

## Fiji Institute of Accountants Annual Return of CPE Hours

Continuing Professional Education is a vital element to all levels of membership in the Institute. It is recommended that members plan ahead and design for themselves an integrated approach to their self development activities.

It is **your** responsibility to keep a record of the CPE hours you have completed. If you did not complete your professional development activities you will probably not be up to date with recent developments in the accounting field and this can result in your employers or your clients losing confidence in you.

There is an obligation placed upon all members to maintain and improve their level of professional knowledge and skills and to complete the following minimum number of CPE hours **over a 3 year period.**

CPE Structured hours	60	(or 20 annually)
CPE Unstructured hours	60	(or 20 annually)

Since the relevant 3 year cycle will end on 31 December 2018 it is important that we receive details from you of your CPE hours completed in 2016, 2017 and 2018. Please include on the form below details for 2016 and 2017 if you have not previously done so.

<b>Annual Return of CPE Hours</b>					
Name _____					
Membership Category _____					
Organisation _____					
Email & Mobile contact _____					
Date/Year	Training Provider	Topic	Location	Hours	
				Structured	Unstructured

*(please use a separate page if the above space is not sufficient)*

I confirm that the above information is true and correct.

Signature: \_\_\_\_\_ Date (dd/mm/yy) \_\_\_\_\_