



# Continuing Professional Development

## VERIFIABLE CPD

Under the revised CPD Regulations, effective from 1 November 2023, members and other individuals regulated by ICAEW have to undertake a prescribed minimum number of hours of continuing professional development (CPD). The minimum number of hours for each individual will depend upon which CPD category best fits your role. Each CPD category sets out the minimum number of hours, and the proportion of those hours that must be verifiable.

If individuals are required to complete CPD for another body, this can be the same activity as long as its relevant to their ICAEW role.

CPD category	Minimum number of hours	Minimum verifiable hours
Practice		
Category 1	40	30
Category 2	30	20
Category 3	20	10
Working outside practice		
Category 1	40	15
Category 2	30	10
Category 3	20	5
Executives / trustees of charities working pro bono	ICAEW's CPD video for charity trustees (coming November 2023) or training with similar learning outcomes.	

## Relevant CPD

The CPD that you do must be relevant to your role. This means that the CPD activity should meet a specific learning outcome that you have identified as necessary to remain up to date and competent in your professional role.

CPD is not restricted to activities focused on technical accounting or finance knowledge. Engaging in content that looks to the future of the profession, such as thought leadership, would be considered CPD, as would the development of soft skills, such as communication, leadership and change management.

## Potential CPD activities

CPD could take many forms, and the type of CPD you choose to do will be influenced by your development needs, and how you decide that those learning needs are best met. If you work in business, you may find that the way you undertake CPD is different to the way an individual working in practice may do CPD. The key is that the CPD must be relevant to your role and address any development needs that you identify.

## How to verify CPD activities

For a CPD activity to be verifiable there must be evidence of its completion that is:

- objective – fact based rather than based on personal perspectives;
- corroborated – can be confirmed to be accurate; and
- retained – documented and stored in an observable format.

## Examples of verifiable CPD

Verifiable CPD is not limited to structured courses. Independent evidence can be provided for a wide-range of actions from your day-to-day work, from attending peer discussion groups and consulting experts, to on-the-job research of technical areas and writing academic articles.

The list below provides example CPD activities and how they can be evidenced. Please note that only one form of evidence is required for each verifiable CPD activity in your record.

**This is not an exhaustive list.**

CPD activity	Verifiable?	Example evidence type (from an independent source)
Attendance on external courses.	Yes	<ul style="list-style-type: none"><li>• Certificate of attendance.</li><li>• Booking confirmation from course supplier.</li></ul>
Attendance on internal courses.	Yes – if your organisation provides evidence of your attendance.	<ul style="list-style-type: none"><li>• Attendance record.</li><li>• Certificate of attendance from internal system / training co-ordinator.</li></ul>
Formal study and/or passing exams leading to a designation, degree, certificate or diploma.	Yes	<ul style="list-style-type: none"><li>• Enrolment record.</li><li>• Attendance schedule.</li><li>• Certificate of completion.</li><li>• Exam certificate.</li></ul>
Attending or participating in: <ul style="list-style-type: none"><li>• Webinars</li><li>• Lectures</li><li>• Symposiums</li><li>• Conferences</li><li>• Seminars</li><li>• Workshops</li><li>• Presentations with defined learning outcomes</li></ul>	Yes	<ul style="list-style-type: none"><li>• Proof of participation or attendance (for example a registration email for a webinar or a certificate/email confirming completion).</li></ul>

<ul style="list-style-type: none"> <li>• Peer learning discussion groups</li> </ul>		
Preparing to lecture / teach new content.	Yes	<ul style="list-style-type: none"> <li>• Session materials.</li> <li>• Record of event.</li> </ul>
Carrying out technical research.	Yes, where the results of that research can be produced in presentations, reports, file notes or similar documents.	<ul style="list-style-type: none"> <li>• Presentation / report / file note.</li> <li>• Other document summarising the research.</li> <li>• List of source references used.</li> <li>• Certificate summarising time spent on research activity, signed by line manager.</li> <li>• ICAEW is developing a tool that will enable members to verify reading of articles and PDFs on icaew.com and log it in their online CPD record.</li> </ul>
Technical reading.	Only verifiable if the reading can be evidenced. Otherwise, would count as non-verifiable CPD if it is relevant to the learning needs of your role.	ICAEW is developing a tool that will enable members to verify reading of articles and PDFs on icaew.com and log it in their online CPD record.
Listening to podcasts.	Only verifiable if listening of the podcast can be evidenced. Otherwise, would count as non-verifiable CPD if it is relevant to the learning needs of your role.	ICAEW is developing a tool that will enable members to verify listening of podcasts on icaew.com and log it in their online CPD record.
Writing technical or academic articles, papers or books.	Yes, where it is published.	<ul style="list-style-type: none"> <li>• Copy of article.</li> <li>• Source references</li> <li>• Publication dates.</li> <li>• Details of time spent in preparation.</li> </ul>
On the job training that helped develop or maintain professional competence.	Yes, if records provided by another person, for example employer, performance manager, mentor or tutor.	<ul style="list-style-type: none"> <li>• Certificate or other documented records, confirmed by an employer, performance manager, mentor or tutor, for time spent.</li> </ul> <p>ICAEW has created a downloadable form to record on-the-job learning</p>

		and enable verification by senior colleague. <b>Find out more.</b>
Participation in meetings / discussion groups on technical topics e.g. ICAEW District Society meetings.	Yes	<ul style="list-style-type: none"> <li>Evidence of meeting e.g. minutes, diary dates, attendee list from original meeting organiser.</li> </ul>
Consulting experts to resolve technical or ethical issues.	Yes, if consultation is evidenced.	<ul style="list-style-type: none"> <li>Record of expert(s) consulted.</li> <li>List of resources accessed.</li> <li>Copies of correspondence with expert.</li> </ul>
Participation in professional board that developed and maintained competence.	Yes	<ul style="list-style-type: none"> <li>Records confirmed by the professional board for time spent participating.</li> </ul>

## Recording CPD

So that you can demonstrate the CPD you have undertaken, you should keep a record of your CPD activity, along with the supporting evidence for the verifiable CPD.

ICAEW has created a **digital CPD record** for all ICAEW members that you can choose to use to record your CPD if you would like to do so.