



# CPA BERMUDA CONTINUING PROFESSIONAL DEVELOPMENT POLICY & GUIDELINES

This policy should be read in conjunction with the CPA Bermuda Continuing Professional Development By-Laws.



## Continuing Professional Development:

Continuing Professional Development (CPD) activities are expected to help to develop and maintain the professional competence to enable you to continue to perform your professional role. Any learning and development that is relevant and appropriate to your work and professional responsibilities and growth as a professional accountant will qualify for CPD. For CPD reporting, members are to determine if they are required to meet full CPD requirements or if they are considered exempt from CPD requirements. If you are a member of more than one provincial or international CPA body, please contact the other bodies to ensure that you meet all CPD requirements. CPA Bermuda's CPD requirements are aligned with the nationally recommended requirements of CPA Canada and also meet the international education standards (IES 7 and IES 8) of the International Federation of Accountants (IFAC).

All members are required to adhere to the CPD Policy Rule 203: Professional Competence of the CPA Code of Conduct.

***A member shall sustain professional competence by keeping informed of, and complying with, developments in professional standards in all functions in which the member provides professional services or is relied upon because of the member's calling.***

## Full CPD Requirements:

All Members of the Chartered Professional Accountants of Bermuda (CPA Bermuda) are required to perform full CPD requirements unless they have been approved for an exemption by the CPA Bermuda CPD Committee. Full CPD requirements are:

- Minimum of 20 hours of **verifiable** CPD in a calendar year;
- 4 hours of **verifiable** learning in professional ethics over a 3-year cycle;
- Minimum of 20 hours of **non-verifiable** CPD in a calendar year.

The annual CPD reporting deadline for a calendar year is March 31<sup>st</sup> of the following year. Failure to report CPD or report a CPD Plan to remedy deficiencies by March 31<sup>st</sup>, will result in a fee.

For audit purposes, members are expected to retain, for a minimum of 5 years, documentation in support of verifiable CPD Activities reported. Documentation should:

- Describe the learning activity;
- Identify the provider of the activity, where applicable;
- Identify when the activity took place; and
- Provide a basis for concluding that the number of reported hours is reasonable.

## Exemptions from CPD:

A member may be exempt from meeting minimum CPD requirements where the member is no longer involved in activity (paid or unpaid) where it is reasonable to believe that the skills, knowledge, experience or competencies

gained through the member's professional training, education, development or experience are not significantly related to or relied upon in that member's circumstances.

## Special Circumstances:

Members who encounter special circumstances that severely limit their ability to meet the CPD requirement may apply for temporary CPD reporting relief. Parental and medical leave are two examples of situations where consideration may be given for temporarily exempting a member from meeting their CPD requirements. To apply for CPD reporting relief due to special circumstances, email your request and a description of your circumstances to [cpd@cpabermuda.bm](mailto:cpd@cpabermuda.bm).

## Members returning to Full CPD Status

Members who were exempt from full CPD requirements due to special circumstances for two or more years will be required to submit a CPD action plan to CPA Bermuda for approval by the CPD Committee. The CPD action plan should include the nature and number of CPD learning activities the member will complete to update their professional competencies and skills along with the anticipated completion date(s) to update their professional competencies.

## Reporting Requirements:

It is a member's responsibility to ensure that a CPD declaration is completed annually prior to the deadline. Members are expected to retain, for a minimum of five years, documentation in support of verifiable CPD activities claimed. Members may be selected for an annual CPD audit where evidence of verifiable CPD will need to be provided. This may include certificates of completion, evidence of attendance, published work, presentations or reports or other such documentation or evidence.

**Note:** If a member is deficient in CPD hours, the annual declaration **must** still be filed in order to remain in compliance with the CPD reporting requirements.

## New Members:

New members joining CPA Bermuda from another international accounting body or another provincial CPA body are required to complete the annual CPD requirements. Where a member is admitted to CPA Bermuda on or before June 30<sup>th</sup> in any year, such member's obligation to complete CPD shall be deemed to commence on January 1<sup>st</sup> of the same year, and where admitted thereafter the member's obligation to complete CPD shall be deemed to commence on January 1<sup>st</sup> of the next year.

