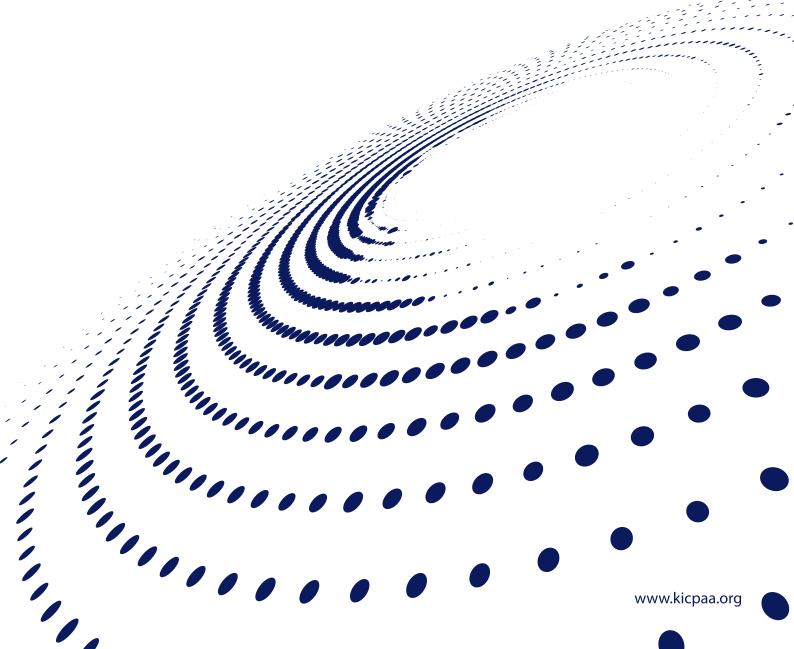# Policy | 2018

of Continuing Professional Development (CPD) Programme

INTRODUCTION

The Kampuchea Institute of Certified Public Accountants and Auditors ("KICPAA") recognises that individual professional accountants need to develop and maintain the professional competence necessary to provide high quality services to clients, employers, and other stakeholders, and to strengthen public trust in the profession.

Members have a responsibility to themselves and their fellow members to ensure that they stay professionally relevant, thus protecting the reputation of their qualification and that of public interest. By doing this, they will continue to offer quality services to clients, employers and the accounting and auditing profession as a whole.

It is recognised that professional education is a fundamentally unlimited requirement for members wishing to maintain and improve their skills. This is best achieved through Continuing Professional Development program (CPD).

Effective from **2018**, all members are required to apply this revised and updated policy.

OBJECTIVE OF THIS PROGRAM

- To foster a commitment to lifelong learning among members;
- To facilitate access to CPD opportunities and resources for members;
- To monitor and enforce a systematic process to ensure that members maintain an adequate level of professional knowledge and skills to enable them to carry out their work competently and professionally;
- to demonstrate to the public that KICPAA's members acquire adequate knowledge and skills in order to provide the quality of services that can be reasonably expected of them.

WHO REQUIRES TO COMPLETE CPD?

- Active Member
- Affiliate Member

METHODOLOGIES OF KICPAA'S CPD PROGRAM

KICPAA follows the combination approaches – input-based and output-based.

Within both the input and output-based approaches, members are required to complete annual learning activities as follows:

Active Member (Total: 40 hours)	Affiliate Member (Total: 20 hours)
- At least 20 hours of input-based CPD and - Up to 20 hours of output-based CPD	- At least 10 hours of input-based CPD and - Up to 10 hours of output-based CPD

(1 Hour = 1 Credit)

NEWLY ADMITTED MEMBER

The CPD requirements commence from the next calendar year.

HOW TO COMPLETE INPUT-BASED CPD APPROACH?

The input-based CPD is claimable if you can answer 'yes' to the following three questions:

1   Was the learning activity relevant to your career?
2   Are there clear learning objectives or outcomes when attending or completing the activity?
3   Can you provide proof of attendance or participation of the activity?

This could include attendance either as a lecturer or a participant.

Input-based CPD hours can be achieved by:

- Attending annual planned CPD activities organised by KICPAA;
- Attending other workshops/ conferences/CPD which can shape your skill and career with any member/associate member of International Federation of Accountants;
- Providing professional development support as a mentor or coach;
- Receiving professional development support from a mentor or coach; or
- Writing technical articles or books or papers.

