

## Exemptions by Qualification

### AAT Qualification Routes

#### AAT Level 2 only

- Application for Associate membership (AICB).

Exemptions available:

- Level 2 Certificate in Bookkeeping.

Requirements:

- AAT Level 2 Certificate in Bookkeeping OR AAT Level 2 Certificate in Accounting
  - o You must have sat and passed all relevant exams. Exemptions or conversions cannot be accepted towards application for ICB exemptions. Your most recent relevant exam must have been passed within five calendar years of application.

Application process:

- Provide supporting documents.
  - o Photo ID (driving licence or passport).
  - o CV or cover letter (detailing study and/or work experience to date).
  - o AAT Statement(s) of Achievement.
- If AAT qualification passed within two years, AICB approval following checks.
- If AAT qualification passed over two years ago, pass the ICB Level 2 MEP. [\[Click here for more information on the Level 2 Membership Entrance Paper\]](#)

#### AAT Level 3 only

- Application for Full membership (MICB)

Exemptions available:

- Level 2 Certificate in Bookkeeping.
- Level 3 Certificate in Bookkeeping & Accounting.

Requirements:

- AAT Level 3 Certificate in Bookkeeping OR AAT Level 3 Diploma in Accounting
  - o You must have sat and passed all relevant exams. Exemptions or conversions cannot be accepted towards application for ICB exemptions. Your most recent relevant exam must have been passed within five calendar years of application.

Application process:

- Provide supporting documents.
  - o Photo ID (driving licence or passport).
  - o CV or cover letter (detailing study and/or work experience to date).
  - o AAT Statement(s) of Achievement.
- Pass the ICB Level 2 Member Entrance Paper [\[Click here for more information on the Level 2 Membership Entrance Paper\]](#) AND ICB Level 3 Bridging Paper [\[Click here for more information on the Bridging Paper\]](#)

#### AAT Level 2 & 3 (Fast Track)

- Application for Full membership (MICB)

Exemptions available:

- Level 2 Certificate in Bookkeeping.
- Level 3 Certificate in Bookkeeping & Accounting.

Requirements:

- AAT Level 2 Certificate in Bookkeeping OR AAT Level 2 Certificate in Accounting
- AAT Level 3 Certificate in Bookkeeping OR AAT Level 3 Diploma in Accounting

- You must have sat and passed all relevant exams. Exemptions or conversions cannot be accepted towards application for ICB exemptions. Your most recent relevant exam must have been passed within five calendar years of application.

Application process:

- Provide supporting documents.
  - Photo ID (driving licence or passport).
  - CV or cover letter (detailing study and/or work experience to date).
  - AAT Statement(s) of Achievement.
- Pass the ICB Level 3 Bridging Paper [\[Click her for more information on the Bridging Paper\]](#)

### **AAT Level 2, 3 & 4**

- Application for Full membership (MICB)

Exemptions available:

- Level 2 Certificate in Bookkeeping.
- Level 3 Certificate in Bookkeeping & Accounting.

Requirements:

- AAT Level 2 Certificate in Bookkeeping OR AAT Level 2 Certificate in Accounting
- AAT Level 3 Certificate in Bookkeeping OR AAT Level 3 Diploma in Accounting
- AAT Level 4 Diploma in Professional Accounting
  - You must have sat and passed all relevant exams. Exemptions or conversions cannot be accepted towards application for ICB exemptions. Your most recent relevant exam must have been passed within five calendar years of application.

Application process:

- Provide supporting documents.
  - Photo ID (driving licence or passport).
  - CV or cover letter (detailing study and/or work experience to date).
  - AAT Statement(s) of Achievement.
- If AAT qualifications passed within two years, MICB approval following checks.
- If AAT qualifications passed within 2-5 years, pass the online Level 2&3 Member Entrance Exam. [\[Click here for more information on the Level 2 and Level 3 Membership Entrance Exam\]](#)

### **AAT Level 3 & 4**

- Application for Full membership (MICB)

Exemptions available:

- Level 2 Certificate in Bookkeeping.
- Level 3 Certificate in Bookkeeping & Accounting.

Requirements:

- AAT Level 3 Certificate in Bookkeeping OR AAT Level 3 Diploma in Accounting
- AAT Level 4 Diploma in Professional Accounting
  - You must have sat and passed all relevant exams. Exemptions or conversions cannot be accepted towards application for ICB exemptions. Your most recent relevant exam must have been passed within five calendar years of application.

Application process:

- Provide supporting documents.
  - Photo ID (driving licence or passport).
  - CV or cover letter (detailing study and/or work experience to date).
  - AAT Statement(s) of Achievement.
- Pass the ICB Level 2 Member Entrance Exam. [\[Click here for more information on the Level 2 Membership Entrance Paper\]](#)