

CISI Acceptable Evidence Requirements

Acceptable evidence is required for all CPD activities recorded as Structured CPD. No evidence is required for CPD activities recorded as unstructured. Please note all CPD activities undertaken with the CISI are auto logged to the CISI CPD Scheme and will not require evidence.

For evidence to meet the CISI requirements, evidence does need to include the following:

- Full Name and Surname of person undertaking the CPD activity (Initials are not acceptable)
- Title of CPD Activity
- Date of activity (including the year)
- Duration of activity (in hours)
- Confirmation of attendance / participation/ completion of CPD activity (after the activity has occurred)
- Details of individual confirming activity (full name/job title)

Examples of Accepted Evidence Documentation:

| Type of Document | Required Information on document |
|------------------------|---|
| Certificate | Name of attendee Date of activity (including year) Duration in hours Name and signature of provider |
| Letter of confirmation | Name of attendee Date of activity (including year) Duration in hours Confirmation of attendance Job title, name and signature of provider |
| Email Confirmation | Name of attendee Date of activity (including year) Duration in hours Confirmation of attendance (after the activity has taken place) Job title and name of provider |
| Attendance Sheet | Name of attendee on list Date of activity (including year) Duration in hours Title of Activity Job title and name and signature of provider |

Not Acceptable types of Evidence:

Please find below a list of Evidence we will not accept and reasons why:

| Type of Document | Reasons |
|---|---|
| Invitation/confirmation of intention to attend | Does not confirm attendance |
| Invoice | Does not confirm attendance |
| Images and photos such as, Screengrabs or Selfies | Does not confirm attendance |
| Agenda | Does not confirm attendance |
| Minutes | Acceptable only, if includes full name of attendees, date, duration of meeting and is on company headed paper |
| Notes/Documents from attended event or meeting | Does not confirm attendance |
| *Brochures | Does not confirm attendance |

*The CISI will accept Brochures as acceptable evidence for members who are presenting or speaking at an event, if the brochure confirms this. The Brochure will need to include the name of the member, the date of event and the duration of hours.

Guidance on Recorded hours

Attendance at events

The CISI will accept up to seven hours CPD for a full day course and three and half hours for a half day course as breaks and lunches should not be included within the CPD hours claimed. The maximum hours recordable for a day within the CPD Scheme is eight hours.

Presenter/Speaker

Presenters and Speakers at events can claim up to three times the hours of the event when recording it, this is to cover the research and time taken to put together the presentation.

Please note a presentation of similar content can only be claimable three times within one CPD year even if undertaken on different times of the year.

Chairing a Meeting

Members chairing a meeting can claim up to twice the number of hours of the meeting to cover the time taken to prepare for the meeting.