Accreditation of External Events for CPD Hours

The purpose of a CPD scheme is to keep a qualification current and to ensure that those who qualified in the past are as knowledgeable as those qualifying today. Therefore, the content of CPD hours must be directly relevant to providing advice to consumers on retail financial products. In the context of the Minimum Competency Code, this means that the content must be related to the knowledge requirements set out in the Minimum Competency Code for the categories of retail financial product in respect of which the designation is recognised.

How to apply for CPD accreditation of an event

To apply for accreditation for a CPD event you need to complete a CPD accreditation application form. This form can be found under the CPD section of the LIA website, alternatively, you can request a copy of the form from the CPD team at cpd@lia.ie. Please see the sample completed accreditation form that is provided at the end of this document.
Important to note:

If you have received approval for your event via The Institute of Banking (IOB) / The Insurance Institute (III) already, there is no need to fill in this form. Simply send a copy of their accreditation approval to cpd@lia.ie, and we can similarly accredit the event and issue you the LIA code.

Due to the importance that the Central Bank places on the relevance of CPD, LIA requires you to provide information in relation to the retail financial product category(ies) that this event relates to. The categories of retail financial products as set out in the Central Bank's Minimum Competency Code (MCC) are as follows:

1. Life Assurance
2. Pensions
3. Savings and Investment
4. Personal General Insurance
5. Commercial General Insurance
6. Private Medical Insurance and Associated Insurances
7. Housing Loans, Home Reversion Agreements and Associated Insurances
8. Consumer Credit and Associated Insurances
(E) Ethics
(CU) Credit Union specific (for Credit Unions acting as Insurance Intermediaries)
(DM) Debt Management

And specialist category (not MCC):

(PTP) Pension Trustee Practitioner

To qualify for CPD hours, the event content must be directly relevant to selling and/or providing advice to consumers on the above retail financial product categories.

What happens when I have completed the Accreditation Form?

Once your form is completed, please submit it to cpd@lia.ie for review, or alternatively you can post a copy to CPD Department, LIA, LIA House, 183 Kimmage Road West, Dublin 12.
In some cases, applicants may be requested to supply a copy of the course material e.g., slides, course outline, syllabus, agenda etc. to enable a decision. Supporting documentation is not required (initially) for applications. We will contact you if we require this.

When your application form is received, we will give the activity due consideration and revert to you within 10 working days to the email address provided on the completed form.

If approved, the LIA accreditation code will be confirmed to you by email, so that you can issue it to all attendees.

The format of the LIA code will always be LIAXXXXX_Year. The code can only be logged once in a CPD year per member.

CPD codes are only valid for the current year – they cannot transfer from one year to another. Should a similar event run in subsequent years, accreditation by LIA should be sought again. If you are applying for reapproval in the next CPD year, this can be done by sending the previously approved code (once the content has not changed by 20%).

All applications should be made prior to commencement of the event, or in the case of online events, CPD accreditation must be applied for before these events go live.

Events run by LIA, LIA exams and MyCPD modules will be automatically accredited for CPD hours and will be automatically recorded in the member's online CPD record.

Examples of CPD topics generally approved and refused

Generally Approved – Directly Relevant to MCC product categories.
- Anti-money laundering
- Data protection
- GDPR
- Pensions
- Housing Loans
- Consumer Credit
- Mortgage arrears
- Bonds, markets, investments
- SFDR
- Risk management for Credit Unions (in CU only)
- Fraud (in 4, 5, 6 only)
- Ethics
- Whistleblowing

Generally Refused – Not relevant to MCC product categories.
- Blockchain
- Competition Law
- Culture
- Errors
- SEARS
- Systems training
- Information security
- Soft Skills training

Minimum & Maximum Duration – CPD Hours

The minimum unit of time recognised and accredited for CPD purposes is a half hour (0.5).

The maximum number of hours that will be accredited for any single event / activity / topic is 4 hours.

The maximum number of hours that will be accredited for any single tested online course/module is 2 hours.

The maximum number of hours that will be accredited for any single examination module is 8 hours, but hours will not be awarded against category requirements (exam must be a minimum of 3 ECTS credits on a programme leading to a qualification at level 6 or above on the National Framework of Qualifications - the CPD credit is awarded in the year the examination is passed). This is to ensure that QFAs achieve their CPD hours and enhance their knowledge across a range of topics rather than just one or two. Time spent actively involved in a CPD activity will count and can include question and answer time, case studies and tests/exams etc.

