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Regulatory Reporting Professional Designation (RRP)

Continuing Professional Development (CPD) Scheme Guidelines & Regulations

This is an important document which sets out the CPD scheme requirements and regulations. You are advised to read this document thoroughly and retain it for reference during the CPD year.

Should you have any queries on the CPD Guidelines & Regulations please contact IOB at 01 611 6500 or at cpd@iob.ie

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Welcome and Introduction

Welcome to the CPD Guidelines & Regulations for those who hold the RRP designation. These guidelines are valid for the current CPD year and are subject to a yearly review.

Every Regulatory Reporting Professional (RRP) is obliged to:

- fully participate in the RRP CPD scheme and comply with all of its requirements, and
- maintain professional membership of IOB.

Any breach of either one or both of these conditions will result in removal of the individual from the RRP CPD scheme.

Eligibility for Membership of the RRP CPD Scheme

The RRP CPD scheme is open to those who successfully complete the Regulatory Reporting in ROI Programme Professional.

Designation

Members of the scheme are entitled to use the designation *RRP*.

Summary of CPD Requirements

This is a brief summary of the main CPD requirements. You are advised to read this document in full for the detailed scheme rules and requirements.

- Total annual CPD requirement is 6 hours.
- At least 1 hour must be relevant to Ethics.
- The minimum unit of time recognised and accredited for CPD purpose is half an hour. The maximum number of hours for any single activity is three hours.
- All CPD events must be accredited by IOB.
- The CPD year runs from 01 January to 31 December. Hours must be completed by 31 December.
- All events must be recorded, and an annual return made by 31 January.
- A random sample of members are audited each year.

Continuing Professional Development (CPD) – General Definition

There have been many definitions of CPD by various individuals and bodies over the years. The Professional Associations Research Network in the UK carried out an extensive research project into CPD and in the process devised the following comprehensive definition:

"CPD is any process or activity of a planned nature, that provides added value to the capability of the professional through the increase in knowledge skills and personal qualities necessary for the execution of professional and technical duties, often termed competence. It is a life-long tool that benefits the professional, client, employer, professional association and society and is particularly relevant during periods of rapid technological and occupational change."

Benefits of CPD

YOU

There can be no doubt that the principal beneficiary of CPD participation is you. Your involvement should ultimately help you both in your professional and career development. CPD should help you to:

- progress your thinking on key challenges
- improve and broaden your knowledge and skills
- build self-confidence and conviction
- build client trust and confidence
- enhance your ability to make professional, informed decisions
- remain competitive
- raise your personal profile through networking and make you more 'marketable' to your existing and/or future employers

YOUR CORPORATE CLIENTS

The RRP designation and your participation in the CPD scheme also benefits your corporate clients, who will be confident that they are dealing with a professional, ethical, and trustworthy individual.

YOUR EMPLOYER

Your employer or Company benefits from your participation as a professionally developed workforce raises both client confidence and individual effectiveness.

Annual CPD Requirements and Criteria

Every Regulatory Reporting Professional is obliged to complete the same amount of CPD, irrespective of the area of business or the industry in which they are employed.

The annual requirement is **six CPD hours** (unless additional shortfall hours are required, or a pro rata adjustment has been applied).

At least one CPD hour each year must relate to **ethics**.

The content matter of the remaining 5 CPD hours must be relevant to the RRP syllabus i.e. relate to the subject matter in: -

- Regulatory Reporting Environment
- Regulatory Capital Concepts
- Risk Weighted Assets Concepts Credit Risk
- Market Risk
- Operational Risk
- Liquidity Concepts
- Liquidity Coverage Ratio
- Net Stable Funding Ratio
- Liquidity Monitoring Metrics
- Asset Encumbrance concepts
- CBI Statistical Reporting
- Pillar 2 % SREP
- Funding Plans
- Pillar 3
- SRB and MREL
- RPL
- Ana Credit
- CoRep templates and returns
- CBI Suite of Statistical Returns
- FinRep Returns



• 1 hour is relevant to Ethics

IOB will provide a suite of RRP events every year. These events may include seminars / webinars and online modules.

The CPD scheme for RRP is essentially self-certifying and there will be no compulsory testing of knowledge/learning by IOB. A sample of members will be selected for audit of their CPD hours each year (see 'Audit').

Definition of CPD for the RRP Scheme

CPD can be defined as 'active' participation in an activity, the subject matter of which meets the criteria (See 'Annual CPD Requirements and Criteria') for awarding CPD credit and includes attendance at seminars/training events, workshops, conferences, eLearning courses/modules, courses and other events of equivalent standing.

CPD does not necessarily mean attendance at external seminars – relevant in-house training and approved online training may also earn credit provided it meets the above criteria.

