

A quick guide to Continuing Professional Development (CPD) - what you need to know before 31st December 2019

Who submits a CPD return?

Every CFP licensee must submit an annual CPD return. You must still submit a return even if you have been granted a pro-rata adjustment.

How many CPD hours are required for my 2019 Annual Return?

Minimum CPD Requirement

■ Informal Hours ■ Formal Hours



- > A minimum of **5** FPSB Ireland formal hours
- > A minimum of **15** informal hours

What is the difference between FPSB formal hours and informal hours?

The 5 CPD hours required by CFP professionals to maintain their CFP certification annually must be related to the activity of financial planning and approved by FPSB Ireland as meeting the standards required. FPSB Ireland approved hours include seminars, events elearning and additional qualifications that have taken place over the course of 2019. In some cases there will be a crossover with the 15-hour requirement for your QFA return.

The 15 non-verifiable hours include general reading of relevant material or research, i.e. newspapers, publications and technical articles etc, podcasts, committees, discussions, panel group, coaching & mentoring, networking etc. This is general learning, not related to a specific outcome, which is difficult to provide evidence for. These hours are *not* directly accredited by FPSB Ireland.

I attended several events in 2019, how do I know if these are approved by FPSB for CPD hours?

All current CFP approved events can be on the FPSB website www.fpsb.ie under the *Resources* tab; this is updated regularly so any events (webinars / seminars / online etc) are added once approved.



FPSB have accredited 200+ CPD hours in 2019! If you have attended an event / seminar not listed that you think is eligible, please submit an accreditation request to cpd@fpsb.ie and we'll review this for you.

I completed the CFP exam in 2019 - does this count towards my CFP CPD return?

Successful completion of the CFP exam equates to 8 CPD hours.

I have been out of work on maternity leave / extended sick leave, how does this affect my CPD requirement?

If you have been out on sick leave, maternity leave, carer's leave or parental leave for an extended period, we can reduce your CPD hours accordingly. In this instance, we require a completed CPD pro-rata adjustment form, available to download from the Resources section of the website (www.fpsb.ie).

What steps do I take to make my CPD return?

An online Annual CPD submission form is available in the *Resources* tab of the website (www.fpsb.ie). Simply complete the required fields and click submit.

What is the deadline for submitting my CPD return?

Your CPD return must be completed by **31st January 2020**. If you do not submit a return, then your CFP license will be at risk.

I haven't met my 2019 CPD requirement - what should I do?

If you're having problems with your CPD, please let us know as soon as you can so we can assist. You must still make a CPD return to confirm that you have not met the CPD requirement for the year.

Who monitors my CPD return?

FPSB Ireland will monitor your CPD return. We do this through:

- > an annual review of CPD records, and
- > a more detailed audit of supporting evidence in the first quarter of each calendar year.

To be fully compliant for 2019, payment for your CFP licence will also need to be up to date. If your fee is outstanding, payment can be made online via the website (<https://www.fpsb.ie/product/annual-licence-renewal>)