

Fiji Institute of Accountants Annual Return of CPE Hours

Continuing Professional Education (CPE) 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.

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)

The relevant **new** 3-year cycle will end on 31 December 2021. It is also important that we receive details of your CPE hours completed in the last 3-year cycle from 2018 to 2020. Please include on the form below details from 2018-2020 if you have not previously done so.

Name _____					
Membership Category _____		Designation _____			
Organisation _____					
Email (Professional) _____			(Personal) _____		
Mobile Contact _____			Direct Line _____		
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) _____