



# NIGERIAN COLLEGE OF ADMINISTRATION

— The Professional Training School of —

## CHARTERED INSTITUTE OF ADMINISTRATION

(Chartered by Act No. 103 of 1992 - Now Cap C7 LFN 2004)

*Member, Association of Professional Bodies of Nigeria (APBN)*



**College Campus:** Km 24, Lagos/Badagry Expressway, By Cele-NICA Bus-Stop, New Mebamu, P.M.B 2004, Ijanikin-Oto, Lagos State. **Telephone:** 09069376212, 08171354488 | **Website:** [www.nica-ng.org](http://www.nica-ng.org) | **E-mail:** [info@nica-ng.org](mailto:info@nica-ng.org)

**Institute Secretariat:** CIA House 78, Old Ojo Road, Kuje-Amuwo, Off Badagry Expressway, P.M.B 3063, Surulere, Lagos. **Telephone:** 08164882510, 08076983067, 09038411001 | **Website:** [www.cia.org.ng](http://www.cia.org.ng) | **Email:** [info@cia.org.ng](mailto:info@cia.org.ng)

## ACIA PROFESSIONAL QUALIFYING EXAMINATIONS

### EXAMINATIONS REGISTRATION INFORMATION

The ACIA Professional Qualifying Examinations will be held twice a year in June and December; from 27th – 30th June for June diet; and from 1st – 4th December for December diet. The examinations will be held at Examination Centres throughout the Federation to be announced by the College. Only Registered Students of Chartered Institute of Administration are eligible to write the Professional Examinations.

#### 1.0 EXAMINATION DOCUMENTS

The examination documents which should be downloaded on our website by candidates comprise the following:

- 1.1 Examination Registration Information
- 1.2 Entry Form for each Faculty of Specialisation
- 1.3 Examination Time Table

#### 2.0 EXAMINATION FEES

Candidates are required to pay the following examination fees:

- 2.1 Entry Form ₦2,000
- 2.2 Entry per subject ₦5,000
- 2.3 Administrative charge ₦5,000 per candidate
- 2.4 Exemption fee (if applicable)

#### 3.0 METHOD OF PAYMENT

All examination and exemption fees must be paid by direct deposit or transfer to the bank account of **Nigerian College of Administration** with First Bank (A/c No. 2018190845) or Zenith Bank (A/c No. 1010223085). Combination of fees for different candidates on one bank deposit slip is not allowed, as examination entries of such candidates will be cancelled.

#### **4.0 COMPLETION/RETURN OF FORMS**

Fill the Entry Form exactly in accordance with the instructions stated on the Entry Form. After filling the form, make 3 photocopies of the filled form and return all the three with the original copy of your bank deposit/transfer slip direct to the College or through your Approved Study Centre. One of the Entry Forms will be authenticated and returned to you, and will serve as your Admission Card which you will bring to the examination hall each time you present yourself to write any examination subject

#### **5.0 CLOSING DATE**

The closing date for return of filled Entry Forms to the College is: 30th May for June diet; and 31st October for December diet.

#### **6.0 EXAMINATION CHEATING**

Cheating of any type at the examination will result in the outright cancellation of the cheating candidate's CIA Student Registration and examination entries.