



CPD Declaration FAQs

What is a CPD Declaration?

A CPD Declaration is your annual confirmation of compliance with the IFoA's CPD Scheme.

As part of the declaration process, you will be asked to:

- Confirm that your CPD Status is correct.
- Confirm that you have met any requirements applicable to your CPD Status during the CPD Year.

CPD Declarations are completed online through your member portal account.

When do I need to complete my CPD Declaration?

CPD Declarations become available from 1 September each year following the end of the CPD Year on 31 August.

You should complete your declaration before renewing your membership subscription.

Why do I need to check my CPD Status?

Your CPD Status determines:

- Whether you are required to comply with the IFoA's CPD Scheme.
- What requirements apply to you.
- Which declaration option applies to you.

Both your CPD Statuses on the 31 August and your current CPD Status will be displayed on your CPD Declaration form.

CPD Status at a Glance

CPD Status	Requirements
In Scope*	15 hours CPD, including 2 hours PST and a Reflective Practice Discussion (RPD)

Practising Certificate Holder*	As above, plus 15 additional hours under the Practising Certificates Scheme
Absent from Work (full CPD Year)	Exempt from the CPD Scheme
Absent from Work (part CPD Year)	Pro-rated CPD requirements apply, including a Reflective Practice Discussion (RPD)
Non-Practising Status (full CPD Year)	Exempt from the CPD Scheme
Non-Practising Status (part CPD Year)	Pro-rated CPD requirements apply, including a Reflective Practice Discussion (RPD)
QAS Scheme*	Exempt from the IFoA CPD Scheme (Follow the QAS CPD Scheme)

*Pro rated CPD requirements, including a RPD are available to members who hold a CPD Status of In-Scope, Practising Certificate Holder and QAS Scheme for only part of the CPD Year. The CPD year runs from -1 September – 31 August, each year.

If you have not met the requirements applicable to your CPD Status, select:

I decline to make a declaration at this time.

You will be asked to provide further information and the CPD Team will contact you to discuss your circumstances and offer support.

Who Needs to Complete a CPD Declaration?

Required to Complete a CPD Declaration	Not Required to Complete a CPD Declaration
In Scope Members (including Affiliates admitted before 27 January 2021)	Honorary Fellows
Practising Certificate Holders	Affiliates admitted on or after 27 January 2021
Non-Practising Status Members	Life Members
Absent from Work Members	Student Members*
QAS CPD Scheme Members	Non-Practising Status (fully retired)

*As of 31 August 2026, Student members are no longer required to make an annual CPD Declaration.

What declaration options are available to me?

I confirm that I have met the requirements of the IFoA's CPD Scheme for the 2025/2026 CPD Year, in full or on a pro-rated basis, as applicable.

Select this option if you have met all requirements applicable to your CPD Status, including any pro-rated requirements.

I confirm that I am exempt from the IFoA's CPD Scheme.

Select this option if, on 31 August you hold a CPD Status of:

- Non-Practising Status,
- QAS CPD Scheme, or
- Absent from Work.

I decline to make a declaration at this time.

Select this option if you have not met the requirements applicable to your CPD Status. You will be asked to provide further information and the CPD Team will contact you to discuss your circumstances and offer support.

Need Help?

My CPD Status is incorrect, or I am unsure of my CPD Status or requirements

Contact the CPD Team before making your declaration.

Email: cpd_feedback@actuaries.org.uk