



# Continuous Professional Development Compliance Rules 2022

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[www.AccountingTechniciansIreland.ie](http://www.AccountingTechniciansIreland.ie)

## Introduction

Each Member and Fellow of Accounting Technicians Ireland must complete CPD each year and comply with the CPD compliance rules of ATI as outlined in this document.

### Compliance Rules:

Qualifications and experience must be maintained and built on through CPD in order to ensure currency of knowledge among those holding an ATI designation. This document details the CPD compliance rules members must meet in order to be deemed compliant.

All individuals are responsible for recording their completed CPD along with Evidence of same. The MyCPD tool assists members in managing their annual CPD requirements.

The requirements are as follows

- 15 hours of formal CPD must be completed
- At least 1 of these hours must relate to ethics
- Members and Fellows must actively participate in ATI's CPD scheme
- All CPD should be recorded in the MyCPD tool
- All CPD Activity must be completed by 31st December each year; however you have until the 31<sup>st</sup> January to ensure your CPD is recorded in your MyCPD dashboard.

### Compliance Audit:

Every year in the first quarter ATI undertakes a compliance audit of 5%-10% of its compliant members. Members are selected at random.

### Failure to comply with the CPD Compliance rules:

Failure to comply with the rules will arise in the following instances

- Failure to complete and record the required number of CPD hours on or before the 31st January
- Submitting an annual return which, in the judgement of ATI is false or misleading
- Failure to co-operate, in the judgment of ATI, when subject to compliance audit

