

Key changes to Continuing Professional Development (CPD) requirements

Note: This document highlights key changes. Members must read regulation CR 7 in the [Members' Handbook](#) to fully understand how the changes affect them.

All Members

Area of change	Verifiable on-the-job training.
New requirements	Members can now claim on the job training as Verifiable CPD. On-the-job training may make up to 50% of the total Verifiable CPD requirements.
Previous requirements	On-the-job training did not previously meet the requirements of "Verifiable" or "Formal" CPD.
Notes	A significant amount of professional development occurs while a Member is performing their professional role.

All Members

Area of change	Mandatory ethics training.
New requirements	All Members will be required to undertake a minimum of 2 Verifiable hours of ethics training every triennium. This is included within Members' Verifiable CPD requirements.
Previous requirements	There was no requirement for members outside NZ to undertake mandatory ethics training. All NZ resident full Members were required to undertake a minimum of 4 hours of ethics training every 5 years as part of their overall CPD requirements.
Notes	Ethical behaviour is fundamental to the profession. It is critical that mandatory ethics training is undertaken by all Members.

CAs resident in New Zealand. All ACAs and ATs regardless of residence

Area of change	Minimum hours.
New requirements	CAs: 120 hours (incl 90 Verifiable hours and a minimum of 20 hours per year) per triennium. ACAs: 90 hours (incl 67 Verifiable hours and a minimum of 15 hours per year) per triennium. ATs: 60 hours (incl 45 Verifiable hours and a minimum of 10 hours per year) per triennium.
Previous requirements	CAs: 120 hours (incl 60 Verifiable hours and a minimum of 20 hours per year) per triennium. ACAs: 90 hours (incl 45 Verifiable hours and a minimum of 15 hours per year) per triennium. ATs: 60 hours (incl 30 Verifiable hours and a minimum of 10 hours per year) per triennium.
Notes	Aligns all CPD Verifiable hours requirements. Technical expertise and ethical behaviour, supported by life-long learning, underpin the designations.

All Members resident outside New Zealand

Area of change	Introduction of "Verifiable" and "Non Verifiable" CPD.
New requirements	All Members undertake a minimum of 90 hours "Verifiable" training and 30 hours "Non Verifiable" training every three years (per triennium).
Previous requirements	All Members required to undertake a minimum of 90 "Formal" CPD hours and 30 "Informal" CPD hours per triennium. Note: NZ Members CPD requirements were previously defined in terms of "Verifiable" and "Non Verifiable" training.
Notes	The underlying principle of Verifiable CPD is that the learning activity can be objectively verified by a competent source. This will require all full Members and affiliates to keep evidence of CPD undertaken to satisfy this requirement in addition to maintaining a CPD log.

All Members over 60 or approaching 60 who do not hold a CPP

Area of change	Seniority exemption.
New requirements	An exemption from the minimum hours requirement for Members who are retired i.e have permanently and completely withdrawn from the workforce.
Previous requirements	Members over the age of 60 who did not hold a CPP were exempt from meeting the CPD requirements, however they needed to maintain a level of competence appropriate to any position that they may hold including completion of appropriate CPD.
Notes	It is not appropriate to link CPD exemptions to age, with many Members maintaining full employment and holding significant positions beyond the age of 60. All Members are required to maintain professional competence under the Code of Ethics.

ACAs admitted prior to 2006

Area of change	ACA exemption (admitted prior to 2006).
New requirements	All ACA Members are required to undertake 90 hours of CPD per triennium regardless of admission date. At least 67 must be Verifiable hours and at least 15 hours per year.
Previous requirements	ACA Members admitted prior to 2006 were not required to undertake a prescribed amount of CPD.
Notes	All ACA Members should be required to satisfy the same CPD requirements. All Members are required to maintain professional competence under the Code of Ethics.

Note: Provisional Members are not required to undertake continuing professional development, but are required to comply with the Code of Ethics requirements to maintain professional competence.