

# CONTINUING PROFESSIONAL DEVELOPMENT TOP TIPS

Six key reminders to help you comply with ICAEW's CPD Regulations.



1

Assign yourself to a CPD category. Use our [CPD tool](#) to help you assess which category applies to you.

(Regulation 8a)

2

Remember to undertake at least one hour of verifiable ethics training during the CPD year. ICAEW [resources](#) are available to help you.

(Regulation 8c)

3

If you're not using ICAEW ethics training, ensure your chosen training's [learning objectives align with the ICAEW ethics module](#).

(Regulation 8c)

4

You need to ensure you have appropriate evidence to support your verifiable CPD. Check the [ICAEW website](#) for acceptable evidence types.

(Regulation 9)

5

Complete an annual reflection at the start of each CPD year.

(Regulation 8a)

6

Firms are responsible for ensuring relevant staff meet ICAEW's CPD Regulations and so they must put proportionate monitoring procedures in place.

(Regulation 18a)

## Need further help?

Visit [icaew.com/cpd](https://www.icaew.com/cpd) for the CPD tool, ethics training resources, and guidance on acceptable evidence for verifiable CPD activities.