

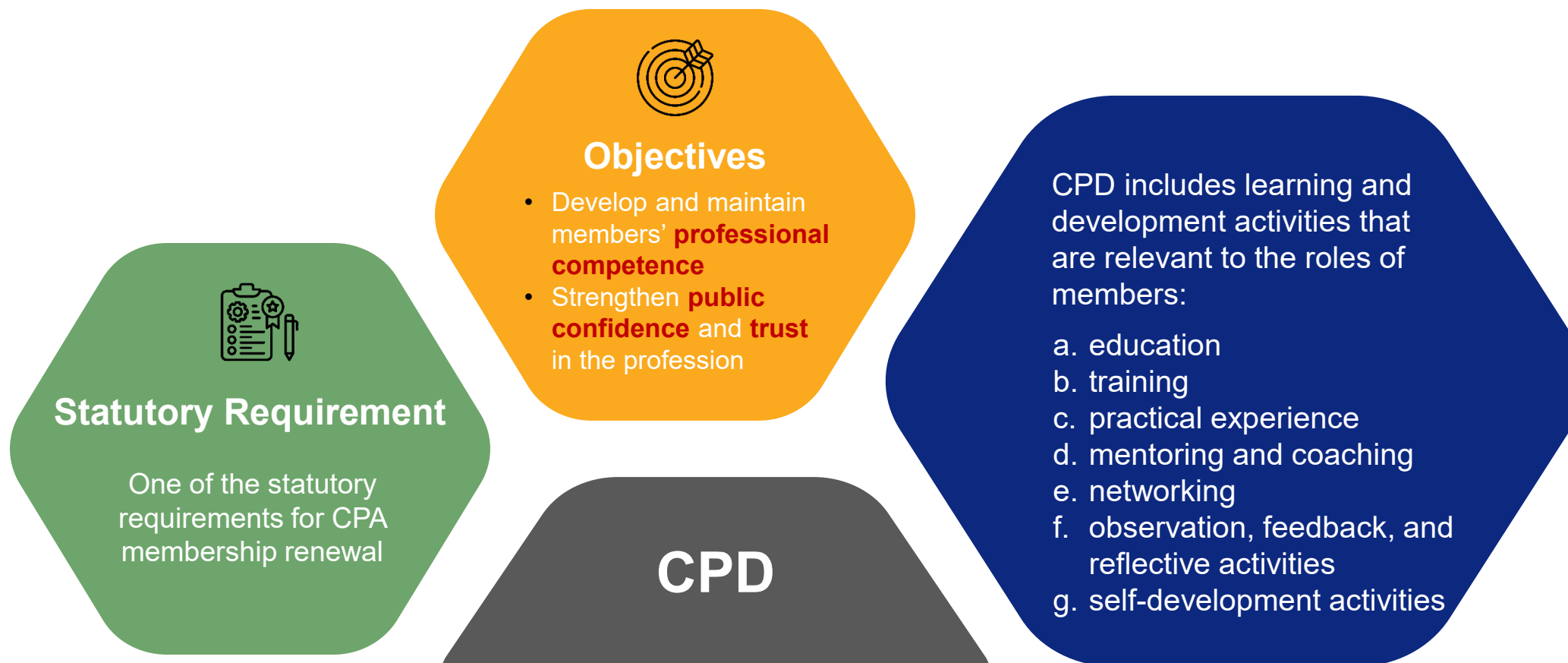


CPD Requirements



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

What is Continuing Professional Development (CPD)?



Number of CPD hours required (1 of 9)

Requirements under Statement 1.500 Continuing Professional Development

(Also see new requirements on slide 7)

At least **120** hours of **relevant** activities in each **rolling 3-year period**, of which **60** hours shall be **verifiable**

At least **20** hours **per year** (verifiable or non-verifiable)

Documentary evidence for verifiable CPD activities

Specialist Designation (SD) holders:

- 5 verifiable CPD hours annually – in the subject of the Specialist Designation

Responsible Persons of registered Public Interest Entity (PIE) auditors:

- 5 verifiable CPD hours annually – related to PIE engagements

CPD courses related to PIE engagements:

<https://www.hkicpa.org.hk/en/Professional-development/Continuing-professional-development/Continuing-professional-development-programmes/CPD-highlights-for-PIE-auditors>



Number of CPD hours required (2 of 9)

Illustration:

