



FAQs

What are the new CPD requirements?

- You must complete 30 hours of CPD activities annually (May 1–April 30).
- Activities can be structured (courses, workshops, webinars) and unstructured (reading, mentoring, podcasts).

How do I report my CPD hours?

- Self-reporting: You are responsible for tracking your own CPD hours.
- Attestation: During your annual renewal, you will be asked to attest that you have completed the required 30 hours. There is no official attestation form—the attestation is part of the renewal process.

Do I need to use a specific tracking form?

- No. You may use any method to track your CPD activities.
- For your convenience, an optional CPD Tracking Form is available to help you organize your activities, but you are not required to use this specific form.

What counts toward CPD hours?

- Both structured and unstructured learning activities count.
- At least 10 of your 30 hours must focus on leadership development.
- You must complete the CIPS Ethics Assessment annually (available free in your My CIPS account; counts for 3 CPD hours).

Will my CPD hours be audited?

- Potentially. NISCL & CIPS retain the right to audit your CPD records. You should keep a personal record of your activities and supporting materials in case you are selected for audit.

Does this policy meet CIPS requirements?

- Yes. Your 30-hour annual CPD cycle also meets the CIPS CPD requirements. Your NISCL attestation and renewal will include all CIPS requirements.

What if my previous CPD cycle was scheduled to end December 2025 or later?

- Any hours you have already completed will carry over to the new cycle (May 1, 2025–April 30, 2026). Please retain a record of these completed hours.

For more information or questions, contact us at info@niscl.ca.