Quick Guide to Continuing Professional Development

CPD requirement

All members of the Institute are required to complete at least 120 hours of relevant professional development activities in each rolling three-year period, of which 60 hours should be verifiable. A minimum of 20 hours (either verifiable or non-verifiable) should be completed each year. Except for holders of the Institute's Practising Certificate, members of eight institutes of the Global Accounting Alliance (GAA) may choose to comply with the CPD requirements of a GAA institute of which they are a member. Such compliance is recognized by the Institute as meeting the Institute's own CPD requirements. Exemptions granted by the GAA Institutes are not recognized by the Institute.

Relevant CPD activities

It is the responsibility of members to exercise their professional judgement in deciding the type of CPD activities they undertake according to their individual needs. Such learning activities should develop their professional knowledge, professional skills and professional values, and should be relevant to the individual member's current and future work, professional responsibilities, helping them to enhance their understanding of the trends and environment in which they are working as a CPA. Learning activities to improve business skills, such as leadership, negotiation, management and presentation skills can also be recognized relevant CPD activities.

Verifiable CPD Hours

What comprises verifiable CPD hours? Meeting verifiable CPD requirements is much easier than many members may think. Learning activities will be counted as verifiable CPD hours so long as they can be *objectively verified by a competent source*. Such sources include attendance records, examination result slips, confirmation of registration for HKICPA e-Learning courses etc. Evidence may also include independent assessment that a learning activity has occurred e.g. certificates of achievement; confirmation by an instructor, mentor or tutor of participation; or confirmation by an employer of participation in an in-house programme.

Training provided by service providers other than HKICPA can also be counted for CPD hours

The Institute provides a wide range of learning activities to promote lifelong learning and facilitate members' commitment to CPD. However, to meet Statement 1.500 requirements, training organized by other providers may be counted as well. It is up to members to decide what learning activities are relevant and appropriate to their work and professional responsibilities. Members are therefore free to choose relevant training programmes provided by other course providers or professional bodies as they see fit.

No territorial boundary for meeting CPD requirements

Members outside Hong Kong may meet the Institute's CPD requirements by attending training courses or conferences outside Hong Kong. e-Learning is another excellent way of earning verifiable CPD hours because members can earn their CPD hours at any time and anywhere. Apart from the e-seminars and e-manager courses offered by the Institute, other relevant on-line training courses also count, some of them are free of charge.

Declarations of compliance

Members are required to submit annual declarations of CPD compliance to the Institute. Member practices or organisations which keep training records which demonstrate the compliance of their staff with the Institute's CPD requirements may, provided certain criteria are met, make a block declaration to the Institute of that CPD compliance. Member practices or organisations interested in making block declarations are requested to contact the Professional Development Department on 2287-7098 or 2287-7054 for more information.

Examples of verifiable CPD activities

- Attending in-house training provided by the employers
- Attending e-Learning programmes
- Participating seminars, luncheon talks, workshops, etc
- Studying for an MBA or other post-qualification programmes offered by local or overseas universities and organizations
- Preparing for and sitting professional examinations
- Preparing for and speaking at seminars (repeated ones will not be counted)
- Writing technical articles, papers and books
- And more… If a competent source/course provider can verify your attendance/engagement of those CPD learning activities you attend

Visit the Institute's CPD Learning Centre for information about CPD events and e-learning opportunities:
http://www.hkicpa.org.hk/membership/cpd/activities/activities.php. November 2008