

Guidelines for Annual CPD Requirements

About CPD

CPD is a mandatory requirement to keep updated on the knowledge, skills, values, ethics & attitudes on technical & practical developments in the Industry or workplace. It is considered as an integral component of a professional accountant's continued membership with CMA Sri Lanka & provides a pathway for career progression & success.

All members should comply with the Annual CPD requirements as given below:

A minimum of 50% of CPD Hours should be covered from CMA activities.

1. Minimum CPD Requirement

All CMA members are requested to comply with both annual allocation and the 3 year requirement.

CPD hours	Annual Allocation	3 year Requirement
Verifiable	10	90
Non Verifiable	10	30
Total	20	120

2. IFAC Requirement as per IES7 –CPD(Input based approach)

- a) Complete at least 120 hours or equivalent learning units in each rolling 3 year period of which 60 hours should be verifiable.
- b) Complete at least 20 hours in each year
- c) Track & measure to meet the above requirements.

3. CPD Requirement to apply for Fellowship by an Associate Member

After admission to Associate Membership minimum of 5 year Managerial Level Experience is required to apply for Fellowship.

4. Recommended CPD for Annual / 3 year/ Fellowship – Verifiable

4.1 Short term Programs

No.	Program/Activity	CPD Hours
1.	Participation in CMA Committees & panels technical nature EX: Conference Technical Committee IR Evaluation Panel Accounting and Cost Accounting Standards Committee Total Cost Mgt. Committee Hospitality Accountancy Committee - Evaluation of Reports - Per meeting - Maximum hours per annum	03 per report 01 10
2.	Professional articles for publication in CMA journal - Per article - Per lead article - Publications in other journals relating to Management Accounting topics	08 10 as above
3.	Participation at CMA Annual Conference - Presence at all technical sessions - Paper writers, Chairman at technical sessions, commentators	15 35/25/20
4.	CMA Seminars & workshops - Participation - Paper Presenters - Other professional Institute seminars relating to management Accounting	As mentioned in the letter / program 10 as above
5.	Lecturing for relevant Post graduate qualifications, MBA for other recognized Institutes Maximum hours per annum	1 CPD Hour for 2hours of lecturing 10

4.2 Medium to Long Term Programs in Core Areas – Annual /3 year/Fellowship

No.	Program/Activity	CPD Hours
1.	Masters Degree in Core areas (Ex: Finance, Management & Finance)	60
2.	Masters Degree in Non core areas (Ex: Economics, IT, HR & Marketing)	30
3.	Post Graduate Diplomas, & other Diplomas from Universities & recognized Institutes	
	- in Core areas.	30
	- in non-core areas	15
	Maximum for above	60

3.3 Non verifiable CPD - Annual /3 year/Fellowship

This consists of activities such as reading books and other material relevant professional of management accountancy. The applicant should provide an executive summary of the material they have read.

Every 3 non verifiable hours of activity will be granted 1 CPD hour. (Maximum 10 hours per year)

Associate Members need to submit the relevant details.