General reading and research will not count for CPD hours.

All courses/seminars/online training must meet the following criteria in order to count towards CPD:

- Course presenters must have qualifications and/or knowledge and experience appropriate to the subject(s) being presented.
- The presentation must be conducted in an appropriate location (i.e. proper conference/business / in-house facility).
- The presentation/course must be at least a half hour in duration.
- If electronically delivered, the event/activity must meet the criteria described in 'Award of CPD Hours to Electronically Delivered Events and Activities'.

Minimum & Maximum Duration – CPD Hours

All CPD hours must be accredited by IOB (see 'Accreditation of Events for CPD Hours').

- The **minimum unit** of time recognised and accredited for CPD purposes is a **half hour**.
- The **maximum number** of hours that will be accredited for **any single event/activity/topic** is **three hours**.
- The **maximum number** of hours that will be accredited for **any single online course/module** is **two hours**.

Time spent actively involved in a CPD activity will count and can include question and answer time, case studies and tests/exams etc. Time spent travelling to an event, registration time, coffee/lunch breaks, social time etc. will not count.

Accreditation of Events for CPD Hours

All CPD hours must be accredited by IOB. Event providers companies/bodies/members applying for CPD hours for events should submit an online CPD Accreditation Request at iob.ie/cpdaccreditations

In the case of companies organising relevant in-company events/training for their own staff, it is recommended that one contact person in each company submits to IOB all requests for accreditation on behalf of their staff. Members should check with their training department/intranet site for further information on their company accreditation procedures prior to submitting any application.

Members are required to attend for the full duration of an event in order to claim the CPD hours approved for that event. Where a member has not attended for the full duration, he/she is required to submit a new application for reduced hours. Evidence of attendance is required in the event of a CPD audit e.g. certificate of attendance, attendance sheet. IOB reserves the right to contact the event provider to verify attendance for the full or part duration.

Companies/bodies organising events for CPD purposes and applying for hours must submit a new application for reduced hours where members do not attend for the full duration. Event providers applying for CPD hours must hold records of attendance e.g. certificate of attendance, attendance sheet in the event attendees are selected for audit and confirmation of full/part attendance is required.

It is the responsibility of event providers to clearly advise attendees (in advance of the event) the accreditation number(s) allocated to the event by IOB, as well as the number of CPD hours applicable. This should also be announced/indicated to attendees at the beginning/end of the event.

Events accredited for CPD hours run by IOB and the eCPD modules will automatically record in the Regulatory Reporting Professional's Online CPD Record on successful completion of relevant modules.

All CPD events, courses and training etc. are accredited for one CPD year only and must be re-accredited in each CPD year.

Award of CPD Hours to Electronically Delivered Events and Activities

In considering whether to grant CPD hours to eLearning courses and other electronically delivered events and activities, the relevance of their content is evaluated in the same way as other activities and events. In order to assess the level of active involvement required of its participants, IOB also carefully examines the learning approach and structure of electronically delivered events and activities. In this regard, to be awarded CPD hours:

Each eLearning course or module must:

1. Be generally well-designed (e.g., divided into individual lessons or units of reasonable length, require little or no scrolling within pages, be easy to read and navigate).
2. Be highly interactive, requiring regular interaction between the course and the learner (through frequent exercises, questions, links to websites or feedback etc.).
3. Incorporate a reasonable diversity of delivery approaches and/or media (e.g. appropriate combinations of text/slides, animation, pop-up pages, audio or video, attachments etc.).
4. Ensure that individuals spend a comparable amount of time completing a module as the accreditation awarded for the module i.e. if a module is accredited for two hours, then the module should take an individual two hours to complete.
5. Include a minimum of a half hour of relevant learning (including tests).
6. A maximum of two hours may be awarded to each eLearning module.

Events delivered using Web Casting and Web/Tele-Conferencing and similar technologies must:

1. Be generally well-designed and create a productive learning experience (e.g. participants must be able to hear and/or see the presenter(s), while simultaneously viewing the presenters' materials (e.g. slides or simulations)).
2. Provide opportunities for all participants to put questions (verbal or written) to and engage in discussions with presenters during the event (unless recorded).
3. Provide a means for course organisers to verify those participating at each venue (to include verification that the participant attended for the full duration e.g. log-in and log-out confirmation).
4. Include provision of electronic or hard-copy confirmation of attendance for the full duration to participants.
5. Include a minimum of a half hour of relevant learning.
6. Members who complete eLearning and/or events delivered by webcast or web/teleconference and who cannot provide evidence of completion/attendance will be required to complete a Learning Outcomes Form in order to claim CPD hours.

Examples of CPD

Some general examples of activities normally expected to come within the definition of CPD are given below