

Frequently Asked Questions

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Frequently Asked Questions

What date can I register from?

Registration periods are posted on the site <http://paris.fr/cma>

Are the courses open to everyone?

The City of Paris' Municipal Courses for Adults are open to persons who are 18 or older, who live in Paris or not. In some cases, due to high demand for certain courses, it may be impossible to enroll all the applicants.

Where can I find the training catalogue or a brochure?

Consult the course catalogue online: <http://www.paris.fr/cma> under the heading "Consult the CMA course catalogue".

How do I register?

Consult the catalogue online and submit your registration.

To register for a course, it is necessary to have a personal email address.

- You must have a "my account" account on a Paris account to create your CMA account (if you do not have one, you can create one on the site (link to make a request at <https://moncompte.paris.fr> or directly on the site <https://cma.paris.fr>).
- If you were enrolled in the Municipal Courses for Adults before March 2, 2017, you must link your "my account" on your Paris account to your previous CMA account to keep your training history

What are the necessary documents for registration?

If your registration is accepted, the documents to be provided will be indicated in the notification that will be sent to you,

In general, you will need: the notification, a photo ID and payment in full of the registration fee.

Where can I get information from during the registration period?

Dial 3975 or send an email (section CONTACTS on <http://paris.fr/cma>).

No information will be communicated to you on the premises of the Office of the Municipal Courses for Adults.

Can I register for several courses simultaneously?

You can register for a maximum of 3 courses.

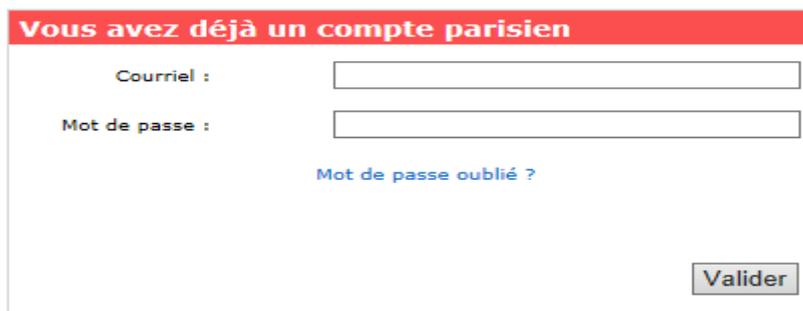
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Warning:

- All registration for the same training in different schools is strictly prohibited.
- Only one registration on a single day and at a defined time slot.

Password for «my account» on Paris account refused or lost

Use the "[forgot password](#)" link on the "login" page/"you already have a Paris account"

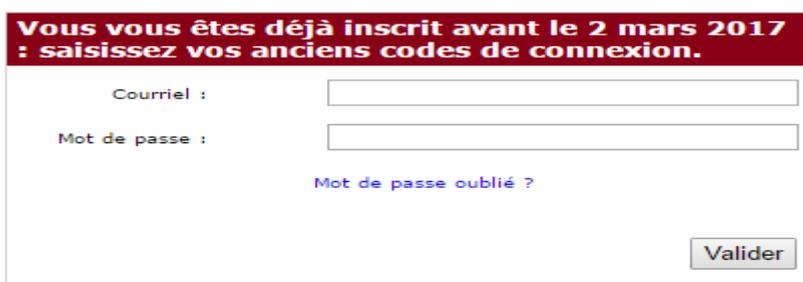


The screenshot shows a web form with a red header that reads "Vous avez déjà un compte parisien". Below the header, there are two input fields: "Courriel :" and "Mot de passe :". Below the "Mot de passe :" field, there is a blue link that says "Mot de passe oublié ?". At the bottom right of the form, there is a button labeled "Valider".

An email for a password reset will be sent to you.

Former password for a CMA account forgot or lost

If you have forgotten the password for your previous CMA account during the process of linking it to your "my account" on your Paris account, click on "[forgot password](#)"



The screenshot shows a web form with a dark red header that reads "Vous vous êtes déjà inscrit avant le 2 mars 2017 : saisissez vos anciens codes de connexion.". Below the header, there are two input fields: "Courriel :" and "Mot de passe :". Below the "Mot de passe :" field, there is a blue link that says "Mot de passe oublié ?". At the bottom right of the form, there is a button labeled "Valider".

