

# CMA Exam

354 Business Building | 814-865-1809 | [accounting@smeal.psu.edu](mailto:accounting@smeal.psu.edu) | [www.smeal.psu.edu/accounting](http://www.smeal.psu.edu/accounting)

## About the Certified Management Accountant (CMA) Credential

*"The CMA is the advanced professional certification specifically designed to measure the accounting and financial management skills that drive business performance. Achieving the CMA credential demonstrates your mastery of the financial planning, analysis, control, and decision support, as well as professional ethics."*

— [www.imanet.org](http://www.imanet.org)

## CMA Requirements

To be certified as a CMA, candidates must fulfill both an education requirement and an experience requirement, in addition to passing the exam.

- › Bachelor's degree from an accredited college or university
- › Foundational knowledge of economics, basic statistics, and financial accounting
- › Two continuous years of professional experience
- › Thirty hours of CPE credits, including two hours of ethics, and annual IMA membership are required to maintain active status

## Test Prep

IMA and a number of top course providers offer a variety of exam prep options to meet the needs of busy professionals. Choose one of the following, or blend several approaches, to find the learning style that works best for you:

- › Self-study (print and online)
- › Live, instructor-led sessions
- › Study groups (online)

IMA also offers a comprehensive Exam Support Package (ESP), including retired exam questions and answers, as well as a CMA Candidate Resource Guide filled with helpful information.



## Exam Content

### Part I: Financial Planning, Performance, and Control

- › Planning, budgeting, and forecasting
- › Performance measurement
- › Cost management
- › Internal controls
- › Professional ethics

### Part II: Financial Decision Making

- › Financial statement analysis
- › Corporate finance
- › Decision analysis and risk
- › Investment decisions
- › Professional ethics

A CMA professional earns nearly \$35,000 more in average total annual compensation than noncertified peers.\* Many top corporations including, 3M, Alcoa, AT&T, Bank of America, Boeing, Cargill, Caterpillar, Hewlett-Packard, Johnson & Johnson, Proctor & Gamble, and Verizon, have CMAs who hold key positions with the company.

\* IMA Annual Salary Survey, 2012

## Exam Procedures

### Location

The CMA exam is computer-based and administered in hundreds of testing facilities worldwide. You can sit for the exam at any location during any of the three testing windows:

- › January and February
- › May and June
- › September and October

To locate a Testing Center and schedule an exam appointment, visit [www.prometric.com/ICMA](http://www.prometric.com/ICMA).

### Registration

To register for the exam, complete the following in order:

- 1 Join IMA
- 2 Pay the CMA Certification Entrance Fee
- 3 File an Exam Registration Form selecting the exam(s) you wish to take and pay the indicated fees.
- 4 Receive a Registration acknowledgment form, which provides your authorization number(s), testing window(s), the Instructions for Candidates.
- 5 Schedule your exam appointment(s) with Prometric.
- 6 Appear for your scheduled exam appointment(s) with the required identification documents.

After successful completion of one part of the exam, CMA candidates have three years to pass the remaining part. The time window will begin with the date of your entry into the CMA program. If you do not complete the two-part exam within three years, credit for the completed part will expire and you will then need to retake it again.

The total cost of the CMA program is approximately \$2500.

### Tips on Scheduling

**It is recommended to schedule your exam appointment as soon as possible as to make sure you receive your first choice of date, time, and location. It is also recommended to schedule your appointment at least four weeks in advance. All appointments must be scheduled at least 72 hours in advance of the exam date. Once registered, you must take the exam part during your assigned testing window, however, if for any reason you are unable to schedule an exam appointment during the assigned window, you will need to pay for a new registration.**

## Exam Fees

Professional Member Fees	
Certification Entrance Fee (nonrefundable)	\$240*
Exam Fee	\$395 per part
Prometric Rescheduling Fee: to reschedule your appointment within 30 days of your scheduled appointment	\$50

Student Member Fees	
Certification Entrance Fee (nonrefundable)	\$120*
Exam Fee	\$296.25 per part
Prometric Rescheduling Fee: to reschedule your appointment within 30 days of your scheduled appointment	\$50

### The Certification Entrance Fee covers: \*

- › Credential review for educational qualification
- › Credential review for experience qualification
- › Six months access to CMA Exam Support Package, which includes the printable practice questions
- › Final Score Report
- › Performance feedback reports for candidates who do not pass
- › Personalized, numbered certificate for office display
- › Congratulatory notification to employer or others, if desired

### Things to note:

- › Candidates must complete parts 1 and 2 of the CMA exam within three years of entry into the program
- › Candidates must register for an exam part within the first 12 months of entering the program
- › All fees are nonrefundable and subject to IMA's refund policy
- › To qualify for the Student discount, you must be an IMA Student member

\* Fees were obtained from IMA's website. Fees are set by IMA and are subject to change.