MEMORANDUM

To: Fellows, Associates, and Affiliates of the CIA

From: Amy Pun, Chair, Professionalism and Credential Monitoring Board

Date: February 7, 2022

Subject: **Report on the 2019–2020 CIA continuing professional development (CPD) audit**

Summary of audit

In the fall of 2021, the Professionalism and Credential Monitoring Board (PCMB) conducted an audit of 143 members who filed a CPD compliance statement for the 2019–2020 reporting period. The goal of the audit was 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, as well as all members who were reinstated in 2020, while also ensuring a proportional distribution among the various practice areas. Members who filed for an exemption from the CPD requirements for the 2019–2020 period were not audited in 2021 because all applications for an exemption were no older than 2020, 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 members audited provided the information requested and were acknowledged as having appropriately complied with the QS.

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 including some from the previous audit that are still relevant:

- Members need to review the information in the CPD tracking tool before submitting their compliance statement to ensure that the information is accurate and that there are no duplicate entries.

- Blocks of time should be avoided, other than for exam writing. Enough detail needs to be included to ensure that the reviewer can easily determine what the activities are and the relevance to the member.

- Though some work-related activities can be deemed CPD, the regular day to day work is typically not. It is important to consider whether the work being done contributes to professional development as outlined in the QS.

- 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. This information is very helpful to the reviewers conducting the audit. Examples of how to record the relevance of your activities can be found in the CPD Q&A (Question #32).

- 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 number of hours for the activities of the group.

- Members are encouraged to participate in more live sessions (including virtual sessions) where one can ask questions and participate in the discussions to fulfil the requirement for guided hours.

- 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 QS to better understand what is considered guided versus self-study CPD activities.

- **REMINDER:** All CPD activities must produce relevant new learning, a deeper understanding of a topic for the member, or a 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 and International Affairs.

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