

ICAZ CPD REQUIREMENTS

The ICAZ CPD Committee continues to reiterate that members should continue to comply and report their CPD hours on time in order for the Institute to remain a member in good standing of the International Federation of Accountants (IFAC). This also enables ICAZ to maintain the same standards with other regional and international accounting bodies where we have mutual recognition agreements.

Non-resident members are expected to comply with CPD requirements of the Institute in territories where they reside/work or where they are members of. The non-resident members are then expected to only complete a declaration form with ICAZ.

The Institute's CPD minimum requirements are as follows:

- Complete a minimum of 20 Verifiable hours per annum
- 120 hours over three years of which 60 hours should be Verifiable

Verifiable CPD

Verifiable CPD means that the learning can be objectively verified by a competent source, and examples are as follows:

- Participation in seminars, workshops, courses, and conferences;
- Participation and work on technical meetings;
- Organized employer-based in-house training sessions;
- Developing new systems or processes;
- Participating as a speaker in conferences, briefing sessions or discussion groups;
- On-the-job training;
- Writing technical articles, business papers or books;
- Mentoring or being mentored;
- Industry published articles;
- Committee work including preparation of board meetings, audit committees or other financial services or trade organizations;
- In-house presentations on products, preparing papers and contributing to technical meetings;
- Further qualifications, e.g. MBA, CFA, web-based learning/training;
- Research or student projects in areas that expand professional knowledge and the results in presentations, reports or similar documentation;

Non-Verifiable

Non verifiable CPD means independent and informal learning activities, and these may include

- Reading business sections of newspapers, professional journals and newsletters;
- Watching technical DVDs alone, and
- Self-study that does not lead to any formal assessment or research paper

Members who do not comply with the minimum CPD requirements, even after receiving reminders from the Institute, will be considered as members “not in good standing” and risk being subjected to disciplinary action and/or deregistration.