CPD - All you need to know

Below are the following steps and all you need to know to meet your CPD requirement for the end of the year

Complete your hours

You need to ensure you have all your CPD hours completed by the end of each year. The CPD year runs from 1st January to 31st December each year.

To meet your annual CPD hours requirement you must also have completed at least one CPD hour in Ethics.

If you require further CPD hours for the year, please see our CPD on Demand courses, a series of short courses in topical areas of compliance. These short courses are developed for members to provide continuing professional development supporting the Compliance Institute and IOB designations.

CPD on Demand

Can you reduce your hours?

If you have been on sick leave for two or more months or if you have been on maternity leave, carers' leave or parental leave, you can apply for a reduction in your CPD hours requirement. Please complete the IOB CPD hours adjustment form which you can download here.
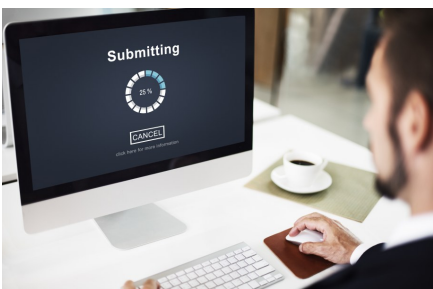
Have you paid your fees?

To be fully compliant you must have paid your Compliance Institute membership and designation fees. The membership year runs from 1st August to 31st July each year.

If your membership fee is outstanding, you can log onto the membership section of compliance.ie to pay them.

Renew my membership

Submit your annual return

Your CPD hours must be completed by 31st December each year, but you have until **31st January** in the following year to submit your Annual Return. An Annual Return is a final declaration of how many CPD hours you have completed in the year. Making an annual return is a requirement which must be completed each year.

If you hold more than one designation you will be required to make an annual return for **each designation separately**.

You should make an annual return even if you have been unable to meet your total CPD hours requirement.

If you have already made a return and then complete more CPD hours, you can submit a new return.

Log into your CPD dashboard here and click on your designation to complete your return.