

# Kenya Mandatory CPD FAQ

Why is CPD mandatory?

This is an opportunity for you to demonstrate not only to yourselves but to the wider audience their commitment to upholding the highest professional standards. CISI members already carry out CPD activities as a requirement of their membership. By the Capital Market Authority (CMA) making CPD, you 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 the standards of professionalism for the financial services sector.

Is CPD a requirement for all practitioners working for a firm licenced by the Capital Markets Authority?

Yes, all practitioners are required to carry out the required 35 hours of CPD.

Is CISI accredited by the Capital Markets Authority as a CPD Service Provider?

Yes, CISI is fully accredited by the CMA.

When do I need to meet the new CPD requirements?

If you joined the CISI before 1st January 2020 you will need to have met the new minimum CPD requirements by 31st December 2020.

From 1st January 2020 all new members will be required to meet the new minimum CPD requirements within their first year.

How many hours of CPD am I required to do?

You will be required to undertake 35 hours of CPD. These will include a minimum number of 24 Structured CPD hours and a maximum of 11 Unstructured CPD hours.

What is MyCISI?

MyCISI is your personal portal where you can access our elearning tool Professional Refresher, the membership magazine The Review and our more.

Do you offer a CPD log?

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

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

CISI has been approved by the CMA as a CPD service provider. You must ensure that your CPD is recorded with an approved service provider.

How do I log my CPD?

Any CPD completed within MyCISI, the CISI members portal, will be automatically recorded to your CPD log. A guide on how to log any non-CISI CPD can be found [here](#).

Can I back date my CPD year?

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

What does the CISI CPD Scheme cost?

The CISI CPD scheme is included in your membership. Details on membership fees can be found on the CISI website. To support CMA with the roll out of CPD the Kenya market can benefit from a 50% discount on global fees.

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. This includes CPD from other professional bodies, training companies and your employer.

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

### Structured

**I have attended a:**

Company briefing/update/ team meeting with an explicit briefing remit

Exam training course	Conference
CPD event	Lecture
Seminar	Training course
Workshop	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 activities are not allowed to be recorded as CPD?

There are a 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

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:

- 9 Professional Forums – Bond, Compliance, Corporate Finance, European Regulation, Financial Planning, Financial Technology, Operations, Risk, Wealth Management
- CISI TV – selection of around 500 videos of some of our most popular past events and webcasts
- Online training through Professional Refresher modules and IntegrityMatters
- CISI publications – The Review and Investment Management Review

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

What is the maximum numbers of hours CPD that I can record in one day?

The CISI will accept no more than eight hours CPD for a full day course and four hours for a half day course. Breaks and lunches should not be included within the CPD hours claimed which will be required to be evidenced.

What is classed as acceptable evidence?

please link the website [cisi.org/cpdevidence](https://www.cisi.org/cpdevidence)

Can I carry over excess CPD completed in any year?

No, it is not be possible to carry over time spent in CPD from one CPD year to the next. CPD represents continuous learning to ensure that your knowledge is relevant and up to date.

Are there any concessions for part-time workers?

No, all individuals licensed by the CMA are required to obtain the same amount of CPD regardless of the number of hours they work.

Are there any concessions for members over retirement age?

No, all individuals licensed by the CMA are required to obtain the same amount of CPD regardless of age.

What will happen when I meet my CPD requirement?

On successful completion of the annual CPD requirement you will receive an online certificate. Your firm will require this certificate for licencing compliance purposes.

The CMA will also require this certificate for licensing. The CISI will provide the CMA with details of individuals and the firm they represent, who have passed and failed their CPD requirements. Data will be shared in line with Global Data Protection Regulation.

Can I start a new CPD year once I have met the full CPD requirement?

The CISI CPD system will automatically create a new CPD year once your CPD year ends. If you have met the CPD requirement for one particular year you will not be required to complete further CPD, however, if you do the activity must still be logged for the date it was undertaken.

What will happen if I do not complete CPD?

New members who join on or after 1st January 2020 are required to carry out mandatory CPD in their first year of membership. Existing members who joined before this date will need to complete one year's CPD by 1st January 2021 in order to meet the requirements.

Members will have a grace period of 28 days after the end of the CPD year to log any outstanding CPD. Following this, all members who have failed to meet the CPD requirements as set by the CMA will have their licence cancelled.

All members that have recorded less than 10 hours of CPD on the CISI platform 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
- Inability to upgrade membership
- Inability to maintain or renew CMA licence
- 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.

Will my CPD record be audited by the CISI?

20% of members are selected at random for audit.

How do I know if I have been selected for audit by the CISI?

Members' CPD logs can be selected for audit after the CPD log has closed, normally within three to four months after the CPD year-end date. You will be contacted by the CISI.

I have some additional questions about CPD, who can I contact?

Please direct any questions to the CISI CPD team  
[CPDscheme@cisi.org](mailto:CPDscheme@cisi.org)