

1. How do I submit my CPD audit?

To submit your CPD record for auditing you need to follow these four steps:

1. Log into your CPD record via MyCISI
2. Select the year that has been chosen for audit, by clicking the 'CPD Log Entries' button
3. Complete the declaration by ticking the required boxes
4. Select the "Submit for Auditing" button

2. I have undertaken all or most of my CPD with the CISI do I still need to submit my CPD record?

Yes, you will still be required to check that the CPD recorded within your CPD record is accurate and relevant to your role. You will then be required to complete the relevant declarations and submit your CPD log for review. You can find information on how to submit your CPD record for auditing in the response to Q1.

3. I have already uploaded evidence for each of my CPD activities do I still need to submit my CPD record?

Yes, you will be required to check that the evidence uploaded within your CPD record meets CISI evidence requirements. You will then be required to complete the relevant declarations and submit your CPD log for review. You can find information on how to submit your CPD record for auditing in the response to Q1.

4. How do I attach my evidence?

You can find guidance under section 3.3 of the CISI CPD Scheme Help guide on how to upload CPD evidence.

5. Can I post or email my evidence and where do I send it?

Yes you can email or post your evidence. If posting, please ensure you maintain copies of all documentation.

Email: cpdaudit@cisi.org

Post: [Include Auditor Name],

Membership Policy and Audit

Chartered Institute for Securities and Investment,

20 Fenchurch Street,

London, EC3M 3BY

6. Can I make changes to any of my CPD entries before I submit my CPD records for auditing?

You will only be able to make changes to your learning objectives and outcomes. You will also be able to upload evidence before submitting your CPD record for review.

7. What are the CISI's evidence requirements?

You can find guidance on the CISI's evidence requirements here.

8. Do you review all of my CPD hours once I have submitted my CPD records for auditing?

We will only review the number of CPD hours you are required to undertake within that CPD year. We ensure all the CPD is relevant to your job role/financial services and meets the CISI recommended guidelines.

9. How long will the audit process take?

The audit process can take up to six weeks if all the relevant information is provided within the CPD record. Please note the process can take longer if further evidence is required.

10. Will you contact me if you require additional evidence or information?

Yes, your auditor will contact you should they require further information or documentation. You will in this case be required to either email or post the further evidence to your auditor and will be given a timeline to do so.

11. Can I get my line manager or HR/ Training & Compliance department to verify my CPD?

Yes, you can get your line manager, HR/ Training & Compliance department to verify your CPD activities. You will need to ensure that their confirmation includes the titles, dates and durations of the CPD activities which you have undertaken as well as their (verifiers) full name and job title.

12. Can I submit a copy of my CPD log from another professional body as evidence?

You can submit CPD evidence for CPD activities undertaken with other professional bodies but cannot submit another professional bodies CPD records as evidence as these records would also require third-party verification that they have been undertaken by you.