

## 1. What is the criteria for Individual Charter?

The criteria is as follows:

Qualification	IntegrityMatters	+ CPD Years at Member Level	Eligible for Chartered Membership	+ CPD Years	Eligible for Chartered Fellowship
Level 3 (CISI and non-CISI)	✓	5 as an Associate	✓		
Level 4/5 CISI	✓	4 as an Associate	✓		
Level 4/5 (non CISI)	✓	5 as an Associate	✓		
Level 6/7 CISI	✓	1 as an Associate	✓		
Level 6/7 CISI (non-CISI)	✓	1 as a Member	✓		
Level 6/7 CISI	✓	1 as a Member	✓	+ 2 as a CISI Member or Chartered Member	✓
Level 6/7 CISI	✓	1 as a Member	✓	+3 as a Chartered Member of a relevant Body*	✓
Level 6/7 CISI	✓	1 as a Member	✓	+1 as a CISI Member or Chartered Member +2 as Chartered Member of a relevant Body*	✓

*\*This must have been logged in the consecutive years immediately preceding your CISI membership. You will need to provide written confirmation of your relevant membership history with the relevant Chartered Body, this should be included with your application.*

## 2. Who are the accepted relevant Chartered Bodies I can bring my CPD years from?

There are three bodies we would accept CPD years from:

1. Chartered Insurance Institute (CII);
2. The London Institute of Banking & Finance (LIBF);
3. Chartered Banker Institute (CBI).

## 3. When do the new CPD changes come into effect for members applying for Chartered Fellowship with CPD completed with a relevant Chartered Body?

The new CPD changes came into effect from **25 April 2022**.

## 4. If I am a Chartered Member of a relevant body, how do I submit my CPD records to the CISI?

You will need to provide written confirmation of your relevant membership history with the relevant Chartered Body. Please note we will not require evidence to be submitted with written confirmation but we reserve the right to audit this in future and you may be required to submit your CPD log if that is the case.

## 5. Do I have to hold a degree to become an Individually Chartered member?

No, this is not one of the requirements.

6. Does the logged CPD mentioned in the criteria have to be on the CISI CPD scheme or can it be with my firm or another Professional Body?

As set out under the requirements, the CISI will accept CPD completed on the CISI 35-hour CPD Scheme or CISI Accredited Firm Scheme for Chartered Members.

If applying for Chartered Fellow with a CISI Level 6/7 qualification, a combination of CPD can be submitted which could include, CPD completed on the CISI CPD Scheme, CISI Firm Accredited Scheme and CPD completed as a Chartered Member of a relevant Body. We ask that you refer to the eligibility criteria table set out in Question 1 to see where this is applicable.

7. Can the one year's logged CPD with the CISI mentioned in the criteria cover any 12 months, regardless if it is across two CPD logged years?

No, you must have successfully passed one full year's CPD and have received an official certificate. The one year can not be across two CPD years and the CPD completed does need to be 35 hours as set out under the CISI CPD requirements to apply for Individual Charter.

8. How much CPD do I need to complete under the CISI CPD scheme?

You need to complete 35 hours of CPD with 21 hours being structured and 14 hours being structured or unstructured. 3.5 hours of this CPD must be in Ethics. For further guidance, information can be found on the CISI website at [cisi.org/cpd](https://www.cisi.org/cpd).

9. What if I haven't completed 35 hours CPD?

To meet the CPD requirements you will need to complete 35 hours CPD. If it is your first-year recording CPD, you are able to back date your CPD registration by 11 months. To find out more email [cpdscheme@cisi.org](mailto:cpdscheme@cisi.org).

Please note, the membership requirements still need to be met and this cannot be backdated. CPD years submitted to meet the Individual Charter requirements must be completed consecutively.

10. Is CPD compulsory for Individually Chartered members?

Yes, CPD is mandatory for all members. Individually Chartered members are required to complete 35 hours.

11. When can I apply for Individual Charter?

You can apply for Individual Charter as soon as you meet the requirements. Please note you will need to ensure that the CPD you submit is consecutive and the CPD years are closed, with a verified CPD pass result.

12. I am a member overseas, can I apply to become Individually Chartered?

Yes, the requirements are the same for all members regardless of whether they are based in the UK or overseas.

