

# Ways to record CPD as an ACCA member

CPD知多少

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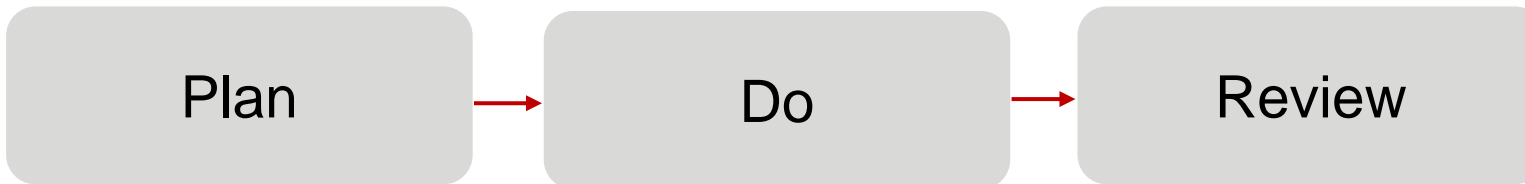
# Requirements of CPD



# Requirements of CPD

## Continuous Professional Development

- Total Units 40
- Verifiable Units 21





# Verifiable CPD v.s. Non-verifiable CPD

## Verifiable CPD

This can be achieved in many ways including:

- Structured courses
- Online learning
- Project work
- Work-based learning
- Discussion groups
- Coaching and mentoring
- Research
- Seminars and conferences
- Studying for an additional qualification etc.

## Non-verifiable CPD

Generally technical reading, but can also include:

- Looking up websites
- Watching television programmes

They can provide background information relevant to your role.



# Ways to record CPD

# Activities counted as CPD

Provided that what you learn is relevant to your job or future career aspirations, then lots of different activities can count as CPD, including:

- Webinars
- Online courses
- Podcasts
- Online articles
- Learning at work
- Face-to-face resources
- Committees/panels/discussion groups
- Undertaking research
- Additional qualifications
- Coaching and mentoring
- Networking
- Publications and technical articles



# Find CPD resources

You can access a wide range of CPD events and online CPD resources by filtering:

## Select a subject area

For example:

- Digital and technology
- Corporate reporting
- Audit and assurance

## Select a CPD type

For example:

- AB article
- Audio learning
- Professional insight report
- Further qualification

## Select a business sector

For example:

- Corporate
- Financial services
- Health sector
- Oil and gas
- Charity

## Select a location/region

For example:

- China
- Singapore
- India
- Canada
- New Zealand



A background image showing two business professionals in an office setting. On the left, a man in a dark suit and light blue shirt is writing on a document with a pen. On the right, a woman in a dark suit and white shirt is also writing on a document. They are both focused on their work. The image is slightly blurred, emphasizing the text overlay.

# Annual CPD declaration and review

# Annual CPD declaration

**Step 1:**  
Keep CPD evidence

**Step 2:**  
Sign in to MyACCA

**Step 3:**  
Click on Submit Now

**Step 4:**  
Select the year you  
need to declare CPD

CPD Evidence

CPD YEAR 2020

CPD Requirements 2020	Total Units 40	Verifiable Units 21
<b>Current Status 2020</b>		
Units recorded to date	Total Units 0	Verifiable Units 0
Units still to complete:	Total Units 40	Verifiable Units 21

**Evidence Summary**

Activity	Dates		Units	
	From	To	Total	Verifiable
<div>units brought forward   add new record   print   back</div>				

By clicking the complete button you are confirming that you've completed your CPD for the year and ACCA can view your record

[complete](#)

Sign in to MyACCA

Insert your username and password below to access your secure personal MyACCA account.

Username

Password

[Sign in to MyACCA](#)

Good afternoon

Here are 2 items for your attention:

**Your annual CPD declaration is due**

Please submit by 1 January 2020.

[Submit now](#)

Cancel X

**Your 2020 Annual Declaration**

This will only take a moment to complete.  
Unable to meet your CPD requirements?  
You may be eligible for a CPD waiver

[Let's get started](#)



# Annual CPD declaration

**Step 5:**  
Confirm CPD requirements

**Step 6:**  
Select CPD route

**Step 7:**  
Confirm your responsibility

**Step 8:**  
I confirm...

Did you meet the CPD requirements for 2020?

☐ Yes

☐ No

Which CPD route did you follow in 2020?

Our CPD policy is flexible and we have a choice of CPD routes for you to follow, depending on your circumstances.

☐ Unit route

If you have completed 40 units of CPD, including 21 verifiable units. Please select this route, even if you were granted a full/partial CPD waiver.

☐ Unit route - part-time or semi-retired

If you were active in the workplace for 770 hours or less during the CPD year. Please check the guidelines to ensure that you are eligible to select this route. You need to ensure you have completed an appropriate level of CPD for your role.

Are you an Engagement Partner responsible for audits of financial statements?

As defined by IFAC IES 8 (Revised).

☐ Yes

☐ No

**Finally, please confirm the following is accurate:**

You must confirm all details below to complete your annual declaration. If you have any problems or questions, please [contact us](#).

- I have read and understand the [Instructions and Guidance](#).
- I have maintained and, where appropriate, developed my competence in relation to professional ethics.
- I have not engaged in public practice activities (as defined by The Chartered Certified Accountants' Global Practising Regulations 3 and 4), without holding an ACCA practising certificate or being placed on the register of ACCA practitioners or without having already notified ACCA's Authorisation, Assessment or Investigations Departments.
- I have not been subject to any disciplinary or other matters which may engage [byelaw 8](#) (liability to disciplinary action) that have not already been brought to the attention of ACCA's Assessment or Investigations Departments.
- I have not been subject to any criminal conviction and/or caution that has not already been brought to the attention of ACCA's Assessment or Investigations Departments.
- I have not engaged in public practice activities (as defined by The Chartered Certified Accountants' Global Practising Regulations 3 and 4), without holding an ACCA practising certificate or being placed on the register of ACCA practitioners or without having already notified ACCA's Authorisation, Assessment or Investigations Departments.
- I have not been subject to any disciplinary or other matters which may engage [byelaw 8](#) (liability to disciplinary action) that have not already been brought to the attention of ACCA's Assessment or Investigations Departments.
- I have not been subject to any criminal conviction and/or caution that has not already been brought to the attention of ACCA's Assessment or Investigations Departments.
- I understand that I am required to disclose any unspent convictions and/or cautions that are not 'protected' as defined by the [Rehabilitation of Offenders Act 1974](#) (Exceptions) Order 1975 (as amended in 2013).
- I understand that if I provide external accountancy services, as defined by guidance issued by the Consultative Committee of Accountancy Bodies, I must be registered for appropriate anti-money laundering supervision.

☐ I confirm the information given in this declaration is true and accurate to the best of my knowledge

# CPD Review

## Start time

When you receive an e-mail from ACCA that you've been selected for a CPD review.

## Preparation process

Choose the route you've followed to find out what you need to do:

- Waiver awarded
- Part-time/semi-retired
- Other IFAC bodies
- ACCA approved employers

## Response method

- Record in ACCA's online CPD evidence tool
- Send an email granting ACCA permission to view online evidence records and include 'CPD review' membership number in the subject line;
- Record in own/employer's format
- Email records to ACCA and include 'CPD review' and membership number in the subject line.





**Please study Unit 2 Personal  
Effectiveness for more details**