

Institute of Chartered Accountants of Jamaica (ICAJ)

Steps for Filing Mandatory Continuing Professional Development (CPD) Returns Online

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Overview

Your annual Continuing Professional Development (CPD) return becomes due on January 31 after the related year end. Kindly login to your Members' Profile from the ICAJ website at www.icaaj.org and follow the steps included in this document to complete your annual CPD declaration.

Members should refer to the ICAJ CPD Guidelines, which is available by [clicking here](#), for an overview of the CPD reporting process.

Recording Your CPD Activities for 2012 ...going forward

- **STEP 1-** Access the ICAJ website at www.icaaj.org, and select 'Member Login' from the right of the page, then enter your Username and Password.
- **STEP 2-** Select 'Track CPD Hours' to record your 'Verifiable and Non-Verifiable' CPD information for the relevant period e.g. 2012.

CPD HOURS TRACKING

Hours Type: Verifiable
 Year: 2012
 Hours:
 Enter Details of CPD Activity:

Add

ID	Hours Type	Year	Hours	Comments	IsSubmitted	Sys. Added	Submitted Date	Date
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- **STEP 3-** Enter details of your CPD activity and the corresponding hours/credits, then click 'Add'. The information will be reflected as below.

Add

ID	Hours Type	Year	Hours	Comments	IsSubmitted	Sys. Added	Submitted Date	Date
2149	Verifiable	2012	100	kkk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/20/2012 3:36:47 PM	11/20/2012 3:36:47 PM

The ICAJ sponsored seminars that you attend for the prior calendar year along with the CPD credits awarded, will be uploaded to your profile page, **on condition that you sign the attendance register on admission**. Do not attempt to add ICAJ sessions that you have attended to your profile.

Please [Click here](#) for a list of activities that are treated as verifiable, together with ICAJ sponsored events. If you wish to query your attendance at an ICAJ sponsored CPD event, please contact the ICAJ Secretariat – Services Dept. at 929-5869.

Members working directly in accounting or auditing should return a total of 40 CPD hours annually, of which 21 should be verifiable and 19 non-verifiable. If you work in neither of the mentioned areas, you should return a total of 40 hours annually, of which 10 may be verifiable and 30 non-verifiable. See CPD guidelines for further information.

- **STEP 4-** Please click on the 'CPD Hours Verification' option below, if you wish to upload or attach documents to support your non-ICAJ sponsored verifiable CPD activities e.g. certificates of participation, letter of enrollment, job letter – to support change of job responsibilities, training records etc.

USER OPTIONS

- Dashboard
- Events
 - Upcoming (2)
 - In Progress (0)
 - Register
 - Registered Events
- CPD Hours
 - Track CPD Hours
 - CPD Hours Verification**

SUBMITTED HOURS

Year	Hours Type	Submitted Hours	Approve Hours	Status	Take In Files
2005	Verifiable	50	50	Pending	<input type="checkbox"/> Attach verification files View files
2005	Non-Verifiable	10	10	Pending	<input type="checkbox"/>
2008	Verifiable	65	10	Pending	<input type="checkbox"/> Attach verification files View files
2008	Non-Verifiable	45	10	Pending	<input type="checkbox"/>
2010	Verifiable	21		Pending	<input type="checkbox"/> Attach verification files View files
2010	Non-Verifiable	3		Pending	<input type="checkbox"/>
2010	Non-Verifiable	16		Pending	<input type="checkbox"/>
2011	Verifiable	22		Pending	<input type="checkbox"/> Attach verification files View files
2011	Non-Verifiable	0		Pending	<input type="checkbox"/>
2011	Verifiable	0		Pending	<input type="checkbox"/> Attach verification files View files

Filing your CPD Return Online for 2012...and future (return due January 31 after related year end):

- **STEP 1-** Record/Add your CPD Activities to your profile – steps 1-4 above.
- **STEP 2-** Click on the section '**Please click this link...**' at the bottom of the page to start the process of submitting your return. Ensure that the year selected is the period for which the return is being done.