13. Is there a fee to apply for Individual Charter?

Yes, fees can be found on the CISI website at [cisi.org/individualcharter](https://www.cisi.org/individualcharter).

14. I have previously successfully completed a CISI CPD year but not in the last 13 months. Is this ok?

No, CPD does need to be completed consecutively, so your CPD should not have any gaps within it.

15. What happens to my membership if I am an Individually Chartered member but do not complete the necessary CPD?

CPD is mandatory, so if members in a Chartered category do not complete the necessary CPD requirements, they may have their Individual Charter status or membership suspended.

16. Will my CPD be audited?

All members could be randomly selected for audit. The CISI annually audits 10% of its members.

17. I am a retired member, will I be able to apply for Individual Charter?

Yes, but only if you meet the criteria and continue to complete 35 hours CPD following the CPD requirements set for Chartered Members.

18. You refer to Level 5 exams for certain upgrades to Individual Charter. Which CISI examinations are Level 5?

Current Level 5 CISI qualifications are:

- Advanced Global Securities Operations

Our legacy qualifications are:

- Advanced Investment Schemes Administration
- Advanced Operational Risk

19. You refer to Level 6/7 exams for certain upgrades to Individual Charter. Which CISI exams are Level 6/7?

For the full list of Level 6 and Level 7 qualifications please see our [website](#)

20. I hold Level 6/7 qualifications through another professional body, will they count towards becoming Individually Chartered?

The Level 6/7 qualifications must be gained through the CISI to apply for Chartered Fellowship, however, individuals may be eligible to apply for Chartered Membership with an external Level 6/7 qualification if they also meet the other criteria.

21. Are there CPD concessions available for Chartered members that are on statutory leave, i.e. such as maternity leave or long term sickness.

Yes, there are concessions offered to members on statutory leave. Further information can be found in the CISI CPD Policy. For **SPS holders** affected, please visit our website for further guidance.

22. Under Chartered status can I reinstate at the same membership grade that I left?

You will be able to reinstate your membership at the same membership grade you left at, if you reinstate within your subscription year. If you reinstate outside of the subscription year, you will be able to reinstate at membership grade, but will be required to reapply for Individual Chartered status. Members who hold Fellow status, will only be able to reinstate at membership grade outside the subscription year.

23. If I wish to reinstate my membership, do I have to wait any length of time before applying for Individual Charter?

Yes, you will have to meet the criteria set out for new members at the time of joining.

**24. Can I backdate the registration date on my CPD log?**

If you hold Student membership or above, you can start logging your CPD now. Within your first year of logging CPD, you can back date your CPD registration by 11 months. Those members already logging CPD for this year can count this as well. To find out more email [cpdscheme@cisi.org](mailto:cpdscheme@cisi.org). Please note, the membership requirements still need to be met and this cannot be backdated.

**25. Do I have to pass the online IntegrityMatters to become Individually Chartered and how much does it cost?**

Yes, you will need to gain a pass in IntegrityMatters to be eligible to apply. IntegrityMatters is free for CISI members at Affiliate status and above.

**26. As a Chartered Member who upgraded in the window of opportunity offered in 2010 can I upgrade to Chartered Fellow?**

Yes, there are two routes to upgrade, they are as follows:

- Must have passed a SII/CISI Level 6/7 qualification and have three years logged CPD as a Chartered Member
- Must have been a Chartered Member before 2 November 2010 with 10 years' experience as a Member of the Securities Institute, Member or Chartered Member of the CISI and successfully logged and certified three years CPD under the CISI CPD Scheme or CISI Firm accredited scheme as a Chartered Member and passed Integrity Matters.

**27. As a new member, once I become a Chartered Member can I upgrade to Chartered Fellow?**

If you hold a CISI Level 6/7 qualification and have met the relevant CPD requirements you will be able to upgrade to Chartered Fellowship as per the table above.

**28. How will Chartered status affect Institute members?**

By belonging to a Chartered professional body, members will benefit from enhanced status in the industry and wider society. Members will be part of an organisation, which holds the respect of a global community, and can demonstrate their commitment to high standards of professionalism. There will be little doubt in consumers' minds that Chartered members of the CISI are highly regarded and qualified professionals and, as a consequence, will be required to act as such.