## CPD Sources

CPD does not have to only be taken through CPA Bermuda. CPD may be completed through any learning institution, organization and/or an employer but must be able to be independently verified. CPD is not restricted to traditional accounting topics, we know that CPA Bermuda members are diverse not only in their interests, but also in their roles. What this means is members can meet CPD requirements by doing what makes the most sense personally and

professionally ensuring that your CPD activities are relevant to your particular employment or professional role, business situation, or career aspirations. If you are unsure, please contact [cpd@cpabermuda.bm](mailto:cpd@cpabermuda.bm).

## What are Verifiable Hours?

Verifiable CPD refers to learning activities that can be tangibly and objectively verified. Learning activities that result in evidence that it was undertaken are considered “verifiable”. The following table will help you in determining if your verifiable hours would count, and help you maintain the necessary documents to support your declaration in the event you are randomly selected for a CPD Audit by CPA Bermuda.

VERIFIABLE CPD ACTIVITY	QUALIFYING NUMBER OF HOURS	ACCEPTABLE DOCUMENTATION
<p><b>CONTINUING EDUCATION</b></p> <p>Participation in a course, webinar, conference or seminar (includes in-house training sessions organized by your employer).</p> <p>Enrolment in a formal education program leading to a degree, diploma, certificate, re-certification or designation.</p>	<p>Hours spent attending the course, webinar, conference or seminar</p> <p>Hours spent preparing or studying for the course, conference, seminar or exam (to a maximum of 5 hours prep time for each hour of participation)</p>	<p>Any one of the following:</p> <ul style="list-style-type: none"> <li>- Certificate of completion or official transcript</li> <li>- Confirmation of participation by provider or employer (e.g. registration confirmation)</li> <li>- Attendance record (e.g. sign-in sheet)</li> <li>- Copy of course assignment/exam results</li> </ul>
<p><b>INSTRUCTION/SPEAKING</b></p> <p>Teaching an original course or session in an area relevant to your professional role.</p> <p>Participation as a speaker in a conference, briefing session or discussion group.</p>	<p>Hours spent preparing for the course/ session (to a maximum of 5 hours for every hour of teaching time)</p>	<p>Copy of course or presentation material from the session including date and speaker details.</p> <p>A log of your prep hours (by date)</p>
<p><b>COMMITTEES</b></p> <p>Active participation on a board or technical committee, including:</p> <ul style="list-style-type: none"> <li>- Audit Committee of a public company, registered charity or not-for-profit organization</li> <li>- CPA Bermuda Board or Committee(s)</li> <li>- CPA Canada Board or Committee(s)</li> <li>- Other Professional Accounting body (recognized by CPA Bermuda) Board or Committee(s)</li> </ul>	<p>Hours spent attending meetings provided that you can demonstrate active learning/participation.</p> <p>Hours spent preparing for the meetings.</p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>- Proof of your membership on the committee (email confirmation or letter from the organization or employer confirming your role);</li> <li>- Meeting agenda or minutes (redacted, if appropriate)</li> <li>- A log of the hours (by date) you spent attending meeting</li> </ul>
<p><b>RESEARCH AND PUBLICATIONS</b></p> <p>Conducting research in an area that expands your knowledge for a specific application in your professional role or to prepare a presentation or report.</p> <p>Writing or publishing technical articles, papers, books or academic work</p>	<p>Actual hours for your presentation if applicable</p> <p>Hours spent preparing or researching the presentation or report (to a maximum of 5 hours prep time for each hour of presentation)</p> <p>Hours spent researching, authoring or contributing to the publication</p>	<p>All of the following:</p> <ul style="list-style-type: none"> <li>- A copy of the presentation, report or published material (redacted, if appropriate), or confirmation from third-party or employer;</li> <li>- A log of hours (by date) for your presentation and/or prep/research hours (by date).</li> </ul>

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## Ethics CPD Hours:

The professional ethics requirement can be fulfilled through CPA Bermuda or other sources. It is anticipated that the 4 hours would be accumulated through various separate professional ethics learning activities over the three-year period. A learning activity related to professional ethics must address the application of ethical principles that are relevant to your work or professional situation. Some examples of ethics PD topics are:

- CPA Bermuda regulatory updates covering the CPA Bermuda Act, Bylaws and Rules of Professional Conduct;
- Regulatory updates that are relevant and appropriate to the CPA's role or industry
- Professional conduct
- Corporate codes of conduct
- Independence/conflict of interest
- Ethical decision making, approaches, thinking and case studies
- Ethical business culture
- Corporate social responsibility
- Honesty in business practice
- Bribery and corruption
- Doing the right thing
- Reputation and risk
- Whistle-blowing
- Anti money-laundering

## Unverifiable CPD Hours:

Unverifiable CPD refers to learning activities that cannot be tangibly and objectively verified. Unverifiable learning activities do not result in evidence that the learning activity was undertaken. Examples of unverifiable CPD include:

- Technical reading; self-study of published materials; self-study courses; or
- Research, including reading professional literature or journals, for application in the professional accountants role.

