

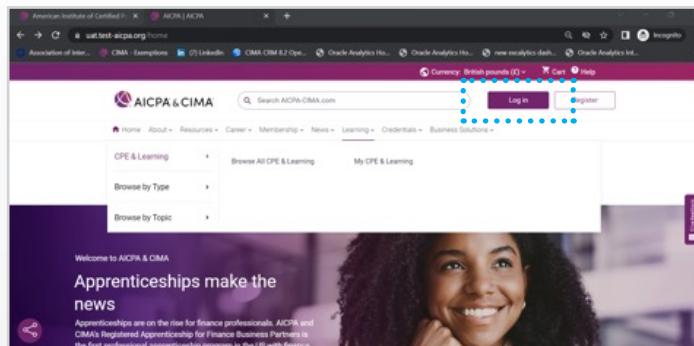
How to submit your PER online

We gathered feedback from members worldwide to learn how to improve the steps for submitting practical experience requirements.

You'll now be guided through a streamlined PER application that's online and easy to use. Your input will be saved as you go, and you can view the dashboard anytime to stay informed of completed and pending tasks.

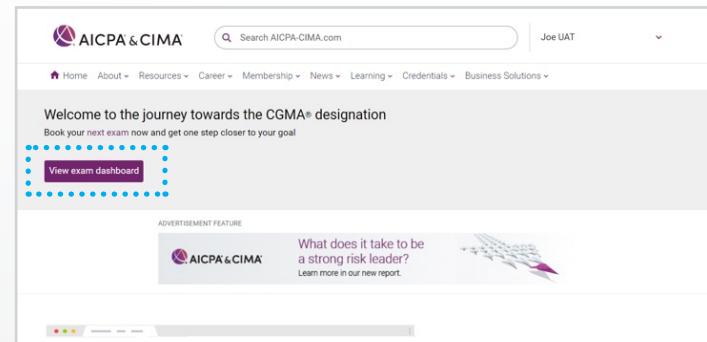
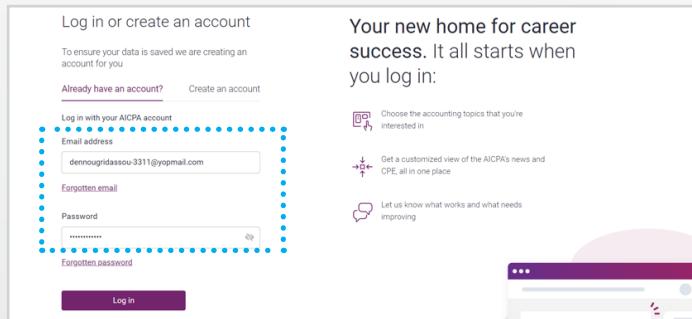
1. To begin, log in to your profile.

On the homepage, **click or tap the 'Log in' button and enter your email address**. If you've forgotten or want to reset your password, simply click or tap the 'Forgotten password' link.



2. Access your exam dashboard.

Once logged in, you'll see a 'View exam dashboard' button. Clicking or tapping on that will get you one step closer to viewing your PER dashboard.

Log in or create an account

To ensure your data is saved we are creating an account for you.

Already have an account? [Create an account](#)

Log in with your AICPA account

Email address:

Forgotten email

Password:

Forgotten password

[Log in](#)

Your new home for career success. It all starts when you log in:

Choose the accounting topics that you're interested in

Get a customized view of the AICPA's news and CPE, all in one place

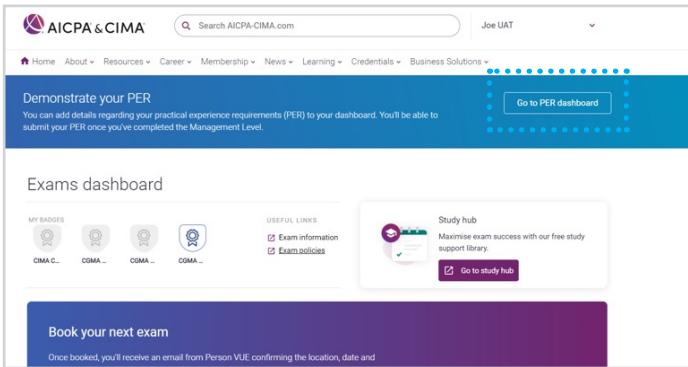
Let us know what works and what needs improving

