1) Maintain ICCA membership in good standing.
2) Recertification currently requires that the credential holder earn a combined total of 60 hours of related continuing education during the three-year period preceding recertification.
3) Submit a written statement of intent to continue to comply with all requirements to maintain the credential during the recertification period.

AGREEMENT
1) I understand that I may not use CCA Credential or CCA logo or hold myself out as an CCA until I have received official notification of my CCA certification from the ICCA.
2) I hereby authorize investigation of all information I provide in the CCA application.
3) I understand that permission to use the CCA Credential and CCA logo is granted for a period of three years. As the end of such period, if CCA certification is not renewed, certification expires and any right to use the CCA Credential and CCA logo expires.
4) I understand that, if I fail to comply with the maintenance of credential requirements, I am required to and I agree to immediately cease use of the CCA Credential and CCA logo and understand that in order to regain CCA certification, all initial requirements, including completion of the CCA application, must be again.
5) I have read the recertification requirements stated here and understand that they are subject to change as deemed appropriate by the ICCA and the CCA Credential Committee.
6) In consideration of the CCA certificate granted hereby, I further agree that neither the ICCA, no its officers, directors, employees or others acting on its behalf, shall be liable to me for any actions taken or omitted to be taken in any official capacity or in the scope of employment and I hereby release the ICCA and the other persons identified above from any liability for such actions or omissions.
7) I affirm that I have carefully read understand and agree to the items set forth in this Statement of intent. I further certify that I understand a percentage of CCA applications will be randomly selected for further review and that, if selected I will be required to provide detailed documentation (including specifics of Business Experience and Lifelong Learning) to support the assertions of this application. Failure to provide documentation will be considered non-compliance with the requirement for maintenance of the CCA Credential.

DECLARATION:
I hereby affirm that my statements given in the CCA Applications are true and complete to the best of my knowledge and freely given. I understand that any misrepresentation or omission of facts therein is cause for denial or revocation of the right to use the CCA Credential and logo. If no requested by the Institute of Certified Cost & Management Accountants CCA Credential Committee, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given here.

PAYMENT INFORMATION
The Program enrollment fee for the Credential is $550 and is due upon the submission of your application.

Please select a payment method, below.

Check Payable to Credential (You will receive a full refund if your exam application is not approved)

Credit card (Your credit card payment will be processed upon the approval of your application).

Credit Card: (check one)  [ ] VISA  [ ] MasterCard  [ ] Discover  [ ] American Express

Card Number: ___________________________  Expiration Date: ___________________________

Billing Address: (If different from address above) ___________________________  ___________________________

City: ___________________________  State: ___________________________  Zip: ___________________________

Print Name: ___________________________  Sign Name: ___________________________

E-mail: info@iccaus.com

Note: Acceptance of payment does not signify approval of your application.
Frequently Asked Questions
Regarding the CCA Credential

Q. How does the CCA Credential differ from other valuation credentials?
A. The CCA, unlike other budgeting credentials, is awarded only to Professionals who are members of the ICCA. Accordingly, this credential represents the highest professional standards of any valuation credential and sets the CCA Credential holder apart from other valuation experts.

Q. Do I need an active license to practice public accounting to become an CCA?
A. No.

Q. How much will it cost to apply for the CCA Credential?
A. The CCA application fee currently is $550. Should you be required to retake the exam, a $200 fee will be assessed for the second registration process.

Q. The material I have read discusses a point system. How many points do I need to earn my CCA Credential?
A. To earn an CCA Credential, a candidate must accumulate a total of 100 points, which are abstained by meeting the examination requirements as well as the Business Experience and Lifelong Learning requirements. Candidate have 24 months after passing the CCA Examination to complete the Business Experience and Lifelong Learning requirements.

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Q. Where can I attend the exams?
A. By contacting our representative in your country he will provide the student by all information about the exam place.

Q. Can I have more information about my exam performance?
A. In case you fail in the exam, a full report will be given to you to know your strength and weekpoint.

Q. What is the certificates that I can take it regarding to the CCA?
A. Throw the CCA certificate you will:
   - Drop the third exam of Canadian CMA certificate.
   - Drop all exams of the CTA certificates "Certified Technician Accountant" Certificate.
Contents of the Exam

THE LEARNING OUTCOME STATEMENT OF THE CCA
Chapter - I
THE ACCOUNTANT’S ROLE IN THE ORGANIZATION

I. LEARNING OBJECTIVES
1. Describe how cost accounting supports management accounting and financial accounting
2. Understand how management accountants affect strategic decisions
3. Describe the set of business functions in the value chain
4. Identify the dimensions of performance that customers are expecting of companies
5. Distinguish between the planning and control decisions of managers
6. Distinguish among the problem-solving, scorekeeping, and attention-directing roles of management accountants
7. Describe three guidelines management accountants follow in supporting managers
8. Understand how management accounting fits into an organization's structure
9. Understand what professional ethics means to management accountants

