# Quick Guide to Continuing Professional Development (CPD)

## What is CPD?

CPD is intended to develop and maintain members' professional competence necessary to perform their roles as Certified Public Accountants throughout their career and thereby to strengthen public confidence and trust in the profession.

CPD includes learning and development activities that are relevant to the roles of members, such as; (a) education, (b) training, (c) practical experience, (d) mentoring and coaching, (e) networking, (f) observation, feedback, and reflective activities, and (g) self-development activities.

## CPD requirements

- Complete at least 120 hours of relevant professional development activity in each rolling three-year period*, of which 60 hours shall be verifiable#;
- Complete at least 20 hours of relevant professional development activity in each year; and
- Measure learning activities to meet the above requirements.

\* CPD reporting cycle commences on 1 December each year.

\# Additional CPD requirements for specific roles:

| Role | Additional CPD requirements |
|---|---|
| Specialist Designation holders | At least 5 verifiable hours per year in the subject of the Specialist Designation |
| Responsible Person of registered Public Interest Entity ("PIE") auditors | At least 5 verifiable hours per year of CPD activities related to PIE engagements |

## CPD requirements for new joiners

Where a member joins the Institute in the middle of a year, the CPD requirements apply to him/her on a pro-rata basis to 30 November of that year (i.e. 20 minimum CPD hours on pro-rata basis). The rolling cycle starts on the subsequent 1 December.

| Join date | Jan - Mar | Apr - Jun | Jul -Sep | Oct - Nov |
|---|---|---|---|---|
| CPD hrs | 15 - 18 | 10 - 13 | 5 - 8 | 2 - 3 |

For example, if a member joined the Institute in July 2024, at least 5 CPD hours (verifiable or non-verifiable) is required for 2025 membership renewal.

## Relevancy

CPD is relevant where it is closely aligned with the responsibilities of a member's role as a professional accountant and helps to develop and maintain the professional competence necessary to perform that role.

It is up to members to decide what learning activities align with their work and professional responsibilities.

## Verifiable vs. non-verifiable CPD activities

Verifiable CPD activities can be objectively verified by a competent source, which can demonstrate that the specified number of hours of learning and development activity has been undertaken.

Non-verifiable CPD activities do not require evidence to substantiate the CPD hours claimed.

## Examples of Verifiable evidences

- (a) Course outlines, teaching materials, storyboards;
- (b) Confirmation that a learning and development activity has been completed by a provider, instructor, employer, mentor, or tutor;
- (c) Transcript, examination result slips;
- (d) Independent assessments that a learning activity has occurred;
- (e) Confirmation by organizers of participation in activities where learning outcomes have been achieved;
- (f) Confirmation by organizers of seminar/talks in which one was engaged as a speaker;
- (g) Meeting agenda objectives and meeting minutes that verify the relevance of the content; and
- (h) Publication of a professional article or of the results of a research project.

## Recording your CPD

Members are required to maintain records and documentary evidence of their verifiable CPD hours for a minimum of five years.

To assist members in maintaining appropriate records, the Institute provides a proforma CPD Record Form and an online record at MyCPA.

## Declarations of compliance

Members are required to submit annual declarations of CPD compliance to the Institute through the filing of the Annual Return for membership renewal.

## CPD Resources

At HKICPA CPD learning resource centre, you will find a wide range of courses that cater to diverse interests and professional development needs.

## Got a question?

Visit the HKICPA website for latest Statement 1.500 Continuing Professional Development and FAQ.

Contact us via email at: cpdcompliance@hkicpa.org.hk