

CISI CPD Scheme: Terms & Conditions

1. The Chartered Institute for Securities & Investment (CISI) is the UK's leading professional membership organisation and examining body for securities & investment practitioners.
2. The CISI CPD Scheme (the Scheme) is a formal Continuing Professional Development scheme for CISI members to monitor and record learning activities undertaken on an annual basis.
3. The CISI CPD Log (the Log) is the software created by CISI to allow members to record activities undertaken.
4. A 'Superuser' is a designated individual at a firm, nominated by that firm to view and monitor the CPD records of its registered staff.
5. Usage of the Scheme is voluntary (excluding individually Chartered members who must successfully complete the CPD Scheme each year to maintain their Chartered status), and free to CISI members. The Scheme is open to all grades of membership except Student members.
6. A minimum of 35 hours of logged CPD (of which at least 1 must be recorded against each of the 4 learning elements) is required to successfully complete the Log annually.
7. Members are responsible for ensuring their CPD logs are completed before the CPD log closes. Each year members have 365 day period in which to do their CPD and an additional 28 days to add any missing entries after which the log closes for review, auditing and results processing.
8. CISI reserves the right to refuse logged CPD entries not deemed relevant to the Scheme.
9. The CISI is not responsible for the content of any manually-logged entries created by members.
10. The CISI reserves the right to remove without notice any entries deemed by CISI unlawful, offensive or likely to cause annoyance.
11. Members entering such information may have their usage of the Scheme revoked, and may face action by the CISI Disciplinary Panel.
12. All information entered on the Log will be kept strictly private and confidential and will not be released to any third-party, except where a firm has purchased a 'Superuser' license for that purpose.
13. Members have the right to prohibit 'Superusers' from viewing their own logs.
14. Information stored in the Log is being held for the exclusive purpose of monitoring the continuing professional development of CISI members.
15. CISI reserves the right to perform audits of all CPD logs.
16. Members selected for auditing will be given four weeks in which to submit their supporting documentation for all non-CISI CPD activity which has been logged for the specified period.

17. Members accept that in conducting audits, the CISI may contact the member's employer or fellow colleagues for the purpose of verifying logged entries.

18. Members will be informed of the outcome of the audit within three months of submitting their evidence.

19. Members who fail an audit will be written to and informed of the Membership Committee's decision and their reasons. Their CPD logs will be amended to show the outcome of the audit.

20. Members selected for auditing who choose not to participate will automatically be deemed to have failed to meet the CISI's target for that year.

21. Members are eligible to appeal against the outcome of the audit. Reasons for the appeal and any additional supporting documentation must be provided to CISI in writing, no later than two weeks after their audit result has been released.

22. Appeals will be considered by the Chair of the Membership Committee and two other nominated Committee members.

In registering onto the Scheme, members agree to jointly and severally indemnify, defend, and hold harmless CISI and any subsidiary companies (the "Group"), the Group's employees, representatives and agents, from and against any claims, actions, demands or other proceedings brought by a third party arising in connection with:

- (i) their use of the scheme;
- (ii) any breach by them of the Terms & Conditions;
- (iii) a claim that any use of the Scheme by them infringes any intellectual property rights of any third party, or any right of personality or publicity or is libelous or defamatory, or otherwise results in injury or damage to any third party, or
- (iv) any misrepresentation or breach of representation or warranty made by them contained herein.
- (v) Members will indemnify the Group jointly and severally from and against any costs, liabilities, damages and expenses incurred in connection with their use of the Scheme.