

# The registration application is accepted **ONLY** when it is completed

## NECESSARY APPLICATION DOCUMENTS FOR ACCOUNTING TECHNICIAN TRAINING:

- Registration Form
- Copy of diploma (certificate) of the faculty or high school;
- Evidence (reference) over at least one year of work experience in accounting / finance;
- Two photos;
- Receipt from EUR 20  
Payment is paid to the SCAAK account with the following details:
- Bank: ProCerdit Bank  
Acc. No. 1110161271000192
- Bank for Business  
Acc. No. 1300 271 2000 89 555  
For: **SHKÇAK/SCAAK**  
Description: **NAME SURNAME** (of the applicant) **FOR APPLICATION**

## IF YOU HAVE ACADEMIC OR PROFESSIONAL QUALIFICATIONS OR YOU ARE IN THE PROCESS OF GETTING THESE QUALIFICATIONS, YOU CAN REQUEST RELEASE FROM THE EXAM "P3- Accountant in Business", for this you must bring:

- Academic Certificate of Grades - Original (stamped and signed)

## POSSIBLE TIMELINES:

- 09.30 – 12.00 (every working day)-if the group is formed
- 14.30 – 17.00 (every working day)
- 17.30 – 20.30 (every working day as well as Saturdays)

*\* SCAAK reserves the right to change the timeline in case of impossibility to hold lectures on schedule.*

## IMPORTANT INFORMATIONS:

The definition of candidates in certain groups is done according to the criteria set by the Commission for review of documents.

After the application deadline, the SCAAK Administration will announce the admission lists of candidates no later than 2 weeks after the application deadline. Candidates should be personally interested and informed whether they have been accepted or not, as well as informed about further steps after admission such as:

- **Training payment deadline;**
  - Payment must be made within the deadlines set by SCAAK otherwise the candidate will automatically be replaced by the other candidate from the waiting list.
  
- **Deadline for submitting exams;**
  - Exams must be submitted by the deadline set by SCAAK. To take the exam you need to fill out the EXAM FORM, make the payment at the Bank and submit them to the SCAAK office;

# Subjects and price of the Certification Program for the level of "Accounting Technician"

## Subjects for the level "Accounting Technician":

P1- Financial Accounting

P2- Managerial Accounting

\*P3- Accountant in Business

P4- Kosovo's Laws and Taxes

## Price for the level "Accounting Technician"

1. Application	EUR 20
2. Training and material for a subject (4 subjects in total)	EUR 100*4
3. Exam for a subject (there are 4 subjects in total)	EUR 30*4
4. Annual membership as a student	EUR 60
<b>TOTAL</b>	<b>EUR 600.00</b>

### **ATTENTION:**

\*If during the application you ask for release from the exam "P3- Accountant in business" and the answer is YES, then you have to pay only the amount which is equivalent to the amount paid for the Exam (EUR 30) and NOT the set amount (EUR 100) for Training and material for this subject.

### **PAYMENT DETAILS:**

**For: SHKAK/SCAAK Bank:**

ProCerdit Bank

Acc. no. 1110161271000192

Bank: Bank for Business

Acc. No. 1300 271 2000 89 555

**Description: NAME SURNAME (of the applicant) FOR "purpose of payment"**