

## ANNEX 2

### Continuing Professional Development

In these Regulations “Continuing Professional Development” or CPD relates to the CISI CPD hours set for members, recorded and certified in conformity with:

- (a) the Institute’s CISI CPD scheme, the details and requirements of which are published on the Institute’s website and which may be varied from time to time; or
- (b) a CISI accredited CPD scheme in a firm which is a corporate supporter of the CISI; or
- (c) any CISI endorsed CPD scheme such as in international jurisdictions or through partnerships with other professional or accredited bodies, as determined by the CISI.

#### CISI CPD requirements

As of the 1 April 2018 it is a mandatory requirement for all members (Excluding students) to undertake a set number of CPD hours on an annual basis to maintain their CPD requirements which must include 10% coverage in Ethics.

There are two set categories of CPD requirements which can be found below:

1. Individually Chartered members, members working towards Chartered Status, SPS holders and CFP<sup>TM</sup> professionals are required to undertake 35 hours CPD annually, with 21 hours being structured. 10% of this CPD is required to be in Ethics.
2. All other members are required to undertake 10 hours CPD annually, with six hours being structured. 10% of this CPD is required to be in Ethics.

Examples of activities which may meet the requirements of the Institute’s CPD include, but are not limited to the following activities relevant to the securities, investment and financial planning sector:

- (a) studying for and taking of examinations (excluding benchmark qualifications) within the Institute’s study and examination programme and the study or examination programme (excluding benchmark qualifications) of other bodies;
- (b) attendance at lectures, conferences, workshops, seminars, training courses and events;
- (c) the taking of short courses or eLearning;
- (d) the listening or watching of podcasts or webcasts;
- (e) the imparting of knowledge in relation to the financial services profession by training or mentoring;

- (f) preparation of papers for conferences and seminars;
- (g) writing of articles and reviews accepted for publication in relation to the financial services sector;
- (h) undertaking of committee work with relevant trade associations for the financial services sector or committees of financial services organisations;
- (i) such other learning, training or other professional development as the Board of Directors from time to time designates as or treats as Continuing Professional Development.

It is the responsibility of each member to ensure that the hours and type of CPD activity recorded are appropriate to the class of membership and membership designation used by the member and that they also meet any regulatory requirements from their regulator.

It is the responsibility of each Member to ensure that they maintain an appropriate record of their CPD activities and such record complies with the requirements of the Institute's scheme and with the requirements of their regulator.

It is the responsibility of each Member to ensure that they comply with the CISI audit requirements if selected for audit.

## **Exemptions**

Retired members and members over the age of 70 are exempt from meeting the CISI CPD requirements. This exemption is not applicable to members who hold Chartered Status, CFP<sup>TM</sup> professionals or SPS holders.