[Continue on next page >](#)

3. Review your PER dashboard.

Once you've passed (or been exempted from) the Management Level Case Study Exam, you'll be able to start your PER application.

Click or tap on 'Go to PER dashboard' to record your experience. Now, the real fun begins.

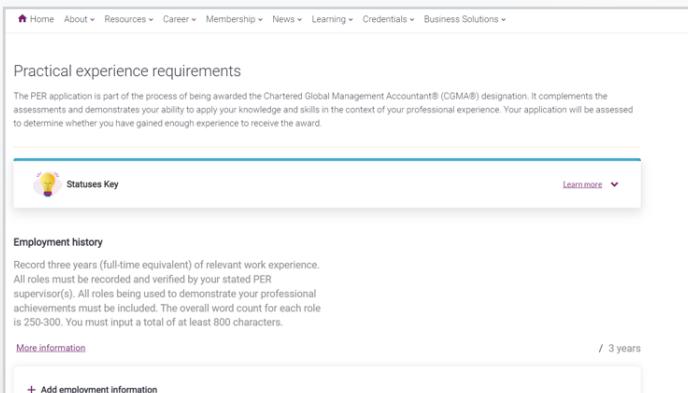


The screenshot shows the AICPA & CIMA Exams dashboard. At the top, there's a search bar and a dropdown for 'Joe UAT'. Below the search bar, a blue banner says 'Demonstrate your PER' with a note: 'You can add details regarding your practical experience requirements (PER) to your dashboard. You'll be able to submit your PER once you've completed the Management Level.' A 'Go to PER dashboard' button is in the banner. The main dashboard area has sections for 'Exams dashboard', 'MY BADGES' (with icons for CMA, COMA, and CIMA), 'USEFUL LINKS' (Exam information, Exam policies), and 'Study hub' (with a 'Go to study hub' button). At the bottom, a purple bar says 'Book your next exam'.

4. PER is a crucial step.

Complementary to your CGMA® studies, the PER application highlights the knowledge and skills of your professional experience.

Your application will be assessed to determine if you've gained enough relevant experience to receive the CGMA designation. We appreciate dedication and look forward to acknowledging yours.



The screenshot shows the CGMA PER application form. At the top, there's a navigation bar with links for Home, About, Resources, Career, Membership, News, Learning, Credentials, and Business Solutions. Below the navigation, there's a section for 'Practical experience requirements' with a note: 'The PER application is part of the process of being awarded the Chartered Global Management Accountant® (CGMA®) designation. It complements the assessments and demonstrates your ability to apply your knowledge and skills in the context of your professional experience. Your application will be assessed to determine whether you have gained enough experience to receive the award.' There's a 'Statuses Key' button and a 'Learn more' button. The main form area has sections for 'Employment history' (with a note: 'Record three years (full-time equivalent) of relevant work experience. All roles must be recorded and verified by your stated PER supervisor(s). All roles being used to demonstrate your professional achievements must be included. The overall word count for each role is 250-300. You must input a total of at least 800 characters.'), 'More information' (with a note: '/ 3 years'), and '+ Add employment information'.

