



™

Universal System of Accounting Education

under the patronage of the IICPA®, the International Institute of Certified Professional Accountants Verein organized under the laws of Switzerland www.usaed.com
secretary@iicpa.com

Membership Application Form

Form updated 2020-05-17

APPLICANT: PLEASE FILL IN BY HAND IN CAPITAL LETTERS, SCAN AND RETURN TO US BY EMAIL.

NOTE: THE MEMBERSHIP DECISION(S) INCLUDING APPROVAL AND/ORRENEWAL(S IS/ARE DISCRETIONARY ON THE PART OF UAAEd WITHOUT RECOURSE, BASED ON ALL AVAILABLE INFORMATION, FACTS AND SURROUNDING CIRCUMSTANCES IN THE APPLICANT'S EFFORTS TO COMPLY WITH THE TERMS, IF ANY, INCLUDING BUT NOT LIMITED TO THE ALLIANCE'S RULES OF CONDUCT AND REGULATIONS AS PRONOUNCED AND AMENDED FROM TIME TO TIME..

GAEP refers to Generally Accepted Education Principles published by the IICPA relying on the Association of Accredited Schools of Business AASBI.com <http://aasbi.com/standards/SummaryGAEP-2011-03-05.html>

Line A	Name of the legal entity applying:				
Line B	Name of the operating entity applying, if different:				
Line C	Main physical location and address:				
Line D	Contact person:	Telephone number:	Email address:		
Line E	Additional contact person(s), if any :				
Line F	The Applicant is or will seek accounting accreditation from the IICPA by filing separately the self-assessment published by the IICPA at http://iicpa.com/PAA/PAA.html OR by completing the remainder of this USAEd Membership Application Form as attached below.		<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No				

DATED at _____, on this _____ day of _____ 20_____.

Authorized signatures, minimum of two:

Signed

Name in capital letters: _____

Title or function: _____

Signed

Name in capital letters: _____

Title or function: _____

Attachment to Membership Application Form
for purposes of
IICPA Accounting Application

Line A	Name of the legal entity applying:		
Line B	Name of the operating entity applying, if different:		
1	The Applicant is business-accredited by AASBI, the Association of Accredited Schools of Business International	Yes	No
2	Additional information, if any:		
3	AASBI GAEP Statement 1 The Applicant is a degree-granting institution (eg, associate, bachelor, master, or higher)	Yes	No
4	AASBI GAEP Statement 2 The Applicant’s jurisdiction is a States Party to the United Nations Universal Declaration of Human Rights (UDHR), and respects and protects the human rights in particular of movement, thought, conscience, religion and expression.	Yes	No
4-1	If Applicant’s affirmation is “no”, describe in key words below the reasons for your information and belief, in particular as they relate to former or present faculty, staff and students detained for “political offences” in the widest sense, and prospect of release from detention (attach a separate sheet, if more space is needed).		
5	AASBI GAEP Statement 3 The Applicant’s practices and policies affirm the UN Declaration of Human Rights (UDHR).	Yes	No
6	AASBI GAEP Statement 4 The Applicant provides equal opportunity to all (faculty, staff and students) based on merit without discrimination on the basis of unchangeable personal characteristics including nationality, religion and sexual orientation.	Yes	No
6-1	If Applicant’s affirmation is “no”, describe in key words below the Applicant’s reasons (attach a separate sheet, if more space is needed).		
7	AASBI GAEP Statement 5 The Applicant’s teaching location(s) is/are accessible and safe, with a bookstore and library (or adequate internet access), recreational facilities or a park, cafeteria or restaurant access on campus or close-by, as well as medical facilities for emergencies.	Yes	No
8	The Applicant has been in existence for a period of four academic years or more, graduated at least one cohort, and is expected to continue to exist as a “going concern” until the end of the accreditation period (which is normally three full academic years).	Yes	No
9	AASBI GAEP Statement 7 The school (college or department) is autonomous and distinguished from any and all other units of the larger educational entity, if any; subject to governmental regulation only as required by law.	Yes	No
91	If Applicant’s affirmation is “no”, describe in key words below (attach a separate sheet, if more space is needed)		
10	AASBI GAEP Statement 8: The teaching facilities are sufficiently spacious with teaching aids including overhead projectors and the like, computer labs, student access to physical or digital books, recreational facilities, park and/or sitting areas, medical emergency facility(ies), in a geographical area relatively free of natural disasters or adequate protection eg by designed or retrofitted construction(s), and is not in a war zone or zone of continuous military conflict.	Yes	No
11	AASBI GAEP Statement 9: The Applicant’s curriculum focuses on accounting and/or finance..	Yes	No
12	AASBI GAEP Statement 10: The Applicant provides professional certification programs at the School by members of the faculty or qualified outside professionals, including but not limited to accounting programs preparing students for the uniform examinations, including but not limited to international certified professional accountant, certified public accountant, chartered accountant and/or certified controller or certified management accountant, or chartered financial analyst, and the like.	Yes	No
13	AASBI GAEP Statement 11: The Applicant accepts students on the basis of their demonstrated preparation, academic and/or professional curiosity, who, the Applicant believes, will benefit from the education offered within a set time frame to become contributing members of society.	Yes	No
14	AASBI GAEP Statement 12: The Applicant is making continuous efforts in measuring teaching effectiveness, eg by way of measuring learning outcomes.	Yes	No