### **Disciplinary Action:**

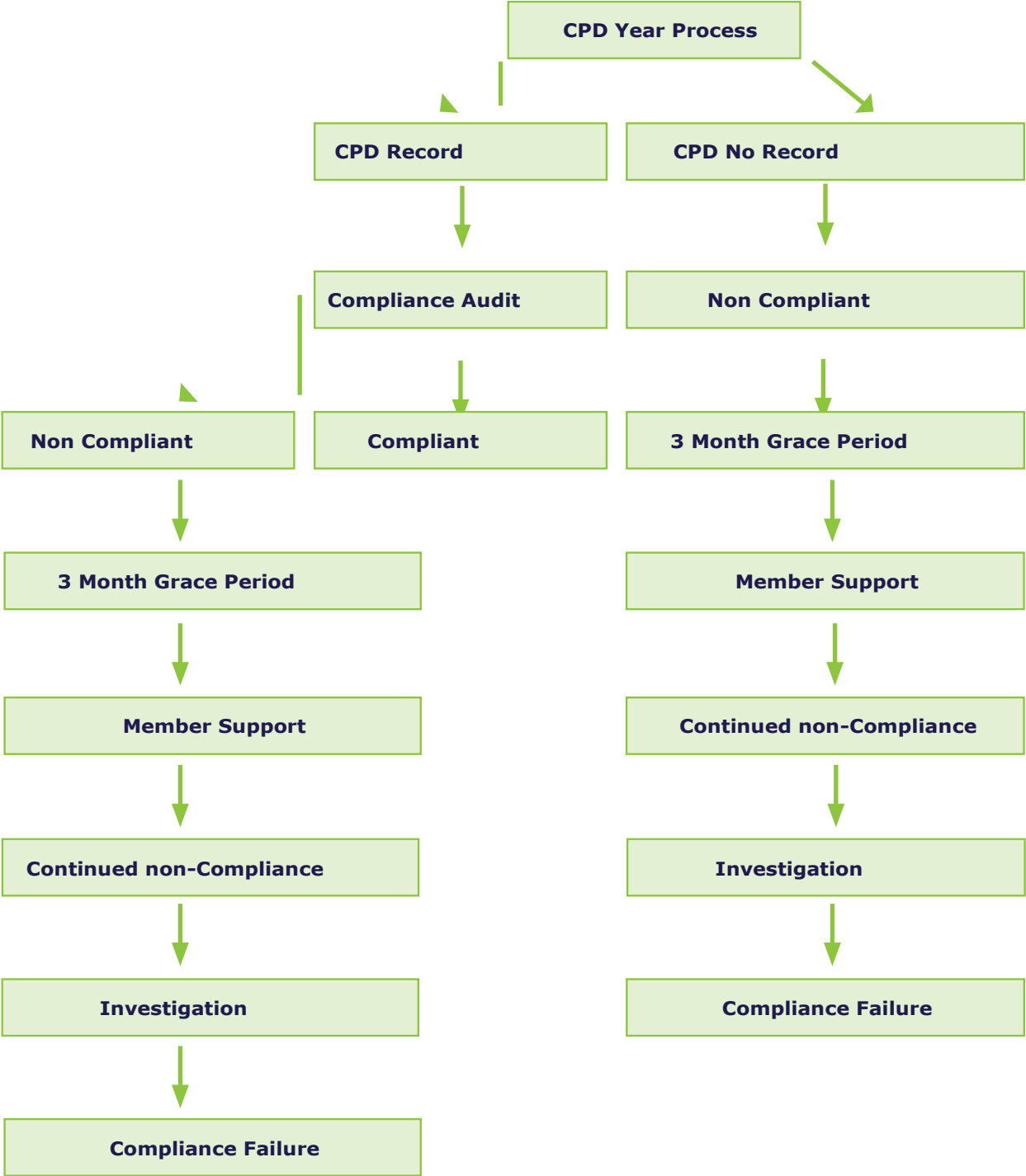
#### **No Record**

- Those who have not recorded 15 hours of CPD by 31st January will be notified in writing and a 3 month grace period will be offered in the following year to complete the required CPD
- If the non-compliance continues past the grace period the member will be supported in accessing relevant CPD and encouraged to complete any outstanding CPD hours by year end
- If the non-compliance continues into a 3<sup>rd</sup> year an investigation will be undertaken and if the member is found not to have complied with these rules a compliance failure will be recorded and the member's designation may, at the sole discretion of Accounting Technicians Ireland, be removed.
- Members will be notified in writing at all stages of the process.

#### **False Record**

- If during the course of the compliance audit the member/fellow is found to have submitted false or misleading material, non-relevant material or not providing sufficient proof of CPD compliance they will be found non-compliant.
- Those found non-compliant for will be notified in writing and a 3 month grace period in the following year to rectify the CPD record will be offered.
- If the non-compliance continues past the grace period the member will be supported in rectifying their CPD record by year end
- If the non-compliance continues into a 3<sup>rd</sup> year an investigation will be undertaken and if the member is found not to have complied with these rules a compliance failure will be recorded and the member's designation may, at the sole discretion of Accounting Technicians Ireland, be removed.
- Members will be notified in writing at all stages of the process.

Process



## Reinstatement

Members seeking reinstatement following a removal of designation, will, as a condition of reinstatement, be required to:

- Apply for reinstatement by completing the membership reinstatement form
- Pay the relevant fee
- Reinstated members will be required to complete the full CPD requirements for the year of reinstatement and will be subject to automatic audit in the following year

## Appeals Process

Any person seeking to appeal against a finding of non-compliance, the recording of a compliance failure or a removal of designation must submit the appeal in writing to ATI to arrive no more than 10 working days after the notification of the decision to be appealed.

The Appeal may be sent to [cpd@accountingtechniciansireland.ie](mailto:cpd@accountingtechniciansireland.ie) with the subject line Appeal and should specify the grounds on which the decision is being appealed and including any supporting documentation deemed relevant.

All appeals will be handled by the CPD Appeals Panel and referred to the Education Board for approval.

- The Education Board may confirm, alter or quash the original ruling
- It may substitute an alternative penalty
- It may seek clarification of any issue concerning the matter
- The Education Board will notify the member in question in writing
- The decision of the Education Board is final

All appeals and subsequent deliberations will be treated in the strictest of confidence.



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We have **NUMBERS** in our DNA

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