

Continuing Professional Development (CPD)

The ICPA requires all members to be committed to maintaining the highest professional and technical standards by undertaking appropriate Continuing Professional Development (CPD) relevant to their role and career.

What is CPD?

In order to meet the ICPA's CPD requirements, members should ensure that they remain competent by undertaking the necessary CPD each year.

CPD is learning and development that develops and maintains professional competence to enable professional accountants to continue to perform their roles competently. It is essentially the learning and development that you will do throughout your ICPA membership to ensure you maintain and develop relevant knowledge and skills for your role and progress your career.

CPD includes education, practical experience and training to develop professional knowledge, professional skills, professional values, ethics and attitudes. In addition, CPD also includes learning and development activities such as coaching and mentoring, networking, observation, feedback and reflection.

For example in the first year a fellow member may opt modular learning, hence he will be doing CPA Certification in modular way to fulfil his CPD requirements.

CPD/CPE Training & Resources

The ICPA provides you with an exciting, varied and competitive range of events and resources to help you meet your CPD/CPE needs.

This includes:

- Conferences-Seminars
- Local Branch meetings
- Online CPD courses
- Webinars
- CPA Journal - the official monthly magazine of the ICPA
- Top-up degrees/ Post Qualifications options

CPD Requirements

As part of the ICPA's continuing theme of raising standards and to meet IFAC obligations, submission of an annual CPD declaration and CPD record keeping now extends to all ICPA members, whether you are working in business or practice.

The new approach came into operation for CPD undertaken from 1 January 2016, to affect submission of CPD Annual Declarations for 31 December 2016 onwards. The key changes are as follows:

- All members who are required to comply with the ICPA's CPD requirements need to submit an annual CPD declaration to the ICPA as part of the annual renewal subscription process. The annual declaration will have to be completed and returned to the ICPA by 31 December each year. Failure to make this declaration may result in disciplinary action.
- The annual number of hours are no longer prescribed. The important thing is that CPD undertaken should be relevant to your role and career. You will need to consider your responsibilities, what knowledge and skills are required for your role and expectations placed upon you in order to identify your learning and professional development needs relevant to your role and career development. Once learning and development needs have been identified, you will have to take action and assess the impact of your CPD activities towards ensuring that you're learning and development objectives have been met and that you remain competent.
- As a guide, the ICPA strongly recommends that members should aim for approximately 40 hours CPD as a minimum, to include 20 hours of structured CPD a year. While there is some debate about what constitutes structured and unstructured CPD, the ICPA's view is that structured CPD aims to achieve a specific learning outcome and is capable of being independently verified. Examples of structured CPD activities includes participating in courses, seminars, lectures, conferences, workshops, web-based seminars or e-learning which require a contribution of thirty minutes or more. Structured CPD does not have to include an examination or test. The most common examples of unstructured CPD include reading, researching, watching videos, discussion with colleagues regarding areas relevant to your role.

To help you plan your CPD, we have developed some FAQs to address possible queries.

CPD Requirements FAQ's

1. Do the ICPA's CPD requirements apply to me?

The ICPA requires each member to be committed to maintaining the highest professional and technical standards, and to keep their professional knowledge and skills up to date through appropriate CPD. Members of the ICPA are designated ACPA (Associate Member of the Institute of Certified Public Accountants) or CPA (Member of the Institute of Certified Public Accountants) FCPA (Fellow Member of the Institute of Certified Public Accountants). Affiliates and students of the ICPA.

2. What counts as CPD?

CPD is any relevant learning activity that improves your ability and competency to undertake your role and/or a learning activity which enhances your career.

3. Can I decide what CPD to do?

Yes, you can decide what CPD to do.

4. How do I decide what CPD to do?

In order to plan your CPD, you should take into account your personal, professional and business needs, any knowledge gaps or skill shortages and long-term career aspirations. While there are no longer prescribed number of hours for CPD by the ICPA, the ICPA strongly recommends that members should aim for approximately 40 hours CPD as a minimum, to include at least 30 hours of structured CPD a year.

CPD may include technical knowledge, IT skills or softer skills, such as leadership, team and communication skills. Once learning and development needs have been identified, you will have to take action and assess the impact of your CPD activities towards ensuring that you're learning and development objectives have been met and that you remain competent.

5. Are there a prescribed number of hours for CPD?

From 1 January 2016, the ICPA is adopting a more flexible approach. The annual number of hours will no longer be prescribed by the ICPA. The important thing is that CPD undertaken should be relevant to your role and career. As a guide, the ICPA strongly recommends that members should aim for approximately 40 hours CPD as a minimum, to include at least 30 hours of structured CPD a year.

6. What is structured CPD?

While there is some debate about what constitutes structured and unstructured CPD, the ICPA's view is that structured CPD aims to achieve a specific learning outcome and is capable of being independently verified. Examples of structured CPD activities includes participating in courses, seminars, lectures, conferences, workshops, web-based seminars or e-learning which require a contribution of thirty minutes or more. Structured CPD does not have to include an examination or test. The most common examples of unstructured CPD include reading, researching, watching videos, discussion with colleagues regarding areas relevant to your role.

7. What is unstructured CPD?

The most common examples of unstructured CPD include reading, researching, watching videos, discussion with colleagues regarding areas relevant to your role.

