

The Commitment for Continuous Professional Development (CPD) is what enables the Chartered Accountants to continue to exceed the expectations from them be it by the employer or the society in general.

The Institute remains committed to support its members in their journey of CPD. As the 1st year of the three year Rolling Period 2018-2021 draws to a close on June 30th 2019, it is time for the CPD Annual Declaration form to be filled and in case of shortfall commit to make up the CPD shortfall within 180 days ending on December 31, 2019.

## What Do I need to Do / How to fill the CPD Declaration

Step  
01



Simply log on to your Members Account

Step  
02



Click the Banner - CPD Declaration and Commitment Form

Step  
03



Fill in the fields and submit

## FAQs

### Some Frequently Asked Questions

FAQs regarding the Annual CPD Declaration and Reporting

**FAQ1** I have uploaded all the activities and have excess hours, is it still mandatory to fill the Declaration Form?

**Ans:** Yes . The CPD declaration is to be filled irrespective of excess or shortfall CPD hours.

**FAQ2** I have a shortfall of XX hours how can I complete the hours in such a short time to fill the Declaration Form?

**Ans:** All you need to do is state the current numbers of the hours you have completed in the Declaration form and make a commitment that you will make up the shortfall by December 31 2019.

**FAQ3** Why are my excess hours not carried forward? It is not fair.

**Ans:** CPD philosophy is to pursue continuous professional development for excellence in the role and obligations expected from Chartered Accountants. As per international practice, a mechanism of three year rolling period has been adopted by the Institute whereby it is expected that a member should plan and reflect on his/her professional development relevant to maintain, progress and diversify his/her career. A minimum benchmark of 120 CPD hours is considered as reasonable for such purpose.

**FAQ4** I am a member of another international body and have been issued CPD compliant status, will that certificate apply to ICAP or I need to update my records?

**Ans:** You can fill in the Declaration Form declaring that you have fulfilled the mandatory CPD requirement and mark those hours in non-reported column and keep with you ready reference of the CPD activities you have undertaken that could be asked for.

**FAQ5** I have been getting a lot of trainings and participated from my organization, but I have never reported them. Do I have to report them individually?

**Ans:** You can fill in the Declaration Form saying you have fulfilled your CPD requirements and state those hours in non-reported column and then keep with you ready reference of the CPD activities you have undertaken that could be asked for.

**FAQ6** I reside overseas and have limited options of CPD in my country, how can I make up for 120 hours without taking on a big financial cost?

**Ans:** Contrary to the popular belief the CPD hours are not necessarily awarded by attending seminar or conferences or trainings. Rather these activities only form a small part of the activities that give CPD hours. CPD hours can be attained through – pursuing further professional education , certificate programs, on job learning, attending board meetings, writing books or articles, reading , watching videos of ICAP programs etc. In short the more diverse the avenues of CPD activities the better it is.

**FAQ7** I don't know how to access Annual Declaration and Commitment Form?

**Ans:** All you need to do is log on to your Members Account, click the banner of Annual Declaration Form and fill in the fields, in case of shortfall you will have to confirm to meet the shortfall in 180 days ending on December 31, 2019 click submit and you are done.

## WHO TO CONTACT

Have a query don't worry please feel free to reach out on following  
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