



International Compliance Association

International Compliance Association
Administrative Office
Wrens Court
52-54 Victoria Road
Sutton Coldfield B72 1SX
United Kingdom
Tel: +44 (0) 121 362 7747
Fax: +44 (0) 121 240 3002
Email: ica@int-comp.org
Website: www.int-comp.org

Experienced Practitioner Membership Profile

The ICA Experienced Practitioner is a route to full individual professional membership of the ICA for Compliance, AML and Financial Crime senior practitioners who have established themselves in the field. Successful applicants will be designated members of the ICA (MICA) and ultimately Fellows (FICA).

Profile of an Experienced Practitioner

As an Experienced Practitioner (EP) you will have a minimum of ten years senior practical experience in Compliance, AML or Financial Crime prevention or similar with a significant involvement at a specialist level. You are engaged at a level requiring little or no supervision from others.

Significant involvement shall mean either:

- Full-time activity in a Compliance, AML, Financial Crime or similar role or;
- Involved in aspects of Compliance, AML, and Financial Crime or similar at a level that requires little or no supervision.

As an EP you will have ability and experience that matches the following profile:

1. You will normally possess a professional qualification in an appropriate discipline.
2. In your chosen field(s) you can demonstrate a high level of expertise. Typically you will deal with the more difficult cases that present new or unusual problems. Much of your work will come by way of referrals from less experienced colleagues in your organisation or from external sources.
3. You should be able to provide evidence of a particular depth of specialist expertise that is valued and used by colleagues or other professionals who work in the field.
4. You are likely to be in a position of intellectual leadership in your organisation; in a senior managerial role, e.g. Compliance Director, Group Director or similar, often reporting directly to a Board of Directors.
5. You will often be the lead professional in handling complex cases or negotiations with regulatory authorities.

6. You will often undertake the following main types of activity:
 - Management, including planning, monitoring and administration of Compliance, AML, Financial Crime or similar activities
 - Advising the organisation, employees or colleagues
 - Advising fellow practitioners
 - Drafting policies, procedures, etc
7. Your ability and experience will be demonstrated through three types of evidence:
 - Written evidence submitted by the applicant - see Body of Work
 - Evidence from referees - see Referees
 - Evidence from interview - see Interview

Body of Work - Requirements and Procedures

As an applicant for membership of the ICA through the Experienced Practitioner route you must submit, with your application, written evidence of your ability and experience. The written evidence should comprise documents that illustrate your ability and, in particular, the application of knowledge and understanding in your field(s) of practice. In each case the level of ability illustrated should relate to the Profile of an Experienced Practitioner.

Such evidence might take the form of articles or published materials, conference papers or projects, reports, etc. for the purpose of the application.

Documents should be chosen so as to demonstrate expertise on a range of issues in the field(s) of activity concerned, together with the demonstration of specific abilities, such as writing/drafting skills, the formulation of advice, having regard to all of the circumstances and the resolution of issues arising in the management of Compliance, AML, Financial Crime or similar. The work should be submitted in duplicate and should be anonymised, where appropriate.

Referees - Requirements and Procedures

Evidence from referees is sought in relation to the practical skills that cannot be assessed through a written application. These include inter-personal skills involved in advising, interviewing, negotiating and leadership abilities.

As an applicant for ICA membership through the EP route, you must provide the names of two referees. The referees should be persons who are familiar with your professional work, and who will be able to provide an assessment of your abilities. It is your responsibility to ensure that the referees are able, between them, to provide an assessment of your abilities in respect of all of the matters set out in the Profile of an Experienced Practitioner.

Interview

You will be required to attend an ICA interview panel at a convenient venue and time in your chosen jurisdiction in order for the panel to determine your eligibility and suitability for membership. The panel will then make a formal recommendation to the ICA.



