



CPD Audit Factsheet

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Chartered
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CPD Audit Factsheet

All qualified members must complete 35 hours of CPD each year. We check compliance through annual audits. If you have been selected for audit, this factsheet explains what to provide, how to submit your record and what a good CPD record looks like.

Key requirements

What should I provide?

Provide CPD logs showing 35 hours of CPD, including at least 21 structured hours.

Where should I send my records?

Log your CPD in the [CII CPD tool](#) and press Submit. If you cannot use the tool, send your record as an email attachment to cpdreport@cii.co.uk.

Important: We do not accept CDP records sent by post.

What should my CPD record include?

- **Title and description** - Clear activity title and description
- **Date** - Exact date of the activity
- **Structured or unstructured**
- **Time spent** - Duration of the activity
- **Development need** - Learning/skill 'gap' or professional need
- **Learning objectives/outcomes** - The content of the CPD activity
- **Reflection** - Impact on professional practice

Structured or unstructured CPD?

Structured CPD	Unstructured CPD
• Formal preplanned learning with clear learning outcomes that targets a specific <i>professional development need</i>.	• General learning or updates that support professional awareness but do not focus on <i>specific learning outcomes</i>.

You can find information [here](#).

Example CPD record

Good example	Needs improvement	How to improve
Date: 12 June 2026	Date: June 2026	Give the exact date of the activity, rather than only the month.
Title: The 4 Ps of Powerful Presenting	Title: Meetings	Use a specific activity title. Record separate meetings as separate CPD entries.
Development need: I am responsible for sharing quarterly data with the Executive team and need to improve my presentation skills so I can do this effectively.	Development need: Company updates	Explain the learning, skill or development 'gap' the activity is aiming to address.
Learning outcomes: - Understand and apply the 4 Ps framework. - Prepare yourself and your audience. - Structure a clear message. - Deliver messages with confidence.	Learning outcomes: Company updates	State what was learned or what the activity was intended to help you learn.
Time: 40 minutes	Time: 20 hours	Avoid grouping multiple activities together.
CPD type: Structured CPD	CPD type: Structured CPD	Regular company meetings are usually unstructured unless they are formal learning activities with clear outcomes.
Reflection: This presentation reinforced the importance of planning and clear communication. I will apply this when preparing my next Executive presentation by giving contributors enough notice for the data I need and allowing time to adapt the presentation.	Reflection: Useful updates on industry.	Explain what you learned, how it met your development need and how it will impact your professional practice.

AI declaration

The CII recognises and supports AI as a useful tool for members when planning and recording their CPD. While AI may be used to support the planning and recording of CPD, it should not be used to generate reflective statements. Personalised reflection provides evidence that members have actively engaged with their learning and have applied it to create positive consumer impact. When selected for CPD audit, members should ensure that reflective statements are written in their own words and explain how the learning has been relevant to their personal development and professional practice. In cases where it is suspected that reflective statements have been generated by AI, the CII will engage directly with the member and may request that reflective statements are rewritten or revised as appropriate.

Frequently asked questions

I am ill or on parental leave. What should I do?

Contact the CPD team at cpdreport@cii.co.uk. They will discuss the available options with you.

I do not have access to my CPD certificates. What should I do?

You do not need to send CPD certificates unless we specifically ask for them.

I have changed jobs and no longer have access to my CPD records. What should I do?

Contact your previous employer and ask them to share your records. If this is not possible, contact the CPD team at cpdreport@cii.co.uk.

Can I submit only the CII exam I completed this year if it counts as 60 hours of CPD?

No. We need to see more than one CPD activity. A single activity, even where lengthy, is unlikely to demonstrate development across a full year.

I've been ill over the past year and had a lot of time off. What should I do?

Contact the CPD team at cpdreport@cii.co.uk

I can't get the CPD tool to work. What should I do?

Contact cpdreport@cii.co.uk and a member of the team will help.

Where can I find more guidance about CPD?

On the CII's website [here](#).

What if I don't engage with the audit?

You may be referred to the CII's legal team for this to be considered under disciplinary processes.



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