

OUR TOP TEN CPD FAQs

1. Do I have to do CPD?

Yes - unless you are, or have been, exempted. Find out who is exempted [here](#).

2. How many points do I need?

100 points per calendar year (or 200 points of CPD in aggregate over the *prior* two years, provided at least 50 points are completed in each year, see [PS 1](#) Clause 4.3.1).

If you opt for the 200 points path, you must have accumulated all of your points by 31 December of the audit year and cannot count subsequently acquired CPD points.

3. Is there a cap on claiming certain activities?

No cap - but make sure you attain 5 CPD points of Professionalism Training per calendar year.

4. How is CPD relevant to my annual Institute membership?

To ensure high professional standards, and like most professions, we require our members, to declare in their annual membership renewal one of the following:

- a. confirm their compliance with CPD;
- b. or that they have been granted an exemption from CPD; or
- c. provide evidence enabling us to deem CPD compliance.

5. How do I satisfy my CPD requirements and what kind of activities can I claim?

It's not as hard as it might first seem and remember we're here to help. There are so many different activities you can do.

We suggest you adopt a 3-step approach:

- a. start with the basics by reviewing [Professional Standards 1](#); then
- b. read [this article](#) for practical ideas and guidance; and
- c. use our [Capability Assessment Tool](#) to self assess.

6. Does the Institute annually audit members?

Yes - we are obliged to do an [audit](#) of randomly selected Members every year. It is an important process that ensures the profession continues to enjoy the reputation from

which all Members benefit. By participating you're helping us help your profession, so thank you.

7. Do I need to attain CPD units if I am practising overseas?

Yes - depending upon where you are working and whether you are a member of more than one organisation your obligations are different. We have [detailed information here](#) but if you are still unsure please ask us for help

Some examples are:

- a. If you are a member of the Institute *and* the UK Institute and Faculty of Actuaries your obligations will depend upon where you are working;
- b. If you are based outside of the UK and Australia you need to tell us *and* your overseas association in advance which organisation's CPD you *intend* to comply with.
- c. If you are based in Ireland and or New Zealand, then you fall under a specific Mutual Recognition Arrangement that addresses CPD provided you are a member of the relevant other actuarial association specifically referred to in the relevant Mutual Recognition Agreement.

8. Do I need to keep a record of my CPD activities?

Yes - you can maintain your CPD records online through your personal [CPD Dashboard](#) but if you prefer you can keep your own records.

9. What if I've been partially exempted or start or finish working part-way through the CPD year?

No problem - we pro rata your compliance requirements.

10. What if I need an exemption?

Apply for one. Read [clause 4.9 of PS1](#)- but remember your application should be prospective unless there are extenuating circumstances. Let us know in advance if there is likely to be a problem and contact memberservices@actuaries.asn.au if you need help.

Remember we are here for you.

Please contact us at cpd@actuaries.asn.au if you have any CPD questions.