CPD Programme Frequently Asked Questions

1) What is CPD?

CPD stands for Continuous Professional Development. It refers to the process of regularly planning, completing and recording any type of training that enhances your skillset beyond any initial qualification. CPD is a process of life long learning and ensures those who engage in it continue to remain effective, capable and knowledgeable in their field.

2) Do I have to do CPD?

Yes. Since the beginning of 2018 all members wishing to hold the MIATI/FIATI designation, must comply with the CPD programme. Concessions or reductions to members CPD requirements may be provided on a discretionary basis depending on personal or professional circumstances. Please see the concession application form to see if you qualify.

3) Why do I have to do CPD?

ATI members engaging in an annual CPD programme ensures the ongoing integrity of the MIATI / FIATI designation. Meeting your annual CPD requirements is necessary to ensure maintenance of your own professional competence and designation status. This ensures that clients and employers receive competent and consistent accounting technician professional service. Accounting Technicians Ireland's CPD Policy, in recognising the importance of CPD in our member's professional lives, seeks to support Accounting Technicians in the workplace, to ensure their core competencies and technical skills are continually updated.

4) How many hours of CPD are required?
15 hours of CPD should be completed and recorded. 1 hour must be ethics based each year.

5) How do I open MyCPD?

Log into touchpoint and click MyCPD, launch MyCPD.

6) How do I access CPDgo bites and online CPD?

After you launch MyCPD navigate to CPDgo. Select Online Accounting CPD and Bites, Provided by accountingcpd.net. Set up account or log in if already set up. When the platform launches you will see the full Online Accounting CPD offering. This is a selection of FREE and paid for CPD along with your CPD Bites back catalogue. Use these log in details each week to access the weekly bite via the email sent each Thursday.

7) My company provide me with CPD as part of my job. Can I use this as part of my requirement?

Yes once it is relevant. Please submit for approval via the MyCPD tool. Please include a full course description/outline/agenda. Submission will be rejected if not enough detail to approve is provided.

8) I am a member of CPA/CIMA/ACCA/CAI/Professional body and I have to do <X> CPD hours per annum. Am I exempt from doing my ATI CPD?

In the case of dual membership members may apply for a CPD concession on submission of evidence of CPD compliance/Professional membership from the other professional body to the CPD Programme Manager.

9) I am currently studying CPA/CIMA/ACCA/CAI/Professional qualification. Am I exempt from doing my ATI CPD?

No. All members and fellows must complete 15 hours of CPD (unless they fall into a concession category). Further study of this type will qualify for CPD hours*, see Guidance notes for further details.

*transcript of results required as evidence

10) I have done a course through a training consultancy; can I use this as part of my CPD requirements?

Yes once it is relevant. Please submit for approval via the MyCPD tool. Please include a full course description/outline/agenda. Submission will be rejected if not enough detail to approve is provided.

11) How do I record CPD I have done in work/externally/via my professional body?

You may submit it via MyCPD for approval and it will appear in your MyCPD Dashboard. Please include a full course description/outline/agenda. Submission will be rejected if not enough detail to approve is provided.

12) How do I submit an external course for approval?
To submit/log the CPD you have done outside of ATI:

Log into your touchpoint account
Note: Username = Membership Number, Password date of birth DDMMYYYY (unless you have updated it yourself, we can reset this if you do not remember)
- MyCPD
- Launch MyCPD
- Click Record MyCPD
- Select Submit a new course from the drop down
- Input course details in full, including full and correct course title
- Include information on the provider
- Include a detailed course outline. Do not leave this field blank - you must include a full course description/outline/agenda. Your submission will be rejected if not enough detail to approve is provided
- Upload your evidence**
- Submit

** Evidence can be:
Certificate of completion
an email from the provider confirming attendance
an email from your manager/HR confirming attendance
Screen shot from e-learning portal showing complete
Essentially anything that confirms your presence at the training session or that you watched the webinar etc. Course slides, invoice or calendar invite will not be accepted as they do not prove attendance.

13)   I am not receiving any emails about CPD?

Please confirm your email address with cpd@accountingtechniciansireland.ie and we will investigate and ensure you are receiving all emails going forward.

14) Do I have to attend Face to Face or live webinar Training?

No. Your CPD can be made up of any type once it complies with the policy.

15) I've set up my accountingcpd.net account but I still cannot access the bites?

Please provide the username and email address you used to set up to cpd@accountingtechniciansireland.ie and they will investigate and ensure you can access going forward.

16) I have just become a member of Accounting Technicians Ireland. Do I have to do the CPD?

New members of ATI are exempt from CPD in their first year of membership. However they can still avail of all free online CPD as part of their membership benefits. We encourage all members to complete CPD and develop habits of life long learning.

17) I need to catch up on a previous years CPD requirements. How can I do this?

The system will automatically back fill your CPD to the year you are catching up on until it is complete.

CPD Programme Support, Advice, Queries, Technical Support:

cpd@accountingtechniciansireland.ie

CPD hotline: 01-6498102