

# CPD Tracking Form



# ICBA

Institute of Certified  
Bookkeepers and Accountants

All ICBA members must undertake a minimum of 20 hours of Continuing Professional Development every year. You will not be able to renew your ICBA membership if you do not submit this form with your annual renewal fee. If the supporting evidence is needed for auditing, the ICBA will contact you to request the documentation.

Please use this form to log your CPD hours and keep it somewhere safe, along with any supporting receipts, attendance certificates or learning materials.

Please see the ICBA website for our detailed **CPD policy** and definitions of verifiable and non-verifiable CPD hours.

First name:	Last name:
Phone number:	Email address:
ICBA member number:	ICBA designation e.g. CSBIcba(SA):

## Record of continuing professional development

Print out another form if you run out of space.

Date	Learning type (e.g. seminar, web research)	Hours		Evidence (available upon request)
		Verifiable	Non-verifiable	
<b>TOTAL HOURS:</b>				

I declare that this information is true and accurate.

Name: ..... Date: ..... Signature: .....

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