

## **Fiji Institute of Chartered 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 and design for themselves an integrated approach to their self-development activities.

Each member is required and responsible to keep a record of the CPE hours you have completed in a year. Participating in professional development activities ensures that you are 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 first three-year cycle began in 2016 and ended in 2018. We are currently in the third cycle, which started in 2022 and will conclude this year.

It is advisable that you read through the CPE By-Laws link below to assist you in filling the form below.

<http://www.fia.org.fj/getattachment/Legislation/FIA-By-Laws/CPE-By-Laws-2016-01-01-UPDATED-2020-10-30.pdf.aspx?lang=en-US>

Please include on the form below details to record your CPE hours for 2024. However, we also request details for 2022 and 2023 if these have not been submitted previously.

## Member CPE Annual Return Form

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) \_\_\_\_\_