

Dear Member,

“Keep well” has never had more meaning. I hope that you and your family are keeping well in these difficult times.

In the current exceptional circumstances, Council has decided to adapt the CPD and professionalism training requirements in a way that maintains our commitment to high standards of competence and care whilst recognising the need for flexibility.

- **The adapted CPD requirements may be met over two years: the CPD year to 30th June 2020 and the CPD year to 30th June 2021. Members must complete 1.5 times the normal annual CPD requirements in total over these two years.**
- Members who do not require a practising certificate will not be obliged to submit CPD returns / compliance declarations until after the end of the CPD year to 30th June 2021. That said, we encourage members to submit details of individual CPD activities as they are completed as it's far easier than doing bulk returns at a later date.
- Fellows and Associates must complete 2 rather than 4 hours of verifiable [professionalism training](#) in total over the two years. As at present, professionalism training completed may be counted towards meeting the CPD requirements. (Note: IFOA requirements differ - see “Further matters for IFOA members” below).
- Applicants for renewal of a practising certificate, or for a new certificate, who have not met the normal CPD requirements will be required to submit details of CPD completed from 1st July 2019 to the date of application. As at present, all applicants must have completed the CPD requirements for the CPD year to 30th June 2019.
- Further important information is appended below in relation to:
 - A. Further matters for IFOA members**
 - B. Verifiable CPD**

CPD Events

Though we had to postpone a number of CPD events, we are currently converting some of them to online format. Details of upcoming online events are on our [website](#) and more will be added as arrangements are finalised. We also intend to post some of our online events on [actuview](#), which is an excellent source of verifiable actuarial CPD. In addition, you will find details of online events from other organisations on our “[External Events](#)” page. Our Annual Convention was originally due to take place in May – we now hope to hold it on 8th December, so please do save the date.

I trust the changes to the CPD requirements will facilitate members. If you have any questions, please email cpd@actuaries.ie and we will respond as soon as possible.

Kind regards,

Yvonne Lynch
Chief Executive

Appendices

A. Further matters for IFoA members

If you are also an IFoA member, and you work in Ireland and are classified as “Category 2” under the [IFoA CPD Scheme](#), you may elect to satisfy the requirements of the IFoA Scheme by complying with the Society’s scheme (see para. 4.6 of the IFoA Scheme – and note that if you wish to avail of this option, you must submit an application form to the IFoA by 31st July 2020, if you have not already done so).

We are currently engaging with the IFoA on our adapted CPD requirements and will let members know in due course whether there will be any impact in terms of the IFoA’s recognition of compliance with the Society’s CPD requirements.

Addendum:

The IFoA has now confirmed that it will continue to recognise our CPD Scheme following the revisions we made to account for the COVID 19 restrictions. Please note that this is (as before) dependent on Members applying to cpd_feedback@actuaries.org.uk before 31st July. You can find the application form [here](#) (see “Application to comply with another IAA body” under “Related documents”). The requirement to submit this form applies whether you are a partially or fully regulated member of the IFoA.

Updated 28/04/2020 & 28/7/2020

IMPORTANT: Please note that if you are subject to the requirement in the IFoA Scheme to complete 2 hours of professional skills training each year:

- This requirement has not changed and must be completed by 31st August 2020;
- You will also need to complete whatever professional skills training requirement the IFoA sets when it refreshes its CPD Scheme with effect from 1st September 2020 (we expect this to be 2 hours of training again).

Verifiable activities completed in order to meet the IFoA requirement may also be counted for the purposes of the Society’s professionalism training requirement.

To help members complete professional skills training, the IFoA provides a suite of [professional skills online videos](#) (don’t forget to use the “Claim CPD” facility after you have viewed a video).

B. Verifiable CPD

Verifiable CPD is that in which the activity or its outcome is observable by others. The [CPD Guide](#) further explains that “*The key issue is whether a reasonable person would accept that there is evidence (other than your own declaration) that you undertook the activity*”.

Over the coming months, we will provide a number of online events. You may record these as verifiable CPD as we will be able to identify from our records who the participants are.

We will also add to the content that we have already posted on [actuview](#). This is another source of verifiable CPD as it generates a “Watch Record” and “View Record” if you watch at least 90% of a video. It’s recommended that you use a Microsoft Exchange browser and that you test that this functionality is working by watching a short video (sometimes the user’s cookie settings can cause problems); also, it’s best to let the video run continuously rather than stopping and re-starting. If you experience any difficulties, do [contact actuview](#) and also let us know (cpd@actuaries.ie).

If you are watching other bodies' webinars, you might be able to find out from them whether they can provide confirmation of your participation - an email or other electronic verification from the provider will normally be accepted. If so, you should seek this immediately afterwards and keep it with your CPD records. Another option that we will accept is taking screenshots at the beginning and towards the end of the webinar.

To help members complete professional skills training, the IFoA provides a suite of [professional skills online videos](#). Watching the videos may be counted towards verifiable CPD – don’t forget to generate a record by using the “Claim CPD” facility after you have viewed a video.

We list IMI webinars on our [website](#). If you register for a live IMI webinar and list “Society of Actuaries in Ireland” or “SAI” as your employer, the IMI can confirm your participation and therefore you can count it as verifiable CPD.

A common form of CPD is members getting together to listen to and discuss a podcast. Formerly this was evidenced by physical sign-in sheets. An alternative is to have a virtual meeting, replicating the activity, and keep a screenshot of the list of participants - or the tool used might generate a record of participants that could be emailed to everyone afterwards. We will also be open to other reasonable approaches to confirming participation.

Frequently members do online training within their company. Often the software generates confirmation of completion of the training. Alternatively, a confirmation email from your manager or supervisor would be sufficient.

If you are attending a virtual meeting of a Society committee or working group, the Society staff member present will keep a record of the attendees. If there is no Society staff member present, one of the members present should be asked to confirm the attendees to the Society afterwards (info@actuaries.ie). Minutes of meetings should also record attendees.

Hopefully this is helpful to you in understanding how to acquire verifiable CPD. If you have any questions, please contact us at cpd@actuaries.ie.

