

# CPD 2016

## PERSONAL RECORD FORM

Name \_\_\_\_\_

Membership number \_\_\_\_\_

### Important Notes

- A. Please read the CPD Regulations and Guidance Notes January 2011 before completing this form.
- B. Please keep this form safely for a minimum of three years. You do not need to return it to the Institute at the end of the year; instead you will be required to self-certify your compliance on-line each January. The Association will ask a sample of members to produce their records covering a 3 year period for checking each year.



Practical Tax People  
Association of  
Taxation Technicians

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Conferences, seminars, workshops, discussion meetings, online training, etc (Guidance Notes pages 6&7)

Date	Title	Course Provider	Hours spent

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### Tax relevant reading

Title	Hours spent

### Developing and presenting tax relevant training material (Guidance Notes pages 6&7)

Date	Lecture/presentation details	Hours spent

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Writing books, articles and reviews

Date	Details	Hours spent

Training in law, accounting and financial services etc (CPD Regulation 2.5)

Date	Title	Course Provider	Hours spent

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Please use this page to complete any earlier sections for which you may not have had room or to make any additional notes.

Additional notes

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### CPD hours breakdown

	Target hours	Actual hours
Tax relevant reading	30 (max)	
Other CPD:	15 (min)	
Conferences, seminars, online training, etc		
Developing and presenting tax relevant training material		
Writing books, articles and reviews		
Training in law, accounting and financial services, etc		
<b>Total</b>	<b>45</b>	

I certify that the above is a complete Continuing Professional Development record for 2016.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

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