A new password will be sent to you by email (this is for a single use for the operation to link your accounts).

How do I cancel my registration request?

When a request for registration is "**temporarily saved**" and switched to your course basket you can delete it as long as the registration period is open.

When the training is "**definitively validated**", no changes can be made to your choices.

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Can I change my registration request?

A registration form is filled in for each training request. As long as the request is registered temporarily, the information (situation, objective, motivations, etc.) can be modified. Once the registration has been definitively validated, there is no possibility of modification.

When will the CMA reply to my registration request?

The periods of replies to the registrations are indicated on the site <http://www.paris.fr/cma>

Tests and interviews vary from course to course they are mandatory and their results will determine your registration. The date of the tests that a candidate must take can not be modified. All persons who are absent on that date shall be declared ineligible.

For some courses the interviews and the tests take place before the start date of the course.

Warning: after a test, the results are communicated by the school. It is your responsibility to take note of them at the school on the first day of the course.

How do I know if my request has been taken into account?

Once your basket has been definitively validated, a confirmation email will be sent to you.

The e-mail address of the sender is dasco-atlas@paris.fr, and we advise you to add this address to your contacts to secure reception of your emails.

You can track the progress of your request on your account:

- During the registration period: in your course basket
- After the registration period: in your history

Also consider checking emails in your spam.

What criteria is enrollment in a course based on?

The choice of the auditors, in addition to satisfying the prerequisites of the chosen course is carried out as follows

First:

- **According to social criteria** (RSA (welfare benefits), jobseekers, assisted contracts)
- Depending on the objectives and motivations presented by the candidate (professional development, personal development, etc.)
- Depending on one's attendance record and the results obtained in previous levels in a course taken from the Municipal Courses for Adults.

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Second:

- **On the basis of a pedagogical evaluation** whose date is specified in the registration acceptance email.

Among all these criteria, it is the pedagogical evaluation which will prevail in any case.

For your information: Registration files are not processed in the order of arrival but at the end of the registration period.

How are the tests and the interviews to select the candidates organized?

For most courses, level tests are organized (such as in language courses). You are registered for a level based on the result of these tests.

As a general rule, tests take place on the first day of the course, but for some courses, anticipated tests can be organized before the opening of the courses (refer to the general information in the catalogue, chapter 1.7).

In any case, a notification will be sent to you.

These interviews and tests are compulsory: their results determine your enrollment.

The notification is non-transferable, no person other than the candidate can be present for the first day of the course. **All absences will result in cancellation of one's request.**

Are courses held during the school holidays?

There are no courses during the school holidays (except for certain sessions), bank holidays, or Whitsun Monday.

Who can I contact for help?

The call center at 3975 can answer your questions (from Mondays to Fridays from 8:30 am to 6:00 pm).

Course choices and registration for persons of foreign languages experiencing difficulty

A special service is provided for the annual and first semester registrations in the French as a foreign language courses

Please go to <http://paris.fr/cma> for the locations and opening hours a few days before the start of the course.

They usually take place in September.

Teams of trainers/counselors receive enrollees and help them register online.

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Where and how do I make payment?

Registration fees are paid in full on the first day of the course in the school where the course takes place by check payable to Régie CMA and AE or in cash (the maximum amount authorized for a cash payment is €300).

At the beginning of the 2017-2018 academic year, some schools will be offering, as an experiment, an online payment option.

At the time of payment, the applicant will be issued an enrollee card, which in itself will allow him/her access to the courses.

What is an enrollee card for?

It allows access to the school and the course. Access to the school can be denied if the card is not presented.

Moreover, it will be equivalent to a certificate of skills and/or attestation of attendance when stamped by the school with the specific designation at the end of one's training.

You are therefore requested to take care of it without having it laminated.

Who can benefit from paying half the rate of the training?

