

# **GUILD OF INDUSTRIAL, COMMERCIAL & INSTITUTIONAL ACCOUNTANTS**

## **What is the Guild and its purpose?**

The Guild of Industrial, Commercial and Institutional Accountants (I.C.I.A.) is an association of business accountants, financial managers, tax preparers and accounting executives with members in every province of Canada as well as many other parts of the world. The Guild was founded in 1956 and incorporated by Federal Charter in 1961. It promotes and supports interest in vocational accountancy; encourages acceptance of modern methods and procedures and gives recognition to the individual's skills and practical experience.

## **What do "Guild" and I.C.I.A mean?**

Guild is a term used to describe an association for mutual aid in a common pursuit. The initials I.C.I.A. are the first letters of our official name – Industrial, Commercial & Institutional Accountants. On acceptance, either as an Accredited Member or an Associate Member, you will receive an appropriate certificate.

## **What is the difference between an Associate and an Accredited Member?**

There are two primary classes of membership. A student of a recognized curriculum in accounting or a related field is eligible for Associate Member status. A graduate of such a program who has completed the requisite practical work and administrative experience may be accepted as an Accredited Member of the Guild. Associate membership is also open to those who possess the basics of bookkeeping and general accounting skills, and are presently engaged in work of an accounting nature. On the other hand, Accredited membership is open to more experienced accountants with previous formal training and extensive practical and administrative experience. Accredited members may also use the designation I.C.I.A. after their name.

## **Why should the Guild interest me?**

If your career is in accounting or management, then membership in the Guild should be a priority. Canadian business is becoming ever more complex. Consequently, the importance of the accountant is increasing significantly. Growth, diversification and competition in today's business world all demand controls that only a competent accountant can provide. As a result, the present day accountant must be better trained and better informed than ever before. This is why membership in the Guild (or any professional association) can be of significant value.

## **What positions do members hold?**

This is usually determined by education and experience. Some Associate members are bookkeepers and accounting clerks whereas Accredited members generally hold positions such as Accountant/Office Manager, Cost Accountant, Comptroller, Treasurer, Internal Auditor, Budget Analyst, Financial Accountant and officer of a corporation. **Many of our members are self-employed.**

**How is membership status determined?**

Applications are assessed by the Accrediting Committee and the level of membership is determined based on education, work experience with particular emphasis on accounting, and position(s) held, time in positions, etc.

**Does the Guild conduct training programs and examinations?**

No, the Guild does not conduct accounting courses, but will give an applicant credit for any accounting related courses or work experience toward Guild accreditation. Any diplomas, degrees, or designations will be considered to determine member status within the Guild. As your career develops and as additional courses are completed you may apply to have your status upgraded.

**Does the Guild publish a regular Newsletter?**

Yes, known as the Journal, presently published quarterly and mailed to all members.

**Does the Guild hold Seminars and Chapter Meetings?**

Yes, in areas where we have sufficient membership, Chapters are formed. Seminars are held periodically on accounting and other matters of interest with speakers knowledgeable in a specific field.

**Fee Structure**

A one-time application processing fee of \$20.00 + 2.60 HST is required with the application.

Current Annual Fees are - Accredited Members	\$125.00 + 16.25 HST
- Associate Members	\$ 60.00 + 7.80 HST

**Summary and instructions for applying for membership**

In the increasing education conscious business environment of today, it is important to constantly upgrade your qualifications. Joining the Guild will assist in enhancing your career and forming new relationships in business.

Please download an **Application for Membership** form from our website ([www.guildoficia.ca](http://www.guildoficia.ca)) and forward with the required \$22.60 (incl. HST) fee (in Canadian dollars) to:

Accreditation Committee  
Guild of I.C.I.A  
36 Tandian Court  
Woodbridge, ON L4L 8Z9

Telephone: 905-264-2713  
Fax: 905-264-1043  
email: [iciaguild@aol.com](mailto:iciaguild@aol.com)  
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