Number of verifiable and non-verifiable hours

	Year 1	Year 2	Year 3	Total
Verifiable hours	a	a	a	Sum of a ≥ 60
Non-verifiable hours	b	b	b	Sum of b
Total hours	$a+b \geq 20$	$a+b \geq 20$	$a+b \geq 20$	Sum of $a+b \geq 120$

Number of CPD hours required (3 of 9)

Example 1:

	Year 1	Year 2	Year 3	Total	
Verifiable	5	10	45	60	✓
Non-verifiable	15	20	25	60	
Total	20 ✓	30 ✓	70 ✓	120	✓

Example 2:

	Year 1	Year 2	Year 3	Total	
Verifiable	5	10	40	55	✗
Non-verifiable	10	20	30	60	
Total	15 ✗	30 ✓	70 ✓	115	✗

Note: For illustrative purposes only



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Number of CPD hours required (4 of 9)

Illustration:

Total CPD hours in **rolling 3-year period**

Reporting period commences from **1 December** of each year



1 December 2020 to 30 November 2023



1 December 2021 to 30 November 2024



1 December 2022 to 30 November 2025



Note: For Illustrative purposes only

Number of CPD hours required - new requirements (5 of 9)

New CPD requirements in each rolling 3-year period		
CPD areas	Responsible Persons of registered PIE auditors and PC holders	All members excluding Responsible Persons of registered PIE auditors and PC holders
Ethics related	At least 2 verifiable hours annually (Note) Effective date: 1 December 2025	At least 2 verifiable hours annually (Note) Effective date: 1 December 2026
Structured learning	At least 50% of the existing total required 60 verifiable hours (i.e. 30 hours) in each rolling 3-year period Effective date: 1 December 2026	At least 50% of the existing total required 60 verifiable hours (i.e. 30 hours) in each rolling 3-year period Effective date: 1 December 2026
Accounting or auditing-related	At least 5 verifiable hours annually (Note) Effective date: 1 December 2026	N/A

Note: Forming part of the **existing total requirement** of 120 CPD hours in each rolling 3-year period and **in addition** to the existing specific CPD requirements applicable to holders of a Specialist Designation and Responsible Persons of registered PIE auditors

Number of CPD hours required - new requirements (6 of 9)

Ethics-related CPD activity

- Generally involves **ethical principles or theories** to enhance ethical decision making

Structured learning

- Provides **clear objectives** and **defined syllabus** of learning and professional development
- Typically involves classroom learning, e-learning, webinars, workshops and conferences

Accounting or auditing-related CPD activity

- Generally focus on **accounting or auditing standards, principles** and their application

Number of CPD hours required - new requirements (7 of 9)

Examples of structured learning:

- Courses conducted by professional bodies
- Studies for a post-graduate degree or another professional qualification
- E-seminar or webinar
- Conference

Note: CPD activities should be relevant to develop and maintain members' professional competence necessary to perform their roles as CPAs



Number of CPD hours required - new requirements (8 of 9)

Examples of ethics-related topics:

- Fundamental principles of Code of Ethics for Professional Accountants
- Anti-money laundering
- Business ethics
- Bribery and corruption
- Independence for Professional Accountants in Business
- Auditor independence
- Ethical dilemmas in professional practice



Number of CPD hours required - new requirements (9 of 9)

Examples of accounting or auditing-related topics:

- Annual accounting and sustainability update
- Application of HKICPA audit practice manual
- HKFRS 17 insurance contracts – audit and financial reporting issues
- Accounting for crypto assets
- Audit sampling and journal entry testing



Number of specified verifiable CPD hours required for members

Illustrations:

Annual CPD requirements	Responsible Persons of registered PIE auditors (no. of verifiable hours)	PC holders (no. of verifiable hours)	All members excluding Responsible Persons of registered PIE auditors and PC holders (no. of verifiable hours)
Specified CPD hours related to PIE engagements	≥5	N/A	N/A
Ethics-related	≥2 Effective date: 1 Dec 2025	≥2 Effective date: 1 Dec 2025	≥2 Effective date: 1 Dec 2026
Accounting or auditing-related	≥5 Effective date: 1 Dec 2026	≥5 Effective date: 1 Dec 2026	N/A

All specified hours above form part of the existing required 120 CPD hours in each rolling 3-year period. In addition, starting from 1 Dec 2026, at least 30 hours out of the existing required 60 verifiable hours shall be undertaken through structured learning activities.

