



Please save form before attaching to email.

## Institute of Chartered Accountants of Jamaica

### 2013 Annual Continuing Professional Development Declaration Form

Name: \_\_\_\_\_

ICAJ No. 99

All members are required to complete this declaration as evidence of their meeting the requirements of Continuing Professional Development (CPD) as established by the ICAJ.

#### SECTION A

I have complied with the CPD requirements for the year ended December 31, 2013, and confirm that:

- I am working directly in accounting or auditing (see below guidance notes)
- I am working in neither accounting nor auditing (see below guidance notes)

#### SECTION B

I did not comply with the CPD requirements for the year ended December 31, 2013 (I understand that I have an obligation to develop and maintain my professional competence and I will be contacted by ICAJ to resolve this matter).

#### SECTION C

I claim exemption from the 2013 CPD requirements for the following reasons

- Unemployment
- Long term illness – serious ill health
- Other – please indicate: \_\_\_\_\_

(Please tick) I confirm that the information given in this form is true and accurate to the best of my knowledge and belief and that I have not been subject to any criminal, disciplinary or other matters as outlined in the ICAJ By-laws. I have maintained and, where appropriate, developed my competence in relation to professional ethics. I understand that I may be selected to participate in the annual CPD review exercise in confirming my compliance with the ICAJ CPD requirements.

#### Please return the completed form to:

Services Department, Institute of Chartered Accounts of Jamaica, 8 Ruthven Road, Kingston 10/ Email: [servicesdept@icaj.org](mailto:servicesdept@icaj.org) or [members@icaj.org](mailto:members@icaj.org)/ Fax: 929-9416. For queries, please call: **876-929-5869, extensions 234/222.**

Please refer to the CPD guidelines that are available from the Member Resources area of the ICAJ website at [www.icaj.org](http://www.icaj.org).

**You may be called on at any time to present detailed proof of your CPD compliance.**

#### Internal Use Only

Staff Initials:

Date

## ICAJ Annual CPD Declaration – Instructions and Guidance

**Your CPD return becomes due on January 31** after the related year end. Therefore your 2013 CPD return becomes due on January 31, 2014.

**You can file your annual CPD return** online using your Members' Profile that you can access from the ICAJ website at [www.ica-j.org](http://www.ica-j.org) or completing this form and returning it via fax or e-mail to the ICAJ Secretariat. Remember that with ICAJ's online system, you are able to file and retrieve your CPD information as well as monitor your CPD status as the year progresses.

**Members are responsible** for retaining appropriate records and documents related to their CPD, both verifiable and non-verifiable hours, for a period of three years to support the prescribed reporting requirements, and, upon request by the ICAJ, provide sufficient appropriate evidence to demonstrate their compliance with the CPD requirements. Refer to section 4 of the ICAJ CPD Guidelines for guidance.

### **SELECTING (I have complied...Option A)**

You must meet the minimum required hours (40) for the route selected (working directly in:

- ACCOUNTING OR AUDITING - Verifiable 21/ non-Verifiable 19
- OTHER - Verifiable 10/ non-Verifiable 30

Please refer to [section 5](#) of the ICAJ CPD Guidelines for guidance.

### **SELECTING (I have not complied...Option B)**

If you have not been able to meet the CPD requirement, select Option B. Completing CPD is a requirement of your continuing membership, and you will be contacted by the ICAJ to resolve this matter.

Please refer to [section 3.3](#) of the ICAJ CPD Guidelines for guidance.

### **SELECTING (I claim exemption...Option C)**

If you have not been able to meet the CPD requirement you must provide details of this in writing, if you are asked to provide evidence of your CPD compliance.

Section 3.4 of the CPD Guidelines allows for special consideration for individuals based on their work environment or circumstances such as unemployment, retirement, studies, disability, and employment in remote areas or any other acceptable reason.