15	AASBI GAEP Statement 13: The Applicant's teaching faculty are or will be academically and/or professionally qualified. A faculty member is "professionally qualified" if s/he has a bachelor's degree, but preferably a master's degree, in accounting, finance or related field and holds a public accounting designation that permits the faculty member to perform the attest function with a current or former license to practice, eg. Certified Public Accountant, Chartered Accountant, Chartered Financial Analyst, etc., or is a member of another recognized professional accounting or financial body including Chartered Financial Analyst (CFA) and obtained his/her designation on the basis of a professional examination.	Yes	No
16	AASBI GAEP Statement 14: The Applicant allows faculty members sufficient time for personal activities including research, CPE (Continuing Professional Education) and seminars and/or consulting activities inside or outside the business schools, or college, or department. The faculty members' teaching load does not exceed six (6) semester courses per academic years; and does not exceed eight (8) semester course per academic year if co-teaching.	Yes	No
17	AASBI GAEP Statement 15: The Applicant allows faculty members adequate time for leisure, seminars and other extra-curricular activities.	Yes	No
17-1	Re AASBI GAEP Statement 15 - Optional The Applicant attaches a written statement from the School's Faculty Association addressing AASBI GAEP Statement 15.	Yes	No
18	AASBI GAEP Statement 16 - Optional The Applicant encourages and monitors its faculty members' including adjuncts' Continuing Professional Education (CPE) including but not limited to publication requirements.	Yes	No
19	AASBI GAEP Statement 17: AASBI does not distinguish between full-time and adjunct faculty (in particular, if professionally qualified and active). The Applicant is not required to affirm on this checklist.		
20	AASBI GAEP Statement 18 - Optional The Applicant should and does maintain an independent Faculty Association for the purpose of amicable resolutions, or, if deemed necessary as a last resort, collective action. If not applicable, explain below or on a separate sheet of paper, what other adequate procedure(s) are available to address and/or remedy employment and teaching-related faculty issues.	Yes	No
21	AASBI GAEP Statement 19: The Applicant has and adheres to an accepted code of conduct for all members of the School including faculty, staff, and students.	Yes	No
22	AASBI GAEP Statement 20: The IICPA and the AASBI do not hold a School's general reputation in any particular regard. The Applicant is not expected to affirm on this checklist.		
23	AASBI GAEP Statement 21: The Applicant has access to sufficient liquid funds to cover one semester of the aggregate of staff and faculty salaries and facility maintenance.	Yes	No
24	AASBI GAEP Statement 22: The Applicant is aware of its discretion to withdraw from accreditation at any state, and at any time, with reasons in order to assist the IICPA, or without reasons.	Yes	No
25	AASBI GAEP Statement 23: The Applicant acknowledges that the Director(s) of the IICPA and/or the AASBI is/are entitled to request an accredited School to withdraw from accreditation, with or without reason,	Yes	No
26	AASBI GAEP Statement 24: The Applicant acknowledges and specifically waives any right(s) to recourse in the courts of competent jurisdiction, or any other panel.	Yes	No
27	AASBI GAEP Statement 25: The Applicant acknowledges its right and obligation to appoint one of its teaching faculty as liaison and member of the AASBI's and IICPA's informal steering and/or accreditation or other committee(s) during the entire period of accreditation including renewal(s).	Yes	No
27	AASBI GAEP Statement 26: The Applicant undertakes to remit the regular accreditation dues as announced and/or posted on the AASBI's website — currently \$500 USD billed by AASBI per annum for additional IICPA-accounting accreditation (\$1,450 USD per annum billed by IICPA if not AASBI-accredited).	Yes	No
29	The Applicant acknowledges and agrees that IICPA Accounting Accreditation requires education and training for the acquisition of technical skills that prepare students to provide services directly to the public operating in virtually any area of accounting and finance including: <ul style="list-style-type: none"> • Assurance and Attestation Services — including Forensic Accounting (preventing, detecting, and investigating intentional financial misrepresentation) • Internal Auditing • Corporate Finance — including but not limited to mergers & acquisitions, initial public offerings (IPOs), capital stock & debt issuings) • Corporate Governance 	Yes	No

	<ul style="list-style-type: none"> • Estate Planning — to the extent applicable to local practices and law • Financial Accounting and Reporting — based on local Generally Accepted Accounting Principles <u>and</u> IFRS, if different • Managerial Accounting • Financial Analysis • Principles of Taxation — e.g., income tax, excise tax, issues of international taxation including transfer pricing, and tax planning • Information Technology as applied to accounting and finance, or intended to be expanded if not currently included such as <ul style="list-style-type: none"> • Advanced Excel ability • ERP training (e.g., SAP, Oracle) • Big data analysis, advanced modeling techniques and SQL • Business intelligence software (e.g., IBM Cognos) • Microsoft Visual Basic • Aptitude with Hyperion (for analyst and financial reporting roles) • QuickBooks (for SMEs) <p>The Applicant’s curricula provide for such education and training, except as noted below.</p>		
29-1	Exceptions and comments to item 29 above, if any. Please attach a separate sheet of paper if necessary..	Attached	N/A

We affirm on behalf of the Applicant that the information provided above is true and correct.

DATED at _____, on this _____ day of _____ 20_____.

Authorized signatures, minimum of two:

Signed

Name in capital letters: _____

Title or function: _____

Signed

Name in capital letters: _____

Title or function: _____