



Registration Form

Please fill the form in block letters

Dear students, please read them carefully: Association Statute, Code of Ethics. SCAAK as a full member in the International Federation of Accountants - IFAC has adopted the Code of Ethics for Professional Accountants which means the obligation to respect and behave of members in accordance with the provisions of this code and some of the main rules of SCAAK mentioned in following, before you sign that you agree to them.

- The applicant for membership must meet the requirements for education, work experience, university degree, exams and other requirements according to SCAAK procedures.

- Student members will not have the right to vote in the work of the Assembly.

- Paying the annual membership fee approved by the Assembly and implemented according to the Administrative Direction of the SCAAK Board are mandatory in order to receive any service from the SCAAK (eg participation in exams and trainings, certificates of any kind, participation in seminars , etc.)

- Membership fees during the Certification process are:

Student membership: EUR 60

Accounting Technician membership: EUR 84

Certified Accountant membership: EUR 120

Certified Auditor membership: EUR 144

- If for a period of at least 12 months you have not paid the membership and during which time you have not exercised any activity related to SCAAK, but you are interested in continuing with exams / training you can be reactivated by paying the annual membership for the current year (valid only for students and Accounting Technicians)

- Students / members who think that the exam result does not reflect their commitment to the exam have the opportunity to request a review of the exam. This review is done independently by the commission appointed by SCAAK. Students / members are not allowed to attend the exam review.

- SCAAK has strict rules regarding fraud and copying. These rules are designed and formulated to ensure that all student / member work is valued as a result of their individual efforts, their skills and knowledge and not as a result of unfair advantages over other students. Fraud is defined as the unfair use of benefits. Therefore, any student who is found to have used fraud, attempted fraud or assisted someone to commit fraud will be subject to disciplinary proceedings under the SCAAK Disciplinary Procedures.

- Involved in disciplinary proceedings can be any member or student who by his actions has violated the rules of etiquette and the Code of Ethics.

- No document (form, application, request form or any other document) of SCAAK can be changed / improved or updated for the individual needs of students / members. Any additional requests that students / members have, but for which there is no special SCAAK form, MUST be made in writing, signed and submitted to the SCAAK Administration.

- Change of address - For any change of address (electronic, residence) and telephone you must notify the SCAAK Administration. This announcement will be in your interest given that in different cases there is a need to contact you individually.

- Payments made for application, membership, lectures and exams are non-refundable and the destination of the payment cannot be changed ((eg the payment made for the P1 exam cannot be used for the P2 exam).

- Students are required to attend lectures according to the schedule of the group in which they are designated by SCAAK. Absence in lectures can not be compensated in the future deadlines.

- Students are required to obtain the approval of the Administration for any changes they wish to make.

- SCAAK only reviews requests submitted in writing, so you can send your requests via email.

By signing it I confirm that I have read and understood the above information and rules with which I fully agree and at the same time I declare that I will respect the Statute of SCAAK, the Code of Ethics of IFAC - SCAAK and the Rules of Professional Conduct.

Student signature _____



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Personal number _____

Is this your first time applying to SCAAK?

YES ☐ NO ☐

General information

Name _____
Parent name _____
Surname _____
Date of birth _____
Sex _____
Address _____
Municipality _____
Private and mobile phone number _____
Official telephone number _____
E-mail address _____
Education level _____
Employed in _____
Current position _____



- | | | |
|--|--|--|
| <input type="checkbox"/> Academy / Education | <input type="checkbox"/> Accounting / Auditing Firms | <input type="checkbox"/> Students |
| <input type="checkbox"/> Bank | <input type="checkbox"/> State institutions of the R. Kosovo | <input type="checkbox"/> NGO |
| <input type="checkbox"/> Microfinance institutions | <input type="checkbox"/> Municipal Assemblies of the R. Kosovo | <input type="checkbox"/> International institutions |
| <input type="checkbox"/> Insurance company | <input type="checkbox"/> Parliament / Presidency | <input type="checkbox"/> Independent public institutions |
| <input type="checkbox"/> Industry / Trade | <input type="checkbox"/> Public enterprise | <input type="checkbox"/> Others _____ |

Please specify

Write which languages you speak and the level

Language	Read	Speak	Write
_____	_____	_____	_____
_____	_____	_____	_____

Instructions: 5 - Native language, 4- Excellent, 3- Very good, 2-Good, 1-Weakly

Notes on Education

From	To	School/Institution	Country
_____	_____	_____	_____
_____	_____	_____	_____

Work experience

From	To	Organization	Position
_____	_____	_____	_____
_____	_____	_____	_____



Registration Form

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Seek release from the following exams

- | | | |
|--|--|--|
| <input type="checkbox"/> P1 Financial Accounting | <input type="checkbox"/> P5 Financial Reporting | <input type="checkbox"/> P9 Advanced Financial Reporting |
| <input type="checkbox"/> P2 Managerial Accounting | <input type="checkbox"/> P6 Auditing | <input type="checkbox"/> P10 Advanced Auditing and Assurance |
| <input type="checkbox"/> P3 Accountant in Business | <input type="checkbox"/> P7 Financial Management | <input type="checkbox"/> P11 Business Analysis |
| <input type="checkbox"/> P4 Kosovo Tax and Law | <input type="checkbox"/> P8 Performance Management | <input type="checkbox"/> P12 Professional Practice |

Only by SCAAK (Exams released by SCAAK)

- | | | |
|--|--|--|
| <input type="checkbox"/> P1 Financial Accounting | <input type="checkbox"/> P5 Financial Reporting | <input type="checkbox"/> P9 Advanced Financial Reporting |
| <input type="checkbox"/> P2 Managerial Accounting | <input type="checkbox"/> P6 Auditing | <input type="checkbox"/> P10 Advanced Auditing and Assurance |
| <input type="checkbox"/> P3 Accountant in Business | <input type="checkbox"/> P7 Financial Management | <input type="checkbox"/> P11 Business Analysis |
| <input type="checkbox"/> P4 Kosovo Tax and Law | <input type="checkbox"/> P8 Performance Management | <input type="checkbox"/> P12 Professional Practice |

Only by SCAAK (Exams released by SCAAK)

The exams underlined with X in the section for SCAAK are approved

Yes ☐ No ☐

Approved by:

Date of approval

LECTURES I PREFER TO ATTEND:

ONLINE ☐

IN CLASS ☐

TIMELINE:

17:30-20:30 ☐

(Saturdays 9:00-13:00 or 14:00-18:00)

14:30-17:00 ☐

(Optional timeline)

09:30-12:00 ☐

Depending on the circumstances, SCAAK reserves the right to change the way lectures are given and the schedule!

Applicant's signature

Application Date

ID number

Group

Approved

Date of approval



Relying on Article 5 of Law no. 03 / L-172 For the protection of personal data I agree that:

I, _____, knowingly consent to the processing of my personal data for the purposes of applying for registration and training with the Society of Certified Public Accountants and Auditors of Kosovo.

Date:

Signature: