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Continuing Professional Development Activity Record

|  |  |
| --- | --- |
| Name |  |
| Membership Number |  |
| Dates covered by this form: | From | To |

With the exception of Student and Retired members, all of our members must undertake CPD. The standard requirement is 10 hours of CPD per year; Fellows require 12 hours CPD per year, as do members holding Paralegal Practising Certificates, to comply with PPR regulations.

For each activity to count as CPD members should record the title or subject matter; description of the activity undertaken; the duration in hours and date and retain some proof that the activity was undertaken. If proof is unable to be provided then the activity will be covered in the signed declaration at the point of renewal of membership.

You do not need to submit this form. Members of the Institute must sign an annual declaration stating that they have met their CPD requirements during the previous year.

The IoP also conducts an annual random sample of between 5-10% of all members who are required to undertake CPD. Members who are selected as part of the sample are required to submit their CPD records for the previous year.

For more information, please see the CPD Rules documents found [here.](https://theiop.org/cpd-rules) Please ring us on +44 (0)20 3034 1487 or email us at office@theiop.org if you have any questions.

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| --- | --- | --- | --- |
| **Subject or Title** | **Description or category of activity** | **Time allocated to the activity** | **Date** |
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_