Please read the accompanying information before completing this form

Personal Details

Title (Mr / Mrs / Ms / Other)

Surname

First Name(s)

Sex (Male/Female) Date of Birth

Mobile/Daytime Telephone Number

Employer Name

Employer Address

Town/City

Country

Post Code

Telephone Number

Email Address

Qualifications & Experience

Has your occupation included a significant involvement at senior level with one or more of the following areas? If yes, please tick the appropriate box:

Compliance Financial Crime Anti Money Laundering

Other (please state)

Please state the total length of time working in the above area(s) at senior level:

Years: Months:

Please give details of any professional qualifications, degrees, diplomas or certificates that you hold with dates (continue on a separate sheet if required):

Referees

Please give details of two persons who can be contacted for a reference:

Title (Mr / Mrs / Ms / Other)	<input type="text"/>	Title (Mr / Mrs / Ms / Other)	<input type="text"/>
Surname	<input type="text"/>	Surname	<input type="text"/>
First Name(s)	<input type="text"/>	First Name(s)	<input type="text"/>
Email Address	<input type="text"/>	Email Address	<input type="text"/>
Employer	<input type="text"/>	Employer	<input type="text"/>
Contact Address	<input type="text"/>	Contact Address	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Post Code	<input type="text"/>	Post Code	<input type="text"/>
Job Title	<input type="text"/>	Job Title	<input type="text"/>

I confirm that the details given in this application form are correct and that I am a fit and proper person to be admitted as a member of the ICA. Accordingly, I hereby agree to the ICA making enquires concerning this application as they deem necessary.

I confirm that I have enclosed a body(s) of work as stated in Body of Work – Requirements and Procedures.

I undertake to abide by the ICA's Code of Ethics and to pay all subscriptions as may be levied and I understand that my acceptance as a member is conditional on this.

Signed	Print	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>



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Undertaking & declaration

I hereby apply for admission as a Professional Member of the International Compliance Association.

I undertake that, if accepted as a member:

- I will, so long as I remain a member of ICA, comply with the regulations of the ICA for the time being in force.
- I will use the designation "Professional Member of the International Compliance Association" and the designatory letters MICA only whilst I remain a member of the ICA.
- I will uphold and abide by the Association's Code of Ethics.
- I will undertake a minimum of 15 hours Continuing Professional Development each year, so as to ensure my knowledge remains up to date.

I confirm that:

- I have never been adjudged bankrupt either individually or as a partner in a firm, made or agreed to make an assignment for the benefit of creditors or made any arrangement or composition with creditors or executed any similar deed or agreement or taken or attempted to take the benefit of any statutory provision for arrangement with creditors.
- I have never been the subject of a finding of professional misconduct against me by any professional body; and there is no outstanding matter of professional conduct concerning me.
- I have never been dismissed from any employment for a reason other than redundancy.
- I have never been convicted of a criminal offence (other than minor motoring offences or an offence that is now spent).

I declare that the whole of the information contained in this application is true, accurate and complete to the best of my knowledge and belief. I acknowledge that any statement contained herein, which is known by me to be false, may invalidate this application and any decision reached thereon.

I undertake to abide by the ICA's Code of Ethics and to pay all subscriptions/fees as may be levied. I understand that my acceptance as a member is conditional on this undertaking.

Signed: _____

Date: _____



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Payment Details

A joining fee (including first years subscription fee) of £400 is payable on application. If application is not accepted fees will be refunded less an administrative charge of £50. Fees can be paid by cheque or bankers draft made payable to the International Compliance Association. Payments by electronic transfer or credit card are also accepted.

Electronic Transfer

When sending payment BACS in GBP, please state the applicant's name for reference:

International Compliance Association
C/o Barclays Bank Plc
PO Box 544
54 Lombard Street
London EC3V 9EX

Sort Code: 20-82-94
Account No: 00269484
IBAN: GB79 BARC 2082 9400 2694 84
SWIFTBIC: BARCGB22

Credit Card

Card Holder's Name as shown on credit card:

Card Number:

 - - -

Security Code:

Expiry Date:

Amount to be debited:

 £

Cardholder's Signature:

Terms & Conditions

- Full details of Professional Membership are contained in the Membership Brochure.
- All applications will be back/fore dated to the nearest intake date i.e. January, April, July or October.
- All cheques and bankers drafts should be made payable to International Compliance Association. Fees can be paid by most major credit cards excluding American Express.
- Fees can be paid in US Dollars at the equivalent GBP rate at the time of submitting your application – please contact the Administrative Office for details.
- All fees must be paid as levied and ICA membership is conditional of this.