## Can my CPD Declaration be Audited?

Every year, CPA Bermuda performs CPD audits of selected members. You may be audited at any time, so it is important to keep records and supporting documents related to your CPD activity for 5 years. If audited, you will be asked to provide this documentation. You will be given electronic notice to provide the required documentation.

## What if I do not meet my CPD Obligation?

**Per Bylaw 64:** In the event that a member fails to complete CPD and to file a report in accordance with this by-law, such failure shall be reported to CPA Board or a professional conduct committee which may levy a charge of \$50 per month or any part thereof until the deficiency has been remedied by a completion of the required hours of CPD and filing of a report.

In the event that a member fails, within three months of the date on which such member's CPD report was due to be filed under this by-law, to remedy a deficiency by completing the required hours of CPD; or file a CPD report; such member may be suspended.

A suspension under paragraph (2) will cease upon the member remedying the deficiency by completing the required hours and/or filing the requisite CPD report and paying a reinstatement fee, as prescribed by CPA Board.

In the event that, following suspension in accordance with paragraph (2) of this by-law, the relevant member continues to fail for a further three months to remedy a deficiency by completing the required hours of CPD and/or file a CPD report accompanied by the reinstatement fee, CPA Board shall be informed and such member's membership may be terminated. Any member whose membership has been terminated shall be entitled to apply for re-admission under by-law 7.

## Common FAQs About CPD:

*These FAQs provide general information only about CPA Bermuda's CPD requirements. They are not intended to address every possible circumstance. The FAQs do not and cannot change the meaning of the CPA Bermuda Bylaws, Regulations and Code of Professional Conduct. In the case of any inconsistency between the FAQs and the governing documents mentioned above, the governing documents will prevail and govern.*

*I no longer perform traditional accounting work. Do I still need to report CPD?*

Yes. CPD is mandatory for all CPA Bermuda members as legislated by the CPA Bermuda Bylaws. Your learning activities should be relevant to your current or future professional roles.

*Are volunteer activities eligible as verifiable CPD?*

Volunteer activities must help you to develop and maintain professional competence to enable you to continue to perform your professional role. Volunteer activities not related to your professional role such as coaching sports teams would not qualify.

*Would sitting on a Board or Committee qualify as CPD?*

Sitting on a board of directors or committee, does not in itself qualify for CPD. Certain aspects of the role may qualify, such as:

- participation in technical discussions
- receiving or delivering presentations to help board members make more informed decisions.

*How many volunteer hours can be reported?*

There are no formal limits or maximums on learning activities. Members are encouraged to take a balanced approach towards CPD (i.e. obtain CPD hours from more than one source and on a variety of topics).

*What happens if I don't meet the minimum CPD reporting requirements?*

Members who do not meet the minimum requirements for CPD must submit a plan for completion of the minimum requirements within a specific time frame. Plans to be submitted to: [cpd@cpabermuda.bm](mailto:cpd@cpabermuda.bm) by the reporting deadline.

*Am I required to take any mandatory courses?*

The only mandated CPD is the professional ethics requirement, 4 hours of verifiable learning in professional ethics over three years. This requirement was effective January 1, 2019. A CPD professional ethics requirement

encourages members to uphold the CPA Code of Professional Conduct and continuously evaluate their professional ethics. One way to help ethical decision-making is through CPD whereby we can discuss with professional colleagues the challenges, complexities, and risks faced with ethical decision-making.

*I attended a course with CPA Bermuda. Are these hours reported automatically for me?*

If you attended a course through CPA Bermuda, upon completion of the course, your hours will be automatically recorded on your file.

