



Top of your game

The CISI's guide to your continuing professional development (CPD) scheme

New Mandatory CPD for all Members

What does it mean for me?

From the 1 April 2017, we will be implementing mandatory CPD for all members excluding Student members. Members who join the CISI before or on the 31 March 2017, will need to ensure they meet the new mandatory CPD requirements by successfully completing one year of CPD by the 31 March 2019 and continuing to do so on an annual basis to maintain their CISI membership. Members who join from April 2017 will need to meet the CPD requirements within their first year.

What are my CPD requirements?

	Required Hours	Minimum Structured (see page 5)	Regulation, Risk and Integrity & Ethics
Chartered Members (or members looking to become Individually Chartered), CERTIFIED FINANCIAL PLANNER™ professionals, SPS holders	35	21	3.5 (structured or unstructured)
All other members	10	6	1 (structured or unstructured)

Why is CPD mandatory for all members?

This is an opportunity for our members to demonstrate, not only to themselves but to others, their commitment to upholding the highest professional standards. Many of our members already undertake CPD activities as a requirement of their membership or by their firm. 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 dedication to the industry.

What is CPD?

CPD stands for Continuing Professional Development. It is the process of learning and developing your knowledge and skills whilst you work. CPD shows colleagues, clients and the regulator that you are committed to the highest standards of professionalism and integrity. At the CISI we offer you a wealth of opportunities to develop your expertise through online resources, events and publications.

The CISI CPD Scheme

The CISI CPD Scheme is an online platform that enables you to log your CPD. To use the platform, you need to log in to MyCISI and select your CPD start date. Any CISI CPD you carry out will be automatically added to your CPD scheme. You can log all other CPD activities undertaken manually to give you a full record of your annual CPD.

New 'self-declare' scheme

This is a new CPD scheme for all members who are required to complete 10 hours annual CPD. Through MyCISI you are required to declare you have met your CPD requirements by ticking the 'self-declare' box. If you wish to become a Chartered member, you will be required to meet the full 35 hours CPD requirement.

What CPD does the CISI offer?

- Watch CISI TV anytime, anywhere to catch up with events, industry news and industry specialist insights from around the world
- Online training resources such as Professional Refresher modules and our IntegrityMatters test
- Access to over 450 global CISI events
- Read CISI publications, *The Review* and *Investment Management Review*, to stay up to date with key industry news
- Attend any of one our nine Professional Forums

Any CISI CPD will automatically be added to your CPD record. Visit MyCISI for further information on all these benefits.

Your membership benefits

Log in to MyCISI now to access all of this...



What is structured and 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 material
Studying material

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

Inadmissible CPD

- Appraisals / one-to-one meetings / performance reviews
- Activities where no learning outcomes can be identified or recorded
- Activities that are not relevant to your current or evolving job role
- Subjects not related to the financial services sector
- Activities that are part of the normal day-to-day job role, rather than specific learning activities
- Social/networking events
- Members affected by the Retail Distribution review - CPD on mortgages

Guidance on supporting CPD Evidence

All CPD logged within the CPD Scheme must include verifiable evidence unless the CPD activity is unstructured, such as reading or unverifiable webcasts. All CPD evidence should include the following:

- Title of activity.
- Name and surname of the member.
- The date the activity was undertaken (day, month and year), if more than one day, a date range needs to be included. The CISI accepts 7 hours for a full day CPD activity and 3.5 hours for half day activity.
- The duration of the activity. Please note lunch/tea breaks should not be included in CPD hours.
- Score or grade if applicable (if exam or elearning test).
- Specific confirmation of your attendance/ participation after the activity has taken place.
- The full name, signature and job title of the verifier / CPD Provider.

