

# MEMORANDUM

**To:** Fellows, Associates and Affiliates of the CIA  
**From:** Amy Pun, Chair, Professionalism and Credential Monitoring Board  
**Date:** July 7, 2021  
**Subject:** **Report on the 2018-2019 CIA Continuing Professionalism Development (CPD) Audit**  
*Document 221074*

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## Summary of Audit

In the fall of 2020, the Professionalism and Credential Monitoring Board (PCMB) conducted an audit of 131 members who filed a CPD compliance statement for the 2018-2019 reporting period. The goal of the audit is to serve as an educational tool for members and also to help improve the CIA's overall CPD program.

In accordance with the [Qualification Standard – Requirements for CPD \(QS\)](#), the PCMB opted to audit approximately 3% of the *RR – Reserved Role* and *NRR – Non-Reserved Role* filing categories, while also ensuring a proportional distribution among the various practice areas. Members who filed for an exemption from the CPD requirements for the 2018-2019 period were not audited in 2020 due to the fact that all applications for an exemption were new, under the QS which took effect in January 2020, and were therefore already fully reviewed as they were granted in 2020. Retirement exemptions are, however, permanent and a sampling of these will likely be included in future audits.

All but one member audited, provided the information requested and were acknowledged as having appropriately complied with the QS. The membership of the one member who did not respond to the repeated requests for additional information was suspended, in accordance with the QS and the [Policy on Administration of Member Rights and Privileges](#).

## Key Learnings

Over the course of the review of members' compliance activities, the PCMB identified several things that members could improve, with regard to their CPD records, as well as some areas within the CPD requirements that could be clarified. A list of these key learnings is provided below, for the reference of all members:

- Each CPD activity recorded should include a brief note on how the activity met the objectives of CPD, and how it was relevant to the member's work. A new field has been added to the CIA's CPD Activity Tracking Tool for this purpose. Examples of how to record the relevance of your activities has also been added to the [CPD Q&A](#) (Question #32).
- The name, topic and a brief description of content of articles read in the newspapers, actuarial magazines, newsletters, etc. should be recorded.

- The titles and a brief description of the topic/content of meeting sessions/webcasts/podcasts, as well as employer-sponsored or other training/events, should be recorded.
- Details regarding topics and content covered in monthly work meetings should be recorded, when used for CPD.
- Not all hours spent volunteering would necessarily be considered a CPD activity. Members should consider whether all of the hours spent on volunteer groups (e.g., committees) contribute to their CPD, when recording the amount of hours for the activities of the group.
- Members are encouraged to participate in more live sessions (including virtual sessions) to fulfill the requirement for guided hours where one can ask questions and participate in the discussions.
- Members are encouraged to ensure that they have some diversity in the types of CPD activities that they choose.
- Members are encouraged to review [Appendix A of the Qualification Standard](#) to better understand what is considered guided vs self-study CPD activities.
- **REMINDER:** All CPD must produce for the member, relevant new learning, a deeper understanding of a topic, or confirmation that the member's knowledge is current.
- **REMINDER:** Professionalism module hours do not count as part of the requirement for 80 hours of CPD activities.

To learn more about other aspects of the CPD requirements, read the [Q&A](#).

If you have any questions or require further information, please contact [Leona Campbell, Senior Coordinator, Professional Practice](#).

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