*I am retired or exempt from paying membership dues, do I still have to report CPD?*

The requirement to report CPD is not tied to member dues. Members may still be required to meet the full CPD requirements even after retirement as some members continue to use their CPA designation. If members remain active on boards and committees or engage in any activity where they may be relied upon for their skills as a CPA, they are required to fulfill the full CPD requirements. If you are fully retired and no longer using your designation, please contact [cpd@cpabermuda.bm](mailto:cpd@cpabermuda.bm) to confirm your exemption.

*I am a CPA Bermuda Only member, do I still need to report CPD?*

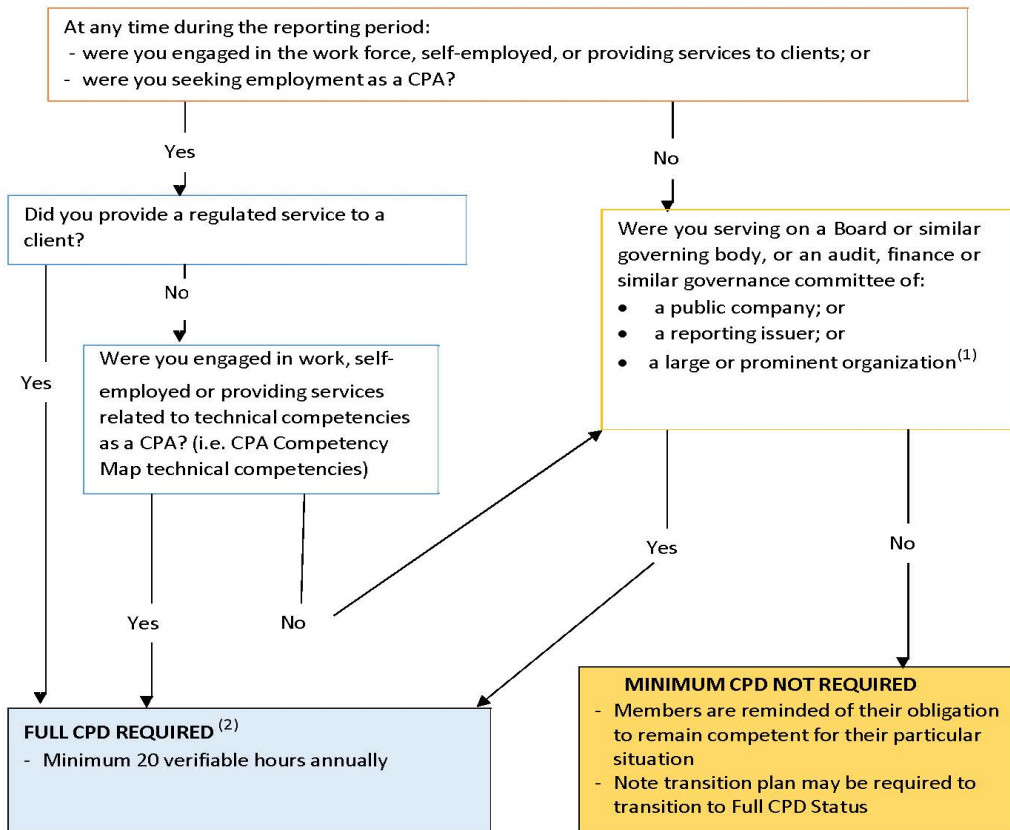
Yes – CPD is mandatory for CPA Bermuda only members.

*I am a member of another professional accounting body and have to report CPD to that body, do I still need to report CPD to CPA Bermuda?*

Yes, CPD is mandatory for all CPA Bermuda members. If you file in your home institution, it is most likely a similar requirement to the CPA Bermuda requirements and should not be difficult to complete the annual CPD declaration.

**APPENDIX ONE** The below flow chart can act as a guide to determine whether you are exempt from CPD. Please email [cpd@cpabermuda.bm](mailto:cpd@cpabermuda.bm) if you are unsure if you are eligible for an exemption.

OVER-ARCHING PREMISE: Pursuant to Rule 203, all members are required to take CPD to maintain competent for their circumstances.



(1) A large or prominent organization is defined as a Registered Charity that is required to submit audited annual financial statements to the Registry General (i.e. any Charity with annual income of \$450,000 or more).

(2) Outside of the above criteria, a member may request (temporary or permanent) exemption from CPD requirements and such special request may be considered by the provincial decision-maker (e.g. Committee, Board, Registrar, etc.)

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