8. Do I have to get my CPD from the ICPA?

No, you can choose where you get your CPD.

9. Does CPD have to be approved by the ICPA to be valid?

No, any relevant learning activity which contributes towards your skills, knowledge and development counts as CPD.

10. Do I need attendance or CPD certificates?

No, but you may want to keep evidence that you have undertaken a course or attended an event e.g. keep event booking confirmations.

Please ensure for ICPA local branch meetings, you sign in on the attendance lists for each meeting you attend.

11. What if I work part-time?

The same obligation to maintain competence applies to part-time and full-time ICPA members. However, the ICPA guideline is that a member should aim for approximately 40 hours CPD as a minimum, to include at least 30 hours of structured CPD a year and can be pro-rata for part time members based on hours worked.

12. What if I am on a career-break?

ICPA members on a career break, such as maternity leave, still need to maintain CPD compliance. However, the level of CPD expected of these members will be less than if you were at work. The ICPA would expect you to be aware of key changes in the accounting profession or the organisation that you work.

13. Are there any CPD exemptions?

There are some exemptions for CPD compliance for fully retired members. A fully retired ICPA member may be exempt from CPD requirements if they do not:

- provide any accountancy service (with or without reward), Financial & Management Advisory, Tax Advisory
- provide any other service for reward
- act as trustee, director of body corporate or in any other capacity which carries with it an equivalent level of legal or financial responsibility
- have any intention of providing the above services in the future

14. How does the CPD year run?

The CPD year normally runs from the preceding 12 months prior to the annual declaration being submitted. The annual CPD declaration must be submitted by 31 January. Failure to submit the annual declaration form may lead to disciplinary action and/or delays in issuing a practising certificate.

15. How do I record my CPD?

The ICPA suggests that you plan and record your CPD online. In order to do this, you will need your ICPA membership number and password to log into the system. You can choose to log your CPD using alternative methods e.g. word document, spreadsheets etc. How you record your CPD is up to you but we recommend that you keep a learning and development plan and a portfolio of evidence, including date, title/reference and supporting documentation of the CPD you have undertaken.

16. Does the ICPA monitor CPD for firms or individual members?

The ICPA monitors CPD for all individual members (practice, business) not firms. There are some exemptions to CPD requirements e.g. fully retired members.

17. How does the ICPA monitor CPD?

Every year the ICPA chooses a random sample of 10% of members and asks to see their CPD records to ensure that you have complied with the ICPA's CPD requirements. If you are selected for CPD monitoring, the ICPA will write to you or email you.

18. Can I opt out or refuse to participate in CPD monitoring?

No. If you refuse to take part in CPD monitoring, this may lead to disciplinary action by the ICPA.

Guidelines

CPD is any relevant learning activity that improves your ability and competency to undertake your role and/or a learning activity which enhances your career. CPD can take many forms, including structured and unstructured.

While there is some debate about what constitutes structured and unstructured CPD, the ICPA's view is that structured CPD aims to achieve a specific learning outcome and is capable of being independently verified. Examples of structured CPD activities includes participating in courses, seminars, lectures, conferences, workshops, web-based seminars or e-learning which require a contribution of thirty minutes or more. Structured CPD does not have to include an examination or test. The most common examples of unstructured CPD include reading, researching, watching videos, discussion with colleagues regarding areas relevant to your role. CPD may include technical knowledge, IT skills or softer skills, such as leadership, team and communication skills.

In order to plan your CPD, you should take into account your personal, professional and business needs, any knowledge gaps or skill shortages and your long-term career aspirations. Once learning and development needs have been identified, you will have to take action and assess the impact of your CPD activities towards ensuring that you're learning and development objectives have been met and that you remain competent.

Monitoring & Enforcement

CPD monitoring and enforcement extends to all members, whether in practice or business, in India or internationally. The ICPA will choose a random sample of 10% of members and will ask to see their CPD records to ensure that you have complied with the ICPA's CPD requirements. If you are selected for CPD monitoring, the ICPA will write to you or email you. Further information on the changes is available under CPD requirements. Failure to co-operate or refuse to take part in CPD monitoring may lead to disciplinary action by the ICPA

Online CPD Learning

Affordable, practical learning

To support your efforts to continually develop as a rounded finance and business professional the ICPA has negotiated substantial member discounts on a wide range of online CPD courses with, ICA Edu Skills Pvt Ltd on <http://www.learnersmall.com/> a leading developer and publisher of online learning resources. Each course is the equivalent of specified hours of CPD. For Fellow members facility is being developed to complete CPA Certification & Training in modular way on this platform, hence for all those FCPA 1st yr. CPD requirement will be online learning from this platform. (Those who choose not to go for certification & examination)

The courses are practical and flexible, allowing you to learn at your own pace and giving you skills and knowledge that you can start to apply immediately in the workplace.

What's different about these courses?

Unlike other online offerings, ICA Edu Skills courses are designed to really make you think. The courses are genuinely interactive, they encourage you to apply and practice what you've learned and you can learn from your peers as well as from the experts, by sharing thoughts and ideas.

Many accountants have already benefited from these courses, with 98% of those saying that it met their CPD needs and 93% rating the course as good or very good.