



STEPS TO COMPLETING 2017 CPD RETURN

1. Fill in your details on each CPD Record form.
2. Complete a separate CPD Record form for each activity undertaken.
3. Reference for each activity is a number you will assign each activity serially from 1.
4. Description of learning activity is a brief statement describing the activity undertaken e.g. Attended ICAM 2017 Annual Lake Conference.
5. Learning and application- You either state what you learnt from the activity or/and how you are going to apply lessons learnt from the activity.
6. Supporting evidence - This could be certificate of attendance, copy of authored articles, contact details of 3rd party who can be referred, etc.
7. The information CPD Record Form has to be transferred to CPD Summary Return.
8. Completed and signed CPD Summary Return and the CPD Record Form(s) have to be submitted to the Institute. You are encouraged to keep a copy for your file and future reference.

Annex 1: ICAM CPD activities in 2017 and hours

Activity	Hour(s)
Financial Modelling Masterclass	16
Pre-Budget Consultative Meetings	3
IFRS update 2017 Seminar	16
New Members Conference	4
ICAM Annual Dinner & Dance	2
The 2017/2018 Tax update	8
Executive Retreat	8
ICAM open discussion forums (each session)	1
Company Act 2013 and Insolvency Act Masterclass	8
ICAM Annual Lake Conference	20