Professional Accounting Affiliate
Measurement of CPD Credit Hours

Different activities count for different number of CPD Credit Hours. Here is a list to keep a check on your CPD hours according to the activities.

S. #	Activity	Evidence to be kept	CPD Credit Hours
a.	Participation in short courses, seminars, conferences, lectures* and trainings *Excluding classes of degree courses	Certificates of attendance/course contents in case it is a non-ICAP course	Actual classroom time. For a full day session a credit of 8 hours and for a half-day session 4 hours
b.	Completing degree courses and studying professional certifications	Degree/ Certification	Professional Qualifications Members bodies of IFAC, CISA,CIA 5 times of the examination hours or 40 hours, whichever is lower, in a CPD year[1] Degree Courses As accredited by the HEC approved or Foreign Institute/ University. On completion of a semester/ stage. 1/3 of actual contact hours.[3] However, the maximum CPD hours that can be given under this head shall be 40 hours for a year
c.	Relevant research paper/article (at least 4000 words) published in a peer reviewed journal including ICAP's publication	Original copy of the journal/ publication	8 hours Should not exceed more than 24 hours per annum
d.	Contributing article/review or any other relevant material including material in ICAP's, or other, local or international publications	Original copy of the publication or e-copy of publications [1]	4 hours Should not exceed maximum of 8 hours per year
e.	Registered and evidence-based E-learning courses	Certification	Actual time consumed by the course / training
f.	Presenter, participant or session chairman in short courses, seminars, conferences, trainings and media including interviews in print media	To be declared on the Reporting Form	Twice the actual time of the presentation
g.	Teaching relevant professional or degree courses	To be declared on the Reporting Form	One and half the actual time of the session.
h.	Participation in council, committees, working groups of ICAP other regulatory bodies, participation as Non-Executive Director in Board and Board Committee of listed companies.	To be declared on the Reporting Form	Actual time of the meeting

S. #	Activity	Evidence to be kept	CPD Credit Hours
i.	Writing of books on professional interest, technical and reference manuals including study pack	Copy of the publication	1 hour per page of technical content. Maximum 40 hours per release
j.	Watching videos/CDs of the ICAP CPD programmes of the Institute by a particular geographical area(s) where there is no CPD Committee of the Institute. However, CPD hours in respect of the above activity are restricted to a maximum of 20 hours in a year. Further, places where there are established CPD Committees, CPD hours in respect of the above activity are restricted to a maximum of 10 hours in a year	Attendance/topic(s) to be communicated to the CPD Committee within 2 weeks of watching such programme	Half of the actual duration
k.	General / Self certified readings (relevant to current or future development needs) e.g. journal articles, newspaper, reports, subscriptions etc.	Details to be provided on CPD Reporting Form: <u>Printed Material</u> • Date of reading • Date of publication • Title of the publication • Title of the specific article <u>Web-based Material</u> in addition to above information also include: • Retrieved/accessed from the full web address. • Date/time of retrieval/access	Actual reading time, subject to maximum of 2 hours per article subject to the maximum of 10 hours per annum
l	Visit to ICAP libraries	The Librarian will provide sign in and out time to the CPD Directorate.	Actual time spent in the library
m	On Job learning Assignments and new initiatives that provide new learning for professionals while on job	Confirmation of employer and details of learning outcomes.	Half of actual hours spent on the assignments and initiatives subject to maximum of 60 credit hours in three year rolling period