



CALCULATING CPD POINTS AND HOURS

The CPD Standards Office is a unique organisation and was founded with the vision of understanding and enabling positive and successful CPD and learning experiences. As a highly specialised expert team, our university led research has equipped us with extensive expertise on all things CPD.

Between the work of the Professional Development Consortium and the CPD Standards Office dual CPD research and accreditation activities sharpen our knowledge and expertise. This enables us to work with individual coaches, training providers, employers, and ‘membership organisation’s as a collaborative CPD network & community.

This factsheet provides advice and guidance on CPD points and hours, and how you should display them on your certificates, marketing and training materials.

Calculating CPD Points & Hours

Understanding CPD Points and Hours - what are they?

Individuals who are members of professional bodies, or regulators are often expected to achieve a certain number of CPD points or hours per year, in order to maintain their license to practice or chartered status.

The number of CPD hours expected varies from profession to profession, and within sectors.

Each professional body, institute and regulator sets a CPD policy for their individual members, and by each professional body or regulator.

CPD hours are part of “input based” CPD scheme, and can be known as CPD Points, CPD Credits or CPD merits.

See the CPD Standards website for updated sector requirements. One example is professionals in the accountancy and financial sector are required to complete 35 hours per annum in order to remain qualified.

As well as input based CPD schemes, there are also those that are output, and outcome based, and not every institute or regulator runs an input based CPD scheme. Input and Outcome CPD Schemes expect



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delegates to reflect on their learning, and record their experience of the CPD activity differently to simply counting the number of hours of training they receive.

The most important point to note as a CPD provider is that if you have a mixed delegate base or audience, not everyone will be members of input based CPD schemes, and therefore not everyone will be seeking CPD hours.

For more information about CPD Schemes, please ask our friendly team for our factsheet '3 Minute Guide to CPD.' Alternatively, refer to Factsheet: Understanding CPD Terminology.

This is an area, which can be quite confusing, and as a training provider, it is generally helpful to become knowledgeable on the professional bodies, institutes and regulators that your delegates are members of.

The CPD Standards Office will advise you on the number of CPD hours, or points. Generally:

- One CPD hour is one full contact hour of teaching or learning, and can include question and answer sessions but not networking time.
- One CPD point usually equals one CPD hour. However, this can vary from sector to sector, and the Office advises that if you are listing CPD points on your certificate, you ensure it is fully aligned to the key professional bodies or institutes within your sector.
- In the medical sector, point allocation changes dependent on the activity.
- Occasionally people think a point or hour can only be earned if they include an assessment.

Displaying CPD Points and Hours on CPD Certificates

As a formal CPD accredited provider with the Office, you will have received a formal CPD Certificate template. This is a double-sided document with the certificate on the front side, and a 'CPD Learning Tool' on the backside.

A template Certificate of Attendance will be awarded if you are a CPD provider of face-to-face CPD activities e.g. training courses, events, coaching or speaking seminars.

A template Certificate of Completion will be awarded if you are a provider of online activities or long-term training courses.

As part of your assessment process, you will have been advised on the approximate number of CPD hours that have been awarded to your CPD activity.



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Using the CPD Learning Tool

The number of CPD points or hours should be detailed on the CPD Certificate and Learning Tool. On the CPD Standards CPD certificate template - there is a sentence 'This CPD activity equates to XX CPD hours'.

CPD Learning Tool should be displayed on the back of a hard copy certificate, or second page on a soft copy PDF document.

This enables the delegate to reflect and capture their learning outcomes from the event. Please note that many professional bodies and institutes require this as part of a formal CPD record, and will not accept certificates that do not include this information.

For further information about CPD Certificates, please see our Factsheet: Issuing CPD Standards Certificates.

Using CPD Points & Hours on your Marketing and Training Materials

There is the opportunity to market how many CPD points and hours your training and professional development course offers in your advertising materials and sales channels. The CPDSO team recommend that you advertise your training courses offer 'up to 10 CPD hours' as this adds credibility to how many points clients can record for themselves. Finally using CPD points and hours in marketing is a good hook to get clients interested in your business so use this information consistently across your marketing channels.

Keeping CPD points records for delegates

Once you have issued a set of CPD Certificates to your delegates, displaying the number of points or hours, you do not need to submit the delegate names to the CPD Standards Office or inform us of the number of points / hours the delegate has logged.

Instead, you should have a formal administrative system that records the delegate name and contact details for each certificate issued.

Each individual delegate will decide how many of CPD points or hours from your training activity they use within their CPD record. Remember it is also only relevant if they are a member of a professional body with an input based CPD scheme.



Working with the Professional Institutes & Regulators

As a provider of learning that has been formally CPD recognised, your delegates or students will be primarily attracted to you as a CPD provider because they can obtain a CPD Certificate that can subsequently be included within their formal CPD record for their professional body, regulator or employer.

Make sure you get full value out of your CPD Standards CPD Accreditation Status, and make it clear in your marketing communications that a CPD Certificate will be available after full attendance, or completion of the CPD activity.

Many of our CPD providers find that the ability to issue CPD Standards CPD Certificates, and CPD points / hours, improves the appeal of their training or learning activity, and adds credibility to their reputation.

Don't just take our word for it...

“Having our solutions assessed and reviewed by The CPD Standards Office was critical to us. As the leader in our space, we continuously ensure that the training we offer is leading edge. Most importantly, an independent review from a credible body such as the CPDSO gives our customers and their learners the quality assurance they very often require internally or for their own CPD records.”

Rebecca Muenger, Marketing Director, Rosetta Stone

“Thanks very much for all you have done to enable us to do better in the Middle East. The accredited international knowledge and the Accredited CPD certificates are sought after!”

Jacqueline Purcell, Trainer & Director, Jasper Alliance

“People chew your arm off for a CPD Standards Certificate”

Pierre Marsh, Director, Marsh Training Systems

We hope you have found this factsheet helpful.

Please see www.cpdstandards.com for more information on our accreditation services or call 0203 745 6463 for further advice.