Number of specified verifiable CPD hours required for members

Illustrations:

Example: CPD hours completed by a Responsible Person of registered PIE auditor/ PC holder/ CPA

	Course Title	CPD Hours completed	Annual CPD requirements	Number of specified verifiable CPD hours required for		
				Responsible Persons of registered PIE auditors	PC holders	All members excluding Responsible Persons of registered PIE auditors and PC holders
(1)	New Quality Management Standards Series: Virtual Workshop 1 – Overview and Key Requirements	2	Related to PIE engagements	≥5 ✓	N/A	N/A
(2)	Entities Listing on HKEX Series – Session 1: Disclosure of Inside Information (archived session)	2				
(3)	The Hong Kong and PRC Financial Regulators that Every Accountant Should Know	2				
(4)	Ethical Challenges Faced by Businesses Around the Globe	2	Ethics-related	≥2 Effective date: 1 Dec 2025 ✓	≥2 Effective date: 1 Dec 2025 ✓	≥2 Effective date: 1 Dec 2026 ✓
(5)	Annual Auditing Update 2024: Navigating the Evolving Landscape Together (archived session)	3.5	Accounting or auditing-related	≥5 Effective date: 1 Dec 2026 ✓	≥5 Effective date: 1 Dec 2026 ✓	N/A
(6)	E-learning: Accounting considerations related to ESG and climate-related risks	1.5				

Verifiable vs Non-verifiable CPD hours

Verifiable CPD activities

Supported by verifiable evidence:

- documentary evidence
- objectively verifiable
- demonstrate that the specified number of hours of CPD activity has been undertaken

Maintain records and documentary evidence for a minimum of 5 years

Non-verifiable CPD activities

Documentary evidence is not required

Maintain records for a minimum of 5 years

Tips: Use HKICPA **CPD recording tool** in **MyCPA**

- ✓ **Check compliance at one-glance** – review your CPD progress towards yearly and rolling period CPD requirements
- ✓ **Save time and effort** - auto-log your attended HKICPA CPD activities within 14 days
- ✓ **One single record keeping platform** - allow upload of CPD records and documentary evidence from other providers



Examples of verifiable evidence

- ✓ Course outlines, teaching materials, storyboards (for virtual training)
- ✓ Confirmation that a learning and development activity has been completed (including number of hours) by a provider, instructor, employer, mentor, or tutor
- ✓ Transcript, examination result slips
- ✓ Independent assessments that a learning activity has occurred
- ✓ Confirmation by organizers of participation in activities where learning outcomes have been achieved
- ✓ Confirmation by organizers of seminar/talks in which one was engaged as a speaker
- ✓ Meeting agenda objectives and meeting minutes that verify the relevance of the content
- ✓ Publication of a professional article or of the results of a research project

Verifiable CPD activities with capped CPD hours

Verifiable CPD activities	Max. CPD hours claimed
Participation in non-technical committees* <i>* Non-technical committees are committees other than those that deal with issues of accountancy or accountancy related knowledge and skills, technical competencies and professional values, ethics and attitudes</i>	4 hours per year
QP Facilitator	Introductory/Professional Module: 8 hours per year Capstone: 24 hours per year
Approved mentor under HKICPA's Mentorship Programme	3 hours per year for attending mentorship related briefings organized by HKICPA

Starts on 1 December 2026,

- All members are required to undertake a minimum of 50% of the required 60 verifiable CPD hours (i.e. **30 verifiable hours**) on **structured learning** activities in each rolling 3-year period.
- **No cap on hours of non-verifiable CPD.**



What are relevant CPD activities?

Closely Aligned with Responsibilities

CPD activities are relevant where they are **closely aligned** with the responsibilities of a member's role as a **professional accountant**

Develop and Maintain Competence

CPD activities should help **develop and maintain** the **professional competence** necessary to perform that role



Was the CPD activity relevant?

Examples:

Relevant CPD activity:

1

develops your **professional knowledge**

2

develops your **professional skills**

3

develops your **professional values**

4

is relevant to your **current or future work** and professional responsibilities

5

enhances your understanding of the **economic trends** and the **business environment** you are working in

CPD Exemption

When is a member eligible for CPD exemption?

- 1 Not carrying out any accountancy or accountancy related work, whether paid or unpaid, and does not plan to do so for a significant period of time;
- 2 Not a Practising Certificate holder;
- 3 Not a Specialist Designation holder;
- 4 Not a Responsible Person of registered PIE auditor; and
- 5 Not a director of any companies

Accountancy or accountancy related work

Members who perform any one of the below types of accountancy or accountancy related work (whether paid or unpaid) would not be granted CPD exemption.