You can find guidance on acceptable evidence on the CISI website at [cisi.org/cpdevidence](https://www.cisi.org/cpdevidence)

Non Acceptable Evidence

CPD evidence the CISI will **not** accept to support your CPD activity includes:

- Invitation or confirmation of booking
- Invoice or confirmation of payment
- Calendar or diary entry
- Screen shot of internal or external CPD system
- Members response sent confirming intention to attend
- Copy of event programme
- Slides and notes
- Blank certificate

On review of CPD Audits the CISI has seen a common theme in errors made with evidence and have listed a few below for your reference:

- Certificates without the name of the member
- Certificates and confirmation letters/emails without the full date including the year
- Emails and confirmation letters without the job title of the verifier
- Certificates and confirmation letters/emails without duration
- Bulk confirmation of CPD entries that do not confirm duration for each CPD activity
- Invitations, as these do not confirm attendance
- Attendance sign-in sheet that does not have the member's name or signature on it

Need help with evidence?

If you are unable to obtain a certificate of attendance from the CPD provider, the CISI have produced a template that you can use to take to your CPD activity. Should you need a copy, this can be found within your CISI CPD record.



CERTIFICATE OF ATTENDANCE

FOR A CPD ACTIVITY DELIVERED THROUGH A NON CISI CPD PROVIDER

This is to certify that

has attended

on

DD _____ MM _____ YY _____

over a period of _____ hours

Score or grade if relevant: _____

Signed by Member: _____

CPD provider company details: _____

Name and job title of CPD provider: _____

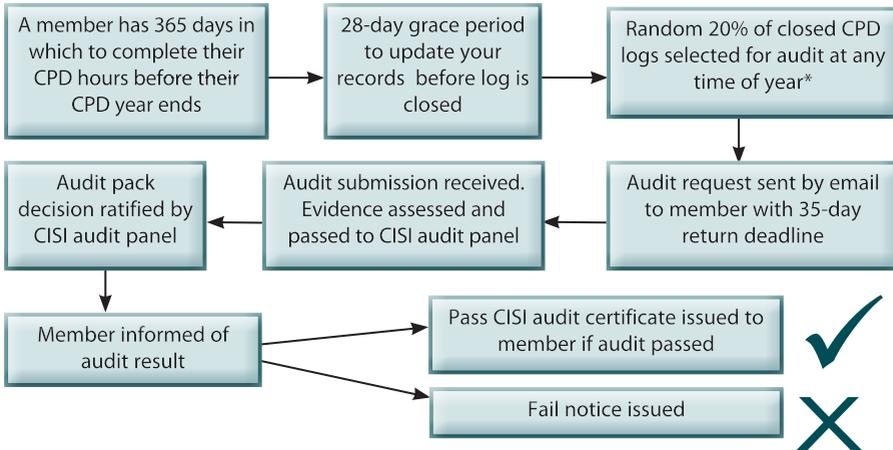
CPD provider signature: _____

Date: _____

What is the CPD audit process?

The CISI randomly selects 20% of its members to be audited annually.

The Audit



*Auditing occurs regularly throughout the year. Every user of the CISI CPD scheme can expect to be audited a minimum of once every five years.

What happens if I do not meet the new CPD requirements?

From the 1 April 2019, all existing members who have not met the CPD requirements will have their membership suspended.

Consequences of not meeting the CPD Requirements are:

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

How do I reinstate my membership once I have been suspended?

If your membership has been suspended due to failure to complete CPD, you will only be able to reinstate your membership on meeting your CPD requirements. You will be required to provide your CPD records including evidence to support the CPD completed.

How can I meet my CPD requirement for Ethics and Integrity?



Integrity Matters Test

2 hrs on passing test Structured ONLINE CPD



Grey Matters dilemmas

Auto recorded online Unstructured READING



Integrity & Ethics videos

30 mins Structured (after quiz) ONLINE CPD



Integrity at Work books

Every 2 years Unstructured READING



Speak Up workshop

60-90 mins Structured EVENT



Integrity at Work workshop

60-90 mins Structured EVENT



Annual Integrity Debate

1 hr 30 min Structured EVENT/WEBINAR



Integrity and Ethics professional refresher

75 mins on passing test Structured ONLINE CPD



Speak Up professional refresher

45 mins on passing test Structured ONLINE CPD



Regulation and Ethics professional refresher

75 mins on passing test Structured ONLINE CPD



Financial Planning Annual Conference

2 hrs Structured EVENT

