

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 number of CPE hours **aligned with IES 7 (rolling 3-year period)**. Members are required to achieve a minimum of 40 CPE hours annually, or 120 CPE hours over a 3-year period, of which no less than 20 annually, or 60 over a 3-year period, shall be structured hours.

CPE Structured hours – minimum over 3 years	60	(or 20 hours minimum annually)
CPE Unstructured hours – maximum over 3 years	60	(or 20 hours maximum annually)

FICA's CPE requirement is now assessed on a rolling three-year period, in line with IES 7. Members must therefore complete a minimum of 120 hours over the current year and previous two years, including a minimum of 60 hours of structured CPE.

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

<https://fica.org.fj/wp-content/uploads/2025/12/CPE-By-Laws-2016-01-01-UPDATED-2020-10-30-1.pdf>

Please include on the form below details to record your CPE hours for 2025. However, we also request details for 2023 and 2024 if these have not been submitted previously.

Member CPE Annual Return Form

Name _____

Membership Category _____ Designation _____

Organisation _____

Email (Professional) _____ (Personal) _____

Mobile Contact _____ Direct Line _____

(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) _____