Only the recipients of the RSA-ASS-AAH (French welfare benefits) can benefit from a half the rate on the entire training offer **on presentation of proof of coverage**. If no proof is presented at the time of registration, the full rate will be applied.

A full rate is applied to jobseekers who do not benefit from these allowances.

Can the cost of a course be reimbursed?

Once a registration has been validated, no course will be reimbursed for any reason.

Can the cost of courses be covered?

At present, the Municipal Courses for Adults are intended to address individual needs and not companies. Therefore, there is no possibility of covering the cost of training through vocational training schemes. On the other hand, works councils, associations, and social services can pay for registration fees. However, the Municipal Courses for Adults does not issue estimates or invoices but can issue a proof of payment upon written request of the enrollee.

Is the Municipal Courses for Adults authorized to set up an internship agreement?

The CMA does not have the status of a training organization. Therefore, it can not draw up a training agreement with a company or any other body within the framework of a preparation of a diploma.

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However, you may contact **uniquely by post** the Bureau des Cours Municipaux d'Adults, at 177 rue du Chateau des Rentiers 75013 Paris, which, if appropriate, will propose, within the municipal services of the City of Paris, additional training adapted to your needs for a preparation of a diploma.

For the CAPA landscaping preparations and CAP Petite-Enfance, a guide will be available for you during the first course to help you in your search for further training from the City of Paris.

What is a certificate of skills?

For some courses, evaluation tests are organized at the end of the training. The certificate of skills validates a passing score of this test and is required to enroll in the next level. It is issued to you by the BCMA at a later date. All the same, the distinction "acquired skills" stamped on your enrollee card validates the success of this test and is required to gain entry into a higher level.

What is a certificate of attendance?

A certificate of attendance validates course attendance. It is issued to an enrollee who attended 75% of the hourly volume of the course. The enrollee commits him/herself to taking part in the courses with regularity. An attendance register is maintained by each trainer. Only regular attendance entitles the right to receive an attestation of attendance. Any absences must be justified to the trainer. After three consecutive absences without just cause, the Office of the Municipal Courses for Adults may remove the enrollee from the register. Moreover, after 3 consecutive absences, for reasons of pedagogical progression, the trainer can exclude the enrollee from the course for any reason, without the possibility of being refunded.

Can the marks obtained on the certificate of skills be disclosed?

Any request should be addressed to the trainer who will contact the Office of the Municipal Courses for Adults.

Can one be excused from taking certain tests in the diploma courses?

Yes, people who prepare for a diploma below the level they possess may be excused from taking general tests.

What can be done in the case of failing an evaluation test?

You can register for the same training in the following school year. Warning: You can repeat a course only once.

How Many enrollees are registered per course?

Courses usually enroll 20 to 25 people. Computer courses include 15 enrollees, 1 per computer workstation. In technical training courses, the number of enrollees depends on the number of workstations.

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What happens if a course is fully booked?

In the event of full enrollment in a course, you may be redirected, depending on the available places, to the same course but it may be on different days and different places.

For what reasons could an enrollee be removed from a course?

For reasons of pedagogical progression, beyond three consecutive absences, whatever the reason, the enrollee can be removed from the course, without the possibility of reimbursement.

On the other hand, any person who would compromise by his/her conduct the proper functioning of the course will be excluded.

See the school rules on paris.fr/cma- règlement intérieur.

Does registration for a course allow one to obtain a residence card?

There is no cause-and-effect relationship between attending training courses provided by the City of Paris Municipal Courses for Adults and obtaining a residence card issued by the prefectural services (Paris Police Prefecture, prefectures or sub-prefectures in other departments), which have sole jurisdiction in this field.

How can I change personal information (address, telephone)?

To modify your registration data, log on to <https://atlas.paris.fr> with your login (minimum 24 hours after the creation of your account).

Then click on "My folder" to modify your information.

How can I change a login and a contact email address?

Sign in with your "my account" ID at <https://moncompte.paris.fr>

Go to "my profile".

Click on "change my login address"

Once the modification is registered, it is necessary to connect at least once to the site <https://cma.paris.fr> for the modification to be taken into account on your CMA account.