Time spent travelling to an event, registration time, coffee/lunch breaks, social time etc. will not count.

Award of CPD Hours to Electronically Delivered Events and Activities

Online CPD seminars (webinars) will be approved in line with physical seminars. Please note, the online seminar must be viewed live for the CPD to be awarded.
In considering whether to grant CPD hours to eLearning courses and other electronically delivered events and activities, the relevance of their content is evaluated in the same way as other activities and events. In this regard, to be awarded CPD hours:

Each eLearning course or module must:
a. Be generally well-designed (e.g., divided into individual lessons or units of reasonable length, require little or no scrolling within pages, be easy to read and navigate).

b. Be highly interactive, requiring regular interaction between the course and the learner (through frequent exercises, questions, links to websites or feedback etc.).

c. Incorporate a reasonable diversity of delivery approaches and/or media (e.g., appropriate combinations of text/slides, animation, pop-up pages, audio or video, attachments etc.).

d. Ensure that the module is designed so that individuals cannot bypass the learning material and go straight to the test.

e. Ensure that individuals spend a comparable amount of time completing a module as the accreditation awarded for the module ie if a module is accredited for 2 hours, then the module should take an individual 2 hours to complete, inclusive of the test.

f. Include computer-based testing to provide evidence that a learner has assimilated the knowledge and skills contained in the course (the question bank should contain a greater number of questions than the test in the event that a person fails the test to ensure that a predominantly different set of questions is presented in a resit test).

Please see the following matrix as a guide:

Duration of Module	2 hr.	1.5 hr.	1 hr.	½ hr.
Number of Questions Required in Bank of Questions (Minimum)	48	36	24	12
Number of Questions Required in Test/Exam (Minimum)	24	18	12	6
Pass Rate (Minimum)	16	12	8	4

A minimum pass rate of 65% or over is recommended.

g. Be capable of providing appropriate confirmation that the learner has successfully completed the test.

h. Include a minimum of a half hour of relevant learning (including tests).

i. A maximum of two hours may be awarded to each eLearning module.

Events delivered using Web Casting, Web/Tele-Conferencing or similar technologies must:

a.   Be transmitted 'live' (to allow for interaction between learner and presenter). Presentations which are not viewed/attended 'live' will not be accredited for CPD hours.

b.   Be generally well-designed and create a productive learning experience (e.g., participants at remote locations must be able to hear and/or see the presenters, while simultaneously viewing the presenters' materials, such as slides or simulations).

c.   Provide opportunities for all participants to put questions (verbal or written) to and engage in discussions with presenters during the event.

d.   Provide a means for course organisers to verify those participating at each venue (to include verification that the participant attended for the full duration e.g., log-in and log-out confirmation).

e.   Include provision of electronic or hard-copy confirmation of attendance for the full duration to participants.

CPD Hours awarded to MCC and Advice-related Exams

If someone with an existing designation/CPD requirement sits any non-LIA exam during the year, the exam content will be assessed by the CPD Administrators and will either be approved or not for CPD hours (depending on whether or not it is deemed relevant to providing retail financial advice to consumers). In order to approve an exam for CPD, the applicant must provide a copy of the result transcript, showing the Name of the exam, the date the exam was sit, the result and where the award sits on the NFQ. If approved for CPD the exam will earn the member up to 8 hours CPD which will be offset against their overall required total i.e., it will not be approved against MCC categories.

CPD ACCREDITATION REQUEST FORM

IMPORTANT NOTES about CPD approval requests for 2021:

- If you have received approval for your event via IOB/III, please retrain from filling in this form, send us their approval or fill in their approved number here and the title of the event in the 2nd field.

