ICAZ Continued Professional Development

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

**Non-Compliance**

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.

**New Member or Retired??**

New members are only required to start complying with the CPD requirements a year after they have been admitted into the Institute. While retired members need not comply.