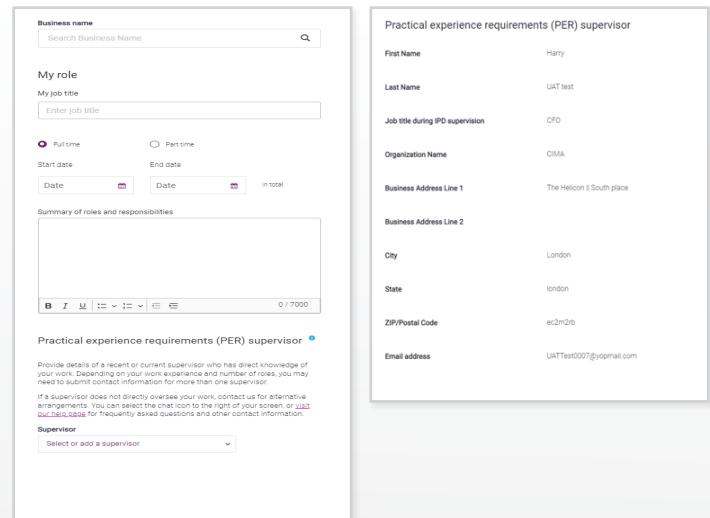
5. Employment history and PER supervisor

In 250 to 300 words per role, describe your work experience from current and previous jobs, together demonstrating three years' relevant experience. Then, provide contact information for a recent or current supervisor who has direct knowledge of your work and can verify your information.

You need to provide information for one supervisor, at minimum. If you've had several roles and multiple supervisors, include a relevant supervisor for each role, breaking down your experience by time spent working under each supervisor.

Once you've added employment history to your dashboard, carefully review and tick the box for the declaration form (regarding convictions, bankruptcy, etc.) and click or tap on the preview button.

You'll then be prompted to click or tap on the submit button, and the information will go to the supervisor you've identified. This section of your PER submission will move to the 'Submitted for sign-off' status on your dashboard.



The screenshot shows the 'Practical experience requirements (PER) supervisor' form. It includes fields for 'First Name' (Harry), 'Last Name' (UAT test), 'Job title during IPO supervision' (CFO), 'Organization Name' (CIMA), 'Business Address Line 1' (The Helicon II South place), 'City' (London), 'State' (London), 'ZIP/Postal Code' (EC2M 2B), and 'Email address' (UATTest007@yopmail.com). There's also a 'Summary of roles and responsibilities' section and a note: 'Provide details of a recent or current supervisor who has direct knowledge of your work. Depending on your work experience and number of roles, you may need to submit contact information for more than one supervisor.' A 'Supervisor' dropdown is also present.

[Continue on next page >](#)

6. Declarations

Review the declaration form (regarding convictions, bankruptcy, etc.) and tick the box to confirm that the information you've provided is true.

If you have anything to declare, [contact us](#) to share full details of the circumstances before ticking the box.

You'll have one more chance to review the information before clicking or tapping on 'submit'.

Note: You'll be prompted to review the declaration form and tick the box at the end of each section of the PER application.

I, Kurt Angle hereby declare that all information provided is true and I attest to the [declaration form](#).

Save draft **Preview**

7. Core work activities

As you reflect on your core work activities, how did your role and responsibilities influence business procedures?

Briefly – in 500 to 750 words, per example – share the best examples of your experience adding value, implementing strategic decisions, managing performance and costs, measuring performance, or managing internal and external stakeholders. (No need to include confidential information about your employer.)

The STAR template is a user-friendly guide for explaining activity's situation, task, action and result. You must demonstrate 3 of the 5 examples, and you'll need to allocate a supervisor to sign off each STAR template. Forget about modesty and highlight your experience for us.

Core work activities

Complete 3 of the 5 core activities. For each activity, provide one example of your work experience and complete the STAR template, showing how you demonstrate this activity in your day-to-day role. The total word count for the STAR template is 500-750 words.

[More information](#) 0 of 3 complete

+ Add core work activity

+ Add core work activity

+ Add core work activity

Select core activity

I have evaluated opportunities to add value

Situation

Describe how you demonstrate the selected core activity in your work. Briefly outline the specific context of your example. Please refrain from sharing confidential information about your employer.

