

Mandatory CPD FAQ

Why is CPD mandatory?

This is an opportunity for our members to demonstrate not only to themselves but to the wider audience their commitment to upholding the highest professional standards. Most CISI members already carry out CPD activities as a requirement of their membership. By making CPD mandatory for all levels of membership (except Students), members will be able to progress and develop their careers and receive a certificate to prove their hard work.

What is Continuing Professional Development (CPD)?

CPD is the ongoing maintenance of professional competence. It has been identified as a key component in raising standards of professionalism for the financial services sector.

Is CPD a requirement of membership for all members?

Yes, all members (except Students) are required to carry out the required amount of CPD. Please see Appendix A overleaf for the specific number of hours based on membership.

How many hours of CPD am I required to do?

Depending on your level of membership you will be required to undertake a specific number of CPD hours. These will include a minimum number of Structured CPD hours and a requirement that 10% of your CPD hours are undertaken in Regulation, Risk and Integrity & Ethics.

Do you offer a CPD log?

Yes, all members will have access to their own personalised CISI CPD log as part of their membership. This can be accessed via MyCISI.

Am I able to undertake CPD that is not a CISI activity or CISI accredited CPD activity?

Yes, you can undertake CPD with other providers as long as the CPD is relevant to your role.

Do I have to use the CISI CPD log to record my CPD?

If you hold a CoP, CFP™, SPS or Chartered status, you will need to log your CPD on the CISI scheme.

Can I back date my CPD year?

Yes, you can back date your CPD year by up to 11 months.

Appendix A: Members' CPD Requirements

	Required Hours	Minimum Structured	Regulation, Risk and Integrity & Ethics
Chartered Members (or members looking to become Individually Chartered), CFP™ professionals and SPS holders	35	21	3.5 structured or unstructured)
All other members	10	6	1 (structured or unstructured)

Appendix B: Structured and unstructured CPD

Structured

I have attended a:

- Company briefing/update/ team meeting with an explicit briefing remit
- Exam training course
- CPD event
- Seminar
- Workshop
- Conference
- Lecture
- Training course
- Professional forum

I have developed others by:

- Chairing or presenting at an industry-relevant event
- Member of industry-related board, panel or committee
- Developing and assessing exam questions
- Syllabus exam panel
- Training or briefing staff and colleagues on industry relevant topics
- Writing industry articles, workbooks and journals
- Contributing towards learning materials

I have watched or listened to:

- Verifiable webcast

I have undertaken:

- Exams
- Verifiable eLearning
- Exam revision

I have read

- Quality educational material with specific learning outcome

Unstructured

This element includes unplanned activities, where there is no pre-determined learning objective and outcome. This also includes unaccompanied learning activities.

I have attended an:

- Informal meeting with no predetermined learning purpose

I have developed others by:

- Informal coaching and mentoring staff on industry relevant topics

I have watched or listened to:

- Television programmes on relevant topics
- Unverifiable podcasts
- Unverifiable webcasts
- Unverifiable live webstreams

I have undertaken

- Research

I have read

- Financial Times*
- CISI's *The Review*
- Trade magazines
- Online news services
- Industry journals
- CISI's *Investment Management Review*

What does the CISI CPD Scheme cost?

The CISI CPD Scheme is free, as the cost is included in your membership.

What CPD opportunities does the CISI offer to assist me in meeting my CPD requirements?

We offer a range of complimentary products and services that can assist our members such as:

- Over 500 global Networking & CPD events
- 9 Professional Forums – Bond, Compliance, Corporate Finance, European Regulation, Financial Planning, Financial Technology, Operations, Risk, Wealth Management
- CISI TV – selection of past events and live webcasts
- Online training through Professional Refresher modules and IntegrityMatters
- CISI publications – *The Review* and *Investment Management Review*

Any CPD undertaken with the CISI is automatically recorded within member's CISI CPD records.

I can't attend events. What other CPD activities do you offer that are structured?

