

VERIFIABLE AND UNVERIFIABLE LEARNING ACTIVITIES

Guidance for Members

Beginning in 2011, you will be able to report your CPD hours in only two categories (no sub-categories):
Verifiable CPD and Unverifiable CPD

VERIFIABLE CPD

Includes learning activities, relevant to your professional role, for which there is evidence from a competent source to objectively verify that the learning activity had been accomplished

1. Advanced Study

Programs that lead to a degree, certificate, or diploma offered by a recognized educational institution or association.

2. ICABC and CICA Programs

Seminars, courses, conferences and online training (see 7. E-Learning) offered by ICABC or CICA.

3. Other Courses and Presentations

Presentations and courses offered by:

- i. Firms or corporations
- ii. Other provincial, national and international accounting associations
- iii. Professional and business organizations, and
- iv. Recognized educational institutions

4. Conventions and Technical Conferences

Professional or industry conferences. Only the educational sessions that the member attends qualify for verifiable CPD.

5. Making Presentations and Teaching

Preparation and delivery time for courses or educational presentations that are related to the member's professional role(s), but only once per calendar year for the same or similar topic.

6. Authoring Publications

Research time that results in a professionally-related book or article, but only once per calendar year for the same or similar book or article.

7. E-Learning

Verifiable CPD credit is granted only if there is evidence of completion, such as a record of successfully completing a test or a certificate of completion from an objective and competent source.

The amount of credit to be allowed for on-line learning programs will be the suggested time recommended by the program sponsor.

8. Technical Discussion Groups

Attendance at formal study clubs or professional discussion forums.

9. Participation in the Work of Professional Bodies

Services as a member of a technical committee of a professional body where technical material is prepared or reviewed by the member.

Services to a professional accounting body where technical material is prepared, mentored or marked by the member. Credit is allowed only once per case study or exam question, regardless of the number of students mentored or papers marked.

UNVERIFIABLE CPD

Includes learning activities, relevant to your professional role, for which there is no evidence from a competent source to objectively verify that the learning activity had been accomplished

Private reading and study, technical research all related to practical work.

Employment activities such as training on the job related to major changes in job responsibilities, major involvement for the first time in special projects or a change in the type of employment.

Correspondence courses, audio or video presentations or computer-based training that does not include testing or some evidence of completion.