

Have you been selected for a CPD review?



Select the route you have followed to find out what you need to provide.

ACCA UNIT ROUTE

If you follow the ACCA unit route, you are required to achieve 40 units of CPD per year. At least 21 of these units must be verifiable, and 19 non-verifiable.

Verifiable CPD can be achieved in many ways including, but not limited to, 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 is generally technical reading, but can also include looking up websites, and watching television programmes, that provide background information relevant to your role.

You can use ACCA's Summary and Evidence forms to collate and present information on your CPD activities. These can be found at www.accaglobal.com/en/member/cpd/members-cpd/cpd-evidence/evidence-tools.html

Alternatively, you may wish to submit to ACCA copies of your CPD evidence in your own, or your employer's, format. Please do not send original documents, photocopies are acceptable.

If you have been recording your CPD using ACCA's online evidence recording tool, please provide your written consent (by letter or email to cpdsupport@accaglobal.com quoting 'CPD review' in the subject line) to ACCA accessing your records.

Please note that you must be able to demonstrate the relevance of the verifiable CPD you have undertaken to your work or to your career aspirations. If you do not provide this we will have to ask you for further information and this will delay the outcome of your review.

ACCA UNIT ROUTE – WAIVER AWARDED

If you received a full or partial waiver of the verifiable CPD requirement, please provide documentary evidence in support of your waiver award, for example, a letter from your employer or health professional. Photocopies are also acceptable.

You must also provide details of any verifiable CPD you achieved, demonstrating the relevance to your work or to your career aspirations, and details of your non-verifiable CPD.

ACCA UNIT ROUTE – PART-TIME/SEMI-RETIRED

If you meet ACCA's guidelines for part-time or semi-retired status, you can follow this route. You are required to undertake 19 units of non-verifiable CPD (normally general technical reading), but can set your own level of verifiable CPD, relevant to your role and responsibilities.

Please provide details of your 19 units of non-verifiable CPD, plus any verifiable CPD you have done (refer to the ACCA unit route section above). You also need to explain why you believe the verifiable CPD you achieved was sufficient for your needs. You may wish

to use ACCA's CPD evidence checklist to do this. The checklist, and information on eligibility to follow this route, can be found at www.accaglobal.com/en/member/cpd/members-cpd/cpd-routes/part-time.html

OTHER IFAC BODY ROUTE

If you met your CPD requirements through following the other IFAC body route, please provide evidence that you are a member of another IFAC body which is fully compliant with IFAC's International Education Standard (IES) 7. Acceptable evidence would include a letter from the other IFAC body confirming your membership or a copy of your membership certificate. ACCA reserves the right to confirm with your other IFAC body that you met their CPD requirement.

ACCA APPROVED EMPLOYER ROUTE

If you met your CPD requirements through following the ACCA Approved Employer route, please provide evidence that you were employed by an ACCA Approved Employer – professional development during the year(s) under review. Acceptable evidence would include a letter from your employer confirming your dates of employment or a payslip from the year(s) under review. Please quote your employer's ACCA Approved Employer reference number, found on their certificate, when replying to this request. However, please do not delay replying if you are unable to locate the reference number. ACCA reserves the right to confirm with your employer that you followed their learning and development programme.

HOW TO SEND YOUR CPD RECORDS TO ACCA

I have used ACCA's online CPD evidence recording tool	Please send an email granting permission to view your online evidence records to cpdsupport@accaglobal.com quoting 'CPD review' in the subject line. Please remember to quote your ACCA membership number.
I have all of my CPD records in electronic format	Please email your CPD records to cpdsupport@accaglobal.com quoting 'CPD review' in the subject line. Please remember to quote your ACCA membership number.
I have all of my CPD records in paper format	Please forward a copy, not originals, of your records to: Professional Development Delivery ACCA, 2 Central Quay, 89 Hydepark Street, Glasgow G3 8BW, United Kingdom Alternatively, please scan the documents and email these to cpdsupport@accaglobal.com quoting 'CPD review' in the subject line as instructed above.
I would like to fax my CPD records to ACCA	Please send your fax to +44 (0)141 534 4141. Please remember to quote your ACCA membership number.

If you need to contact ACCA for further information regarding your CPD review, please telephone ACCA Connect on +44 (0)141 582 2000 or email cpdsupport@accaglobal.com