

## **Annual CPD Requirements for QFA and APA Members**

- Every QFA and APA member is obliged to complete the same amount of CPD hours, irrespective of the area of business or the industry in which they are employed or the number of product categories they are accredited in.
- The CPD year is based on a calendar year i.e. January – December which means you must have all your CPD hours completed within the calendar year for that same year.
- The annual CPD requirement is 15 hours unless additional catch-up hours are required or a pro-rata adjustment applies to you. To see the total number of hours required for the year, please log in to the members area of the website to view your CPD log - [click here to log in](#).
- Members must complete at least one hour of CPD each year relevant to each category of product in which they are accredited and at least one hour of CPD in Ethics. To see your categories of accreditation, please log in to the members area of the website to view your CPD log - [click here to log in](#).
- Your CPD relevancy requirement will be based on the designation that you hold at the time of moving into a new CPD year. For example, if you hold the APA Loans designation on 1<sup>st</sup> January your CPD requirement is 15 hours in categories 7 and 8.
- Should you earn your first LIA designation from term 1 (January exams) or term 2 (May exams) in any given year, your CPD requirement will be 4 hours for that year and no Ethics or relevancy requirements will apply in year one. This will increase to the full annual requirement for the following year.
- Should you earn your first LIA designation from term 3 (September exams) in any given year, your CPD requirement will be 0 hours for that year. CPD hours can be completed but an annual return submission is not required. This will increase to the full annual requirement for the following year.
- Each subsequent successful LIA exam will award you 8 hours CPD which will be automatically logged for you. This may count towards the overall total number of CPD hours required for that year, but it does not count towards any relevancy requirements.
- CPD must be directly relevant to providing advice to retail consumers under the Central Bank's Minimum Competency Code - [click here to log in and view/download](#).
- Members must record details of all events for which CPD hours are being claimed and make an annual return by 31<sup>st</sup> January the following year.
  - CPD completed with LIA is automatically added to your CPD log on successful completion.
  - All external CPD events must be accredited by LIA. If approved for CPD, you will be provided with an accreditation number which you can then add to your CPD log.
- LIA will select a random sample of CPD returns each year during March/April for audit. If you are selected for audit, you will receive a communication outlining the requirements in relation to this.

## An Example of a QFA Member Completing and Logging CPD

John is a **QFA**. John is accredited in five categories of Retail Financial Product (categories 1, 2, 3, 7 and 8).

John has 15 CPD hours in total to complete, of which:

- at least 1 hour must relate to **ethics**
- at least 1 hour must be relevant to each of the categories **1, 2, 3, 7 & 8**.

The Succession & Estate Planning module on MyCPD provides two CPD hours overall. This module is relevant to categories 1, 2 and 3. John successfully completes this module and therefore earns two hours CPD against the overall requirement of 15 hours. As these two hours are relevant to category 1, category 2 and category 3, John has now met the 1-hour requirement in each of these categories by means of this one module.

John now has 13 hours to complete for the year (15 less 2) of which at least 1 hour must be relevant to each of the remaining categories 7 and 8, as John has not yet met the 1-hour requirement for these categories. John can satisfy the 1-hour requirement for category 7 and 8 by means of one event that is relevant to both categories or by two or more events relevant to the categories individually.

When John has met the relevancy and ethics requirements, John can complete the remaining hours across any of the five categories in which he is accredited, to make up his overall 15-hour requirement.

### Categories of Retail Financial Product:

	MCC Category		Designation Category
1.	Life Assurance	CU	Credit Union
2.	Pensions	DM	Debt Management
3.	Savings & Investments.	E	Ethics
4.	Personal General	PTP	PTP
5.	Commercial General Insurance		
6.	Private Medical and Associated Ins.		
7.	Housing Loans, Home Reversion etc.		
8.	Consumer Credit & Associated Ins.		

Please see below example of John's CPD log showing completion of the Succession and Estate Planning module on the MYCPD platform.

Competency	1	2	3	4	5	6	7	8	E	CU	DM	PTP	Total
Completed	2	2	2	0	0	0	0	0	0	2	0	0	2
Required	1	1	1	1	0	1	1	1	1	0	0	0	15
Total GAP	✓ 0	✓ 0	✓ 0	✗ 1	0	✗ 1	✗ 1	✗ 1	✗ 1	0	0	0	✗ 13

## An Example of an APA Member Completing and Logging CPD

Mary is an APA member, holder of the APA in Household Insurance and Savings & Investments. Mary is accredited in three categories of Retail Financial Product (categories 3, 7 and 8).

Mary has 15 CPD hours in total to complete, of which:

- at least 1 hour must relate to **ethics**
- at least 1 hour must be relevant to each of the categories **3, 7 & 8**.

The Housing Loans module on MyCPD provides two CPD hours overall. This module is relevant to category 7 only. Mary successfully completes the module and therefore earns two hours CPD against the overall requirement of 15 hours. As these two hours are relevant to category 7, Mary has now met the 1-hour requirement in this category by means of completing this module.