CHAPTER 2
AN INTRODUCTION TO COST TERMS AND PURPOSES

I. LEARNING OBJECTIVES
1. Define and illustrate a cost object
2. Distinguish between direct costs and indirect costs
3. Explain variable costs and fixed costs
4. Interpret unit costs cautiously
5. Distinguish among manufacturing companies, merchandising companies, and service-sector companies
6. Describe the three categories of inventories commonly found in manufacturing companies
7. Distinguish inventoriable costs from period costs
8. Explain why product costs are computed in different ways for different purposes
9. Describe a framework for cost accounting and cost management

Chapter - 3
COST-VOLUME-PROFIT ANALYSIS

I. LEARNING OBJECTIVES
1. Understand the assumptions of cost-volume-profit (CVP) analysis.
2. Explain the features of CVP analysis.
3. Determine the breakeven point and output level needed to achieve a target operating income.
4. Understand how income taxes affect CVP analysis.
5. Explain CVP analysis in decision making and how sensitivity analysis helps managers cope with uncertainty.
6. Use CVP analysis to plan variable and fixed costs.
7. Apply CVP analysis to a company producing different products.
8. Adapt CVP analysis to situations in which a product has more than one cost driver.
9. Distinguish contribution margin from gross margin.

Chapter - 4
JOB COSTING

I. LEARNING OBJECTIVES
1. Describe the building-block concepts of costing systems
2. Distinguish job costing from process costing
3. Outline the seven-step approach to job costing
4. Distinguish actual costing from normal costing
5. Track the flow of costs in a job-costing system
6. Dispose of under- or overallocated manufacturing overhead costs at the end of the fiscal year using alternative methods
7. Apply variations from normal costing

Chapter - 5
ACTIVITY-BASED COSTING AND ACTIVITY-BASED MANAGEMENT

I. LEARNING OBJECTIVES
1. Explain how broad averaging undercosts and overcosts products or services.
2. Present three guidelines for refining a costing system.
3. Distinguish between simple and activity-based costing systems.
4. Describe a four-part cost hierarchy.
5. Cost products or services using activity-based costing.
6. Explain how activity-based costing systems are used in activity-based management.
7. Compare activity-based costing systems and department costing systems.
8. Evaluate the costs and benefits of implementing activity-based costing systems.

CHAPTER 6
INVENTORY COSTING AND CAPACITY ANALYSIS

I. LEARNING OBJECTIVES
1. Identify what distinguishes variable costing from absorption costing
2. Prepare income statements under absorption costing and variable costing
3. Explain differences in operating income under absorption costing and variable costing
4. Understand how absorption costing can provide undesirable incentives for managers to build up finished goods inventory
5. Differentiate throughput costing from variable costing and absorption costing
6. Describe the various capacity concepts that can be used in absorption costing
7. Understand the major factors management considers in choosing a capacity level to compute the budgeted fixed manufacturing cost rate
8. Describe how attempts to recover fixed costs of capacity may lead to price increases and lower demand
9. Explain how the capacity level chosen to calculate the budgeted fixed overhead cost rate affects the production-volume variance

CHAPTER 7
DETERMINING HOW COSTS BEHAVE

I. LEARNING OBJECTIVES
1. Explain the two assumptions frequently used in cost-behavior estimation.
2. Describe linear cost functions and three common ways in which they behave.
3. Understand various methods of cost estimation.
4. Outline six steps in estimating a cost function using quantitative analysis.
5. Explain and give examples of nonlinear cost functions.
6. Distinguish the cumulative average-time learning model from the incremental unit-time learning model.
7. Be aware of data problems encountered in estimating cost functions.

Chapter - 8
DECISION MAKING AND RELEVANT INFORMATION

I. LEARNING OBJECTIVES
1. Use the five-step decision process to make decisions
2. Distinguish relevant from irrelevant costs and revenues in decision situations
3. Understand the difference between quantitative and qualitative factors in decision making
4. Beware of two potential problems in relevant-cost analysis
5. Explain the opportunity-cost concept and why it is used in decision making
6. Know how to choose which products to produce when there are capacity constraints
7. Discuss factors managers must consider when adding or dropping customers or segments
8. Explain why book value of equipment is irrelevant in equipment-replacement decisions
9. Explain how conflicts can arise between the decision model used by a manager and the performance evaluation model used to evaluate the manager

Chapter - 9
PRICING DECISIONS AND COST MANAGEMENT

I. LEARNING OBJECTIVES
1. Discuss the three major influences on pricing decisions.
2. Distinguish short-run from long-run pricing decisions.
4. Apply the concepts of cost incurrence and locked-in costs.
5. Price products using the cost-plus approach.
6. Use life-cycle budgeting and costing when making pricing decisions.
7. Describe two pricing practices in which non cost factors are important when setting prices.
8. Explain the effects of antitrust laws on pricing.