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Student Registration Number	
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CPD RECORD FORM

for holders of Certificates of Competency
(insert subject and relevant three year period)

Association of Taxation Technicians CPD Regulations for Certificates of Competency

1. Citation, commencement and application

- 1.1 These Regulations may be cited as Certificate of Competency Continuing Professional Development Regulations 2007.
- 1.2 These Regulations came into force on 4 July 2007.
- 1.3 These Regulations shall apply to all holders of Certificates of Competency.

2 Introduction

- 2.1 In these Regulations 'CPD' means Continuing Professional Development and refers to the scheme constituted by these Regulations.
- 2.2 Holders of Certificates of Competency are expected to maintain their professional knowledge and expertise and to comply with such CPD requirements as the Association may determine and publish from time to time. These Regulations have been designed to ensure that Certificate holders maintain their ability to comply with this requirement and are structured upon the following principles:
 - (a) they should be relevant to the needs of Certificate holders in their working fields;
 - (b) they are sufficiently flexible to cater for the particular circumstances of Certificate holders;
 - (c) they do not create onerous demands;
 - (d) they involve reasonable periods only having to be spent outside the normal working environment;
 - (e) they are not administratively burdensome.

3. The basic requirements

The minimum requirements for holders of Certificates of Competency for the three year period that the Certificate is in force are:

- a) five hours of structured CPD over the three year period; and
- b) five hours unstructured CPD per year.

4. Definition of structured training

Structured training includes:

- 4.1 Attendance at conferences, seminars, workshops, discussion

meetings or similar events that involve active contribution by the member.

- 4.2 Preparation of lectures and other forms of presentation.
- 4.3 Writing books, articles or reviews.
- 4.4 All learning media, provided that they involve interaction with other individuals (including group research; listening to audio tapes; viewing tax videos and tax-specific television programmes; using video disks and computer-based training packages).

5. Definition of unstructured training

Unstructured training includes:

- 5.1 Reading.
- 5.2 Any other form of learning where there is no interaction with other individuals. This would include the learning media in Regulation 4.4 where undertaken on a personal basis.

6. Exceptions

A Certificate holder who comes within any of the following categories for all or part of the period that a Certificate is in force may be excepted from the CPD requirements in Regulation 3 on a pro rata basis to the extent stated:

- 6.1 A Certificate holder who is unable to meet the requirements due to ill health or disability.
- 6.2 A Certificate holder who is on parental leave, on a career break, or unemployed, is required to undertake the unstructured CPD requirements training during the period of absence from work.
- 6.4 A Certificate holder (and especially a Certificate holder working outside the UK) who, due to travel difficulties, would find it impracticable to attend conferences on UK taxation as part of the structured training requirement should apply to the Membership Department for consideration of alternative arrangements.
- 6.5 A Certificate holder who is granted exemption by the Association to the extent and upon the terms that the Association specifies.

7. CPD requirements of other professional bodies and of professional firms

A Certificate holder is entitled to count towards the CPD requirements any appropriate training undertaken to fulfil the CPD (or equivalent) requirements or recommendations of another professional body of which he or she is a member, and of his or her firm or company.

8. Records to be kept

- 8.1 Certificate holders should use the form provided annually by the Association on which to keep their CPD records. Members of other professional bodies, or with firms or companies, which require them to keep CPD records may use that record sheet, suitably adapted where necessary.
- 8.2 Where Certificate holders attend a meeting at which no attendance charge is made they must record their attendance in the record book kept by the organisers.
- 8.3 Certificate holders should keep their CPD records until any application to the Association for the renewal of the relevant Certificate(s) has been approved.

9. Failure to meet the compulsory CPD requirements

Any investigation into a complaint made about a Certificate holder member will include checking his or her CPD records.

10. Failure to comply

Failure to comply with the CPD requirements contained in these Regulations may result in any application for the renewal of a Certificate of Competency being refused.

11. Enquiries

All enquiries including questions for guidance on whether an activity is structured or unstructured, should be addressed to the Membership Department at the Association on 020 7340 0551 or e-mail: cpdcoc@att.org.uk

Important Notes

- A. Please read the regulations on the form so that you are aware of the aims of the scheme and how to fill in the form.
- B. If you have any queries please get in touch with The Association of Taxation Technicians, 1st Floor, Artillery House, 11-19 Artillery Row, London SW1P 1RT tel: 020 7340 0551 fax: 020 7340 0598 e-mail: cpdcoc@att.org.uk
- C. If you feel you qualify for exemption under Regulation 6 please notify the Association.
- D. If you keep your CPD record on another form (see Regulation 8) please submit it with this form when making your application to renew the relevant Certificate.
- E. **Please retain this form and keep it safe. You will need to submit it with your application to renew the Certificate relevant to the subject of the CPD completed.**
- F. Please ensure that the form is completed clearly in block capitals and in black ink so that it can be easily photocopied if requested.

A STRUCTURED CONTINUING PROFESSIONAL DEVELOPMENT

Conferences, seminars, workshops, discussion meetings, other interactive media, preparation of lectures, other forms of presentation and writing

Date	Title	Course Provider	Hours spent

B UNSTRUCTURED CONTINUING PROFESSIONAL DEVELOPMENT
Reading and forms of learning with no interaction with others

Title/Details	Estimated reading time per annum:	Hours spent

		Target	Actual
Structured Continuing Professional Development	CPD Hours	5 over three year period	
Unstructured Continuing Professional Development	CPD Hours	5 per year	

I certify that the above is a complete Continuing Professional Development record for the following three year period:

From To

Signed Dated

The Association of Taxation Technicians, 1st Floor, Artillery House, 11-19 Artillery Row, London SW1P 1RT
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