Task

Describe your specific role and responsibilities in the example situation. Please refrain from sharing confidential information about your employer.

Action

Describe the actions you personally took and how these actions demonstrated this core activity. Please refrain from sharing confidential information about your employer.

Result

How did you provide insight and influence the outcome of this situation? What was the impact and the business benefit to the organisation?

Practical experience requirements (PER) supervisor

Provide details of a recent or current supervisor who has direct knowledge of your work. Depending on your work experience and number of roles, you may need to submit contact information for more than one supervisor.

If a supervisor does not directly oversee your work, contact us for alternative arrangements. You can select the chat icon to the right of your screen, or [ask a question](#) for frequently asked questions and other contact information.

Supervisor

Select or add a supervisor

[Continue on next page >](#)

8. Skills and behaviours

As you reflect on your work experience, how did you demonstrate a specific skill or behaviour?

Briefly – in 500 to 750 words per example – share the best examples from when you demonstrated **all 5 skills and behaviours: ethics and integrity, leadership, growth mindset, professional scepticism and communication.** (No need to include confidential information about your employer.) You'll need to allocate a supervisor to sign off each STAR template.

What skills and behaviours shone brightly in your work experience? Don't be shy.

Skills and behaviors
Demonstrate all 5 skills and behaviours. For each situation, task, action and result (STAR) present an example from your work experience in finance, discussing how you demonstrate the skill and behaviour in your day-to-day role. The total word count for the STAR template is 500-600 words.

More information 0 of 5 complete

+ Add skill & behaviour

Select skill or behaviour
Ethics and integrity

Situation
Describe how you demonstrate the selected skill or behaviour in your work. Briefly outline the specific context of your example. Please refrain from sharing confidential information about your employer.

Task
Describe your specific role and responsibilities in the example situation. Please refrain from sharing confidential information about your employer.

Action
Describe the actions you personally took and how these actions demonstrated this skill or behaviour

Result
How did you provide insight and influence the outcome of this situation? What was the impact and the business benefit to the organisation?

Practical experience requirements (PER) supervisor *

Provide details of a recent or current supervisor who has direct knowledge of your work. Depending on your work experience and number of roles, you may need to submit contact information for more than one supervisor.

If a supervisor does not directly oversee your work, contact us for alternative arrangements. You can select the chat icon to the right of your screen, or [ask a question](#) for frequently asked questions and other contact information.

Supervisor
Select or add a supervisor

9. Your dashboard will keep you informed.

Once you submit the PER application, your PER supervisor(s) will be asked in an email to review your information.

Your PER dashboard will stay current and keep you apprised on the process. Additionally, you will receive an email notification once your application has been signed off and is ready to be audited.

Management accountant View Withdraw submission	Sep 2018 - Sep 2021 3 years	SUBMITTED FOR SIGN OFF
Finance business partner View Withdraw submission	Sep 2021 - Mar 2023 11 months	SUBMITTED FOR SIGN OFF
I have evaluated opportunities to add value View Withdraw submission		SUBMITTED FOR SIGN OFF
I have measured performance View Withdraw submission		SUBMITTED FOR SIGN OFF
I have managed performance and costs to aid value creation View Withdraw submission		SUBMITTED FOR SIGN OFF
Ethics and integrity View Withdraw submission		SUBMITTED FOR SIGN OFF
Communication View Withdraw submission		SUBMITTED FOR SIGN OFF
Leadership View Withdraw submission		SUBMITTED FOR SIGN OFF
Growth mindset View Withdraw submission		SUBMITTED FOR SIGN OFF
Professional scepticism View Withdraw submission		SUBMITTED FOR SIGN OFF

Submitting practical experience requirements is an important and final step towards achieving the CGMA designation. We're here to guide you through the process with ease. Should you like additional information, [explore resources, including sample responses and FAQs](#).