1234-2021

- This form must be completed for all CPD events held externally to LIA.
- We will give the activity due consideration and revert to you within <u>10 working days</u> of receipt of the application.
- All applications must be made prior to commencement of the event, or in the case of online events, CPD accreditation must be applied for before these events go live.
- A late fee of €75 will be charged to applicants requesting CPD approval during December each year for an event that took place before December.
- CPD requests will be dealt with in the order that they are received.
- Applicants will be requested to supply a copy of the course material e.g., slides, course outline, syllabus, agenda or the CD Rom in the case of E-learning modules.
- For approved accreditations, the organisers and presenters need to ensure that they give their attendees the accreditation number(s) so the members can record their attendance on their personal CPD Log in the online member's area of 'Your LIA'.
- The content of CPD must be directly relevant to providing advice to consumers on retail financial products, which, in the context of the Minimum Competency Code, means that the content must be related to the knowledge requirements set out in the Minimum Competency Code for the categories of Retail Financial Product.
- Event durations must reflect the time awarded i.e., if an Accreditation Request states the duration to be 1 hour, then the event must have run for at least 1 hour excluding breaks/lunch.

Please complete all relevant sections.

(1)   Company Name / Organiser

LIA – EXAMPLE

(2)   Title of Activity/Event

AML / CTF Induction Training

(3)   Topics

Seminar & interactive training course on AML & Countering Terrorist Financing for Staff - Annual Training required for all staff.

(4)   Broad description of the event/activity (seminar/e-learning/examination/webcast etc)

Seminar & interactive training course

(5)   Event Date(s)

1st March 2021

(6)   Presenter/Tutor(s)

John Murphy, AML; Susan Smith, CTF

(7)   Duration of Activity/Event (presentations and Q&A only)

2 hours

(8)   State the target audience for this Activity/Event

All Staff

(9)   Designation Relevance

Due to the importance that the Central Bank places on the relevance of CPD, LIA requires you to provide information in relation to the category(s) for which CPD applies for this event. For convenience, we list below the categories of Retail Financial Products (1-8) as set out in the Central Bank's Minimum Competency Code.

Life Assurance
Pensions
Savings and Investment
Personal General Insurance
Commercial General Insurance
Private Medical Insurance and Associated Insurances
Housing Loans, Home Reversion Agreements and Associated Insurances
Consumer Credit and Associated Insurances
or
Ethics
Credit Union specific
Debt Management

No.	Topics covered in Presentation	Category of Relevance (Enter No. 1-8 from above list) Credit Union, Ethics or Debt Management	Duration of Topic
	AML / CTF	1 - 8	2 hours
	AML / CTF	CU	2 hours
	AML / CTF	DM	2 Hours

(10)   Could this Activity/Event be considered a Sales Pitch?

No

(11)   Any Other Relevant Information or Comments

Section A: E-learning courses/modules		Section B: Webcasting and Tele/Video-conferencing and similar technologies	
1.	Please provide the web address or attach the CD Rom to allow LIA to review the course and related assessment:	1.	Course delivered by (please tick) Webcast: ☐ Teleconference ☐
2.	Authors or designers of course/module John Murphy & Susan Smith	2.	Is the course material transmitted live? Yes ☐ No ☐
3.	Estimated time for learner to undertake the course/module: Excluding assessment 1.5 hours Including assessment 0.5 hours	3.	Describe briefly the arrangements to ensure all candidates can: See and/or hear the presenter See the presenters' material
4.	How many questions in the total test Question Bank (should be greater than the test – see Q5 below)? 48	4.	How can all participants put questions to and otherwise interact with the presenters/other participants?
5.	How many questions in each test? 24	5.	Can the organiser confirm attendance for the full duration for each participant i.e., can the organiser confirm log-in and log-out times for each participant? Yes ☐ No ☐
6.	What is the pass mark? 65 %	6.	Is confirmation of attendance for the full duration available to each participant upon request?
7.	How is confirmation of successful completion provided to learner? Certificate of completion		

Section C: Please provide any additional information which you feel will be useful in examining this event/course for CPD hours:

(12)   DISCLAIMER (please read and sign where indicated):

I understand and accept that any CPD credit awarded for the above event/training programme will be based on the information I have submitted. Should any of the criteria change at any stage, I will advise LIA and re-apply for CPD credit. I also understand and accept that LIA's CPD Department will not stand over CPD hours awarded, where such changes have occurred **after** the award was given, and that they reserve the right to refuse CPD claims made by individuals attending an event that has been subject to such changes.

Signed:

Your name (please print):

Date of submission:

Email Address:

Daytime Phone Number:

Return to LIA by:

Email: cpd@lia.ie
Fax: 01 – 4554530
Post: LIA, LIA House, CPD Approval Team, 183 Kimmage Road West, Dublin 12