Mary now has 13 hours to complete for the year (15 less 2) of which at least one hour must be relevant to each of categories 3 and 8, as she has not yet met the 1-hour requirement for these categories. Mary can satisfy the 1-hour requirement for category 3 and 8 by means of one event that is relevant to both categories or by two or more events relevant to the categories individually.

When Mary has met the relevancy and ethics requirements, Mary can then complete the remaining hours across any of the three categories in which she is accredited to make up the overall 15-hour requirement.

### Categories of Retail Financial Product:

	MCC Category		Designation Category
1.	Life Assurance	CU	Credit Union
2.	Pensions	DM	Debt Management
3.	Savings & Investments	E	Ethics
4.	Personal General	PTP	PTP
5.	Commercial General Insurance		
6.	Private Medical and Associated Ins.		
7.	Housing Loans, Home Reversion etc.		
8.	Consumer Credit & Associated Ins.		

Please see below example of Mary's CPD log showing completion of the Housing Loans module on the MYCPD platform.

Competency	1	2	3	4	5	6	7	8	E	CU	DM	PTP	Total
Completed	0	0	0	0	0	0	2	0	0	2	0	0	2
Required	0	0	1	0	0	0	1	1	1	0	0	0	15
Total GAP	0	0	✗ 1	0	0	0	✓ 0	✗ 1	✗ 1	0	0	0	✗ 13

# Ways of obtaining CPD hours with LIA

## MyCPD online

Exclusive to LIA members, the MyCPD Platform provides free access to lecture-style CPD modules.

Accessible online 24/7/365, MyCPD provides you with total flexibility as to where and when you can update your knowledge and obtain CPD hours across all MCC categories.

Start increasing your knowledge now:

[Access the MyCPD Platform](#)

Following successful completion of a MyCPD module, your CPD hours will log automatically to your CPD log.

## CPD Live events

LIA runs live CPD events each month. These include live online & physical CPD events.

Over the course of the year, our CPD events cover all MCC categories, providing you with a great way to update your knowledge and to meet your annual CPD requirements.

Start increasing your knowledge now:

[Book your next CPD Event](#)

Once an event is attended for its full duration, the CPD hours will be logged to your record within a couple of days.

## CPD Annual Update

The CPD Annual Update is available to download from your Reference Library from September each year. This manual covers issues and developments relevant to the provision of financial advice by accredited persons.

By reading and assimilating the Annual Update, you can claim up to 4 CPD hours, relevant to all 8 categories of retail financial products, and to those holding LIA Credit Union designations.

To access the CPD Annual Update:

- Click here to access the LIA reference Library
- Select the 'Annual Update Manual' from the menu and proceed to download this manual.
- Upon completion of reading and assimilating this manual, you must log the associated CPD Accreditation Code to your CPD log.

## CPD from external Sources

Certain external events may also qualify for CPD hours:

If you have attended an event which has an LIA accreditation number (e.g. LIAXXXXX\_2022) it has been successfully approved by LIA for CPD and you can log these hours on your CPD record.

If you do not have an accreditation number, please contact the event organiser/speaker who may seek CPD approval from LIA.

If the event you have attended has been approved by IOB or The Insurance Institute, please email the relevant accreditation code to [cpd@lia.ie](mailto:cpd@lia.ie) and we will confirm LIA's equivalent code which you can then add to your CPD record.

## How to submit your annual return

1. Click [Here](#) to log into the membersarea.
2. Once you are signed in you can now access your CPD log and submit your CPD Annual Return. There are two ways to do this:
  - A) On your dashboard click 'Submit Annual Return'. This will bring you to the current year's CPD log.
  - B) Or you can select the 'Log CPD' option from the CPD resources tab on the top menu.
3. Check that all your relevant CPD hours have been logged. If not, you can continue to add additional hours up until the submission deadline.
4. Scroll to the end of the page and click 'Submit' as shown below.

**Submit Annual Return**

By submitting this Annual Return, I accept LIA's Privacy Policy and Terms & Conditions. LIA's Terms & Conditions can be viewed here: [LIA Terms & Conditions](#).

**SUBMIT**

5. You will receive an automated email to confirm that your return has been submitted.
6. After your return has been submitted, you can continue to complete CPD until December 31<sup>st</sup>. You can continue logging CPD hours until January 31<sup>st</sup> of the following year provided the CPD hours were completed during the previous year.
7. To add additional hours after your return has been submitted, add a CPD code as indicated and click 'Resubmit' at the end of the page. This will update the CPD return.
8. The Annual Return submission period closes on January 31<sup>st</sup> each year. Once the submission period has closed, you will receive a CPD Compliance report for the CPD year outlining the details of your return and confirming your compliance or otherwise.

**Submit Annual Return**

By submitting this Annual Return, I accept LIA's Privacy Policy and Terms & Conditions. LIA's Terms & Conditions can be viewed here: [LIA Terms & Conditions](#).

**RE-SUBMIT**