HOW TO COMPLETE OUTPUT-BASED CPD APPROACH?

Output-based CPD refers to activities that contribute to increase your professional competency but do not have any evidence to corroborate the hours to be claimed. This may include:

- Reading technical article;
- Participation in and work on technical committees;
- Research – including reading professional literature or journals for application in the professional accountant's role; or
- Self-directed learning

HOW TO SUBMIT MY CPD RECORD/ CPD DECLARATION FORM?

Members shall declare their compliance with CPD requirement using the CPD declaration form (Annex 1) and submit through email to KICPAA at kicpaa@kicpaa.org by 31 January of the following year. However, when membership system is ready for online user, members shall complete and submit through the online system.

CPD REVIEW

Each year members are randomly selected for a review. It is important to keep an up-to-date record of your CPD activities because if you are selected, you may be asked to show this record.

For members who are selected for audit, you will be notified of the review via email by May each year. The supporting documents shall be sent to KICPAA within one month. Therefore, your email address is crucial for any communication with KICPAA. If you change your email's address, please update your new email's address to KICPAA Secretariat immediately – fail to update the new email address to KICPAA – you are assumed by KICPAA getting all information.

There are 3 possible audit outcomes for each member:

"**Compliance**" – CPD requirements have been met and no further action is required from member.

"**Insufficient Hours**" – CPD hours was denied during the review resulting in shortfall of CPD requirement or insufficient hours were submitted.

"**Non-Compliance**" – The CPD requirements have not been met such as no response received from the member despite repeated communications; no CPD records submitted; false declaration.

A written explanation for **"Insufficient hours"** or "**Non-Compliance**" shall be provided as to the reasons for non-compliance including plans to remedy the shortfall. An extension of up to six-month may be granted for the member to comply. After the extension period and still non-compliance, your membership status may be downgraded or suspended.

In order to return to your original membership status, you will need to complete 40 hours of additional CPD activities the year before you apply to be reinstated.

For cases where there are concerns about false declaration, a report might be lodged to the Governing Council on the grounds of professional misconduct. This may result in removal from KICPAA's membership.

CARRYING FORWARD CPD HOURS/CREDITS

For input-based CPD, if you complete more than 20 hours in any year, you can carry forward up to 20 of these additional hours to your next CPD year. Regrettably, Output-Based CPD hours cannot be carried forward.

Please note that for new admitted members cannot carry forward CPD hours in the year you are admitted to the next year because you only require to start doing CPD the following year.

WHO CAN WAVE THE CPD REQUIREMENT OR GET EXEMPTION OF CPD?

- KICPAA Governing Council members, KICPAA committee members, honourable members (retired members), and KICPAA Advisor during their mandate.
- Have fulfilled the CPD requirements of other professional institutes having signed the Mutual Agreement with KICPAA.

SANCTION OF FAILURE TO COMPLY WITH CPD POLICY

For failure to comply with CPD policy, membership status shall be downgraded, suspended or removed as indicated in CPD review section.

To re-activate your membership, you have to re-submit the application form and take the whole process as a new applicant.

CPD DECLARATION FORM

Regarding to CPD Policy 2018, Members are required to complete the CPD Declaration Form and submit it to KICPAA through Email: kicpaa@kicpaa.org by 31 January of the following year. Failure to comply with CPD policy, membership status shall be downgraded, suspended or removed as indicated in CPD review section.

DETAILED CPD (Continuing Professional Development) ACTIVITY RECORD

From (mm/yr):_____ To (mm/yr):_____

MEMBER'S DETAILS

Full Name:_____

Membership No:_____ Admission Date:_____

Membership Category: ❑ Active   ❑ Affiliate

Email: _____ Mobile Phone: _____

A. COMPLIANCE CONFIRMATION

I have complied with the CPD requirement through:

□ Input and output based

□ Professional body – signed Mutual Agreement with KICPAA

□ Can wave the CPD requirement or get exemption of CPD

Or

I have not been able to meet the CPD requirements. I will remedy my shortfall and then submit an updated CPD declaration to confirm.

B. DECLARATION

I confirm that to the best of my knowledge, the information given in this form is correct. I have maintained and, where appropriate, developed my competence to provide high quality services, and to strengthen public trust in the profession.

_____   _____

Member's Signature   Date

FOR KICPAA'S OFFICIAL USE ONLY

Form Received By:_____Date:_____Signature:_____