If you are unable to attend our events, you can watch some of our most popular CPD events via CISI TV. Members also have access to training resources such as Professional Refresher modules and IntegrityMatters. These are all available online via MyCISI and will automatically be added to your CISI CPD log.

What can be counted as structured & non-structured CPD?

Please see Appendix B on previous page.

What activities are not allowed to be recorded as CPD?

There are number of activities that cannot be recorded as CPD, which are listed below:

- Appraisals / one-to-ones / performance reviews
- Meetings where no measurable learning has taken place
- CPD undertaken that does not cover financial related subjects
- Activities that are part of the job role, rather than a learning activity
- Social events

RDR affected members must note that CPD covering mortgages is not acceptable RDR CPD and will need to be recorded in addition to the 35 hour RDR CPD requirement. This also affects members in the Isle of Man and Guernsey who hold an SPS. If undertaking this CPD activity, members will be required to ensure this is completed in addition to their 35 hour minimum CPD requirement.

Can my firm insist that I do more than the minimum set of CISI CPD requirements?

Yes, some firms have a very explicit CPD scheme which goes further than the CISI CPD minimum requirements. We would recommend you check your firm's requirements when undertaking your CPD. Your firm's requirements, if higher, will supersede the CISI CPD requirements.

I am an international member, not based in the UK, do I still have to meet the CPD requirements?

Yes, CPD is mandatory for all CISI members (except students)

Are there any concessions in place for retired members that are not Chartered?

No, Chartered retired members are required to meet their CPD requirements. However, they can meet their CPD requirements by undertaking their CPD in reading. Retired Chartered members will also have the option to self-declare they have completed the 35-hour requirement at the end of their CPD year. Please contact customersupport@cisi.org for more information or call **+44 20 7645 0777**

Are there any concessions in place for retired Chartered members?

No, Chartered retired members are required to meet the CPD requirements but are able to meet their CPD requirements by undertaking their CPD in reading. Please contact customersupport@cisi.org for more information or call **+44 20 7645 0600**

Are there any concessions for members on statutory leave?

Yes, members can apply for a concession to the CPD requirement if they have been on statutory leave for three months or more. This is based on a reduced CPD target related to the number of months the member is of work. Members are required to email cpdscheme@cisi.org to make a request for this concession.

Are there any concessions for part-time workers or unemployed members?

No, all members are required to obtain the same amount of CPD regardless of the number of hours they work.

What will happen if I do not complete CPD?

New members who join on or after April 1 2017 are required to carry out mandatory CPD in the first year of membership. Existing members who joined before this date will need to have completed one year's CPD by 31 March 2019 in order to meet the requirements. All members who have failed to meet the CPD requirements will have their membership suspended. Suspended members will remain suspended until they meet the CPD requirements.

Consequences of not meeting the CPD requirements are:

- Loss of Chartered Status
- Loss of Chartered Wealth Manager title
- Loss of CFP™ certification status
- Inability to upgrade membership
- Inability to maintain or renew an SPS
- Cancellation of Certificate of Professionalism
- Loss of membership benefits

If I have had my membership suspended and or cancelled because of not completing the required CPD, how do I regain my membership?

If your membership was suspended due to failure to complete CPD, you will only be able to reinstate your membership once you have met the CPD requirement. You will need to complete the membership reinstatement form to reinstate your membership.

If you are looking to reinstate your membership after three years, you will be required to re-apply for membership and meet the requirements of CISI membership at the time of your application.

Can I upgrade my membership to Chartered status by completing 10 hours of CPD over a number of years?

No, you will need to have completed a minimum of 35 hours' CPD and meet our other criteria for upgrading to Chartered membership. To find out more please visit cisi.org/charteredmembership

Will my CPD record be audited

10% of members are selected at random for audit.

What is classed as acceptable evidence?

Please visit cisi.org/cpdevidence for a list of acceptable evidence.

How do I advise the CISI that I have met my 10 hours CPD requirement?

Successful completion of the CISI CPD requirements must be 'self-declared' on an annual basis via the CISI CPD Scheme which can be accessed via your membership portal, MyCISI.