(Note: List is not exhaustive.)

Financial accounting	Personal insolvency
External financial reporting	Corporate taxation
Auditing or assurance	Personal taxation
Internal auditing	Business rescue or restructuring
Financial management	Risk management
Management accounting	Corporate finance
Management financial reporting	Governance
Information management	Corporate investment
Corporate insolvency	Investment advice
Forensic accounting	Business valuation



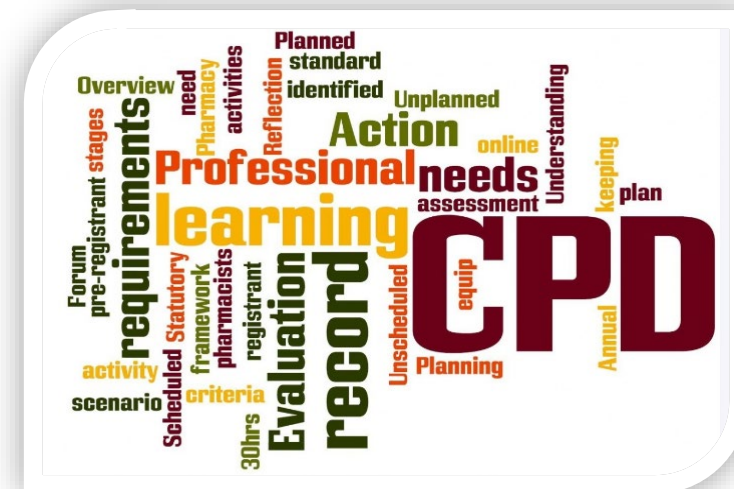
CPD Compliance Audit

CPD Compliance Audit Process

- The Institute conducts CPD Compliance audit **every year**
- Sample selection is made via a **risk-based approach**
- Members selected for audit are required to complete and return CPD Record Form, which must be accompanied by:
 - **supporting documents** for all verifiable CPD activities
 - explanation of the **relevancy** of all CPD activities

Tips: Use HKICPA **CPD recording tool** in *MyCPA*

- ✓ **Check compliance at one-glance** – review your CPD progress towards yearly and rolling period CPD requirements
- ✓ **Save time and effort** - auto-log your attended HKICPA CPD activities within 14 days
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Common issues found in CPD Compliance Audit

Claiming work activities as CPD hours

- Daily job duties involve applying existing professional knowledge; they are not aimed at developing and maintaining professional competency

Insufficient evidence to demonstrate CPD activities undertaken

- Registration email/ payment receipts
- In-house training record without employer's verification (e.g. company chop/ letterhead)
- Missing name, hours or details of CPD activity in the supporting document

Claiming CPD hours from activities irrelevant to member's current or future career development

- E.g. sports activities, health and safety courses

Outcomes of CPD compliance audit (1 of 2)

- **Pass**
- **Shortfall of CPD hours**
 - Members will be required to make up the shortfall and complete the training course on CPD requirements and compliance audit and pass its test before being allowed to renew membership
 - Members will be selected for subsequent audit to ensure CPD compliance
- **Non-response to/ non-completion of CPD compliance audit**
 - Members' applications for membership renewal for the next year will not be granted

Outcomes of CPD compliance audit (2 of 2)

▪ Repeated non-compliance

- Members' applications for membership renewal for the next year may **not be granted** under section 28(2)(c) of the Professional Accountants Ordinance (PAO) or members' name may be **removed** from the register under section 27(1)(a)(iii) of the PAO, if no reasonable explanation* is provided
- When the name of a CPA is removed from the register under section 27(1)(a)(iii) of the PAO, **a removal notice containing the name of the CPA will be published in the Government Gazette**

** Explanation of merely not understanding or overlooking the CPD requirements would not be considered as a reasonable excuse.*

IMPORTANT

CPD compliance audit-related information may be provided to the Accounting and Financial Reporting Council, government department or authority upon request.



Useful Resources



Hong Kong Institute of
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Useful Resources

01

Statement 1.500 Continuing Professional Development
Effective as of 1 Dec 2025 and 1 Dec 2026

02

CPD Record Tool in *MyCPA*

03

Continuing professional development website

04

Frequently asked questions

05

Illustration on “How to Achieve CPD Hours”

06

Specimen CPD Record Form

07

Continuing professional development programmes



Contact us via email at:
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