

Continuing Professional Development ("CPD") Record Form for the Grandfather Scheme

Please read this page before submitting your CPD Record form.

(1) CPD requirements

All applicants are required to complete **at least 20 hours** of relevant verifiable CPD activities within one year prior to submitting the application.

A minimum of **three hours in financial accounting** and **two hours in ethics** is required.

(2) Verifiable CPD activities (Paragraph A17 of Statement 1.500)

Verifiable CPD activities can be objectively verified by a competent source, which can demonstrate that the specified number of hours of learning and development activity has been **undertaken**. For example:

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

(3) Useful Resources

[Recommended CPD online courses provided by HKICPA](#)

CPD Record Form for the Grandfather Scheme

Name: (English) _____ (Chinese) _____

QP student No.: _____

Email Address: _____ Contact No.: _____

Signature: _____ Date: _____

	CPD Activities	Organizer & Title	Dates / Period	CPD Hours	Supporting Document Note
(1)	[Financial Accountitng]				[Training attendance record]
(2)	[Ethics]				[Attendance confirmation email]
(3)					
(4)					
(5)					
Total CPD Hours					

Note: All verifiable CPD hours should be cross-referenced with supporting documents submitted together with the CPD Record Form.