In Progress (0)
 Register
 Registered Events
 CPD Hours
 Track CPD Hours
 CPD Hours Verification
 Reference Request (0)
 Transaction History
 Purchase Item/Donate
 Pay Bills
 Documents & Updates
 Help

Hours Type: Verifiable Hours:
 Year: 2012 w Enter Details of CPD Activity:
 Add

ID	Hours Type	Year	Hours	Comments	Submitted	Sys. Added	Submitted Date	Date
13	Verifiable	2008	12	test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/13/2011 1:13:36 PM	
Delete 1	Verifiable	2008	12		<input type="checkbox"/>	<input type="checkbox"/>	7/20/2011 3:50:54 PM	
2	Verifiable	2008	12		<input checked="" type="checkbox"/>	<input type="checkbox"/>	7/20/2011 3:51:04 PM	
11	Verifiable	2008	29		<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/28/2011 10:43:10 AM	
12	Non-Verifiable	2008	45		<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/28/2011 10:43:26 AM	
21	Verifiable	2011	15		<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/8/2011 7:30:29 AM	
28	Verifiable	2011	7	ICAJ EFRS Seminar	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/22/2011 6:45:51 AM	
29	Non-Verifiable	2011	21	reading literature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/5/2012 4:12:39 PM	
Delete 33	Verifiable	2011	30	ICAJ seminars	<input type="checkbox"/>	<input type="checkbox"/>	2/14/2012 1:45:18 PM	
Delete 34	Verifiable	2011	30	ICAJ seminars	<input type="checkbox"/>	<input type="checkbox"/>	2/14/2012 1:45:19 PM	

1 2 3

Add hours to tracking before proceeding to submitting hours.
 CPD Hours Submission is: **OPEN**
 Please click this link to submit your hours using a REGULAR form

The CPD submission portal opens in November 1 of the related CPD year and closes on June 30, after the related year end. The names of members, who fail to submit their annual return by June 30, will be referred to the ICAJ Investigations Committee for action to be taken, in line with section 7.2 of the ICAJ CPD guidelines.

- **STEP 3-** Members selected for review will be able to access and complete the ‘Detailed CPD’ return from their profile. While members not selected for review will access and complete the ‘Regular CPD’ return form from their profile.

See below for a sample of the **Detailed CPD** form that you will see on your profile **only if your return is selected for review:**

USER OPTIONS <input type="checkbox"/> Dashboard <input type="checkbox"/> Events Upcoming (2)	Submit more hours... DETAILED ICAJ ANNUAL CONTINUING PROFESSIONAL DEVELOPMENT RETURN FOR CALENDAR YEAR 2012 v	
	<table border="1"> <tr> <td> CPD guidelines Section 5 </td> <td> Minimum hours required for route: <input checked="" type="radio"/> Route 1 (Working directly in accounting or auditing) <input type="radio"/> Route 2 (Other) </td> </tr> </table>	CPD guidelines Section 5
CPD guidelines Section 5	Minimum hours required for route: <input checked="" type="radio"/> Route 1 (Working directly in accounting or auditing) <input type="radio"/> Route 2 (Other)	

See below for a sample of the **Regular CPD** form that you will see on your profile:

USER OPTIONS

- Dashboard
- Events

NB: Please be reminded that you must first enter your CPD hours using the CPD hours tracking table before this form can be populated with correct data. If you have not done this please click [here](#) to go to the tracking table.

I HAVE UNDERTAKEN MY CPD REQUIREMENTS FOR

- Route 1 (Working directly in accounting or auditing)
- Route 2 (Other)

Members, who submit the **incorrect form** by means outside of their member profile, will be asked to complete the **correct** form from their profile. **Only** members without internet or computer access can request a copy of the CPD form in hard copy – for completion.

STEP 4- Click the 'I Accept & Agree' button below, to submit your return.

- Documents & Updates
- Help

DECLARATION

I confirm that i have completed my CPD requirements for the year ended . I have maintained, and where appropriate developed my competence in relation to professional ethics. I confirm that the information given in this form is true and accurate.

I declare that the information given is correct to the the best of my knowledge. Date of submission

NB* You may be called on at any time to present detailed proof of your CPD compliance.
The CPD guidelines are available from the members - CPD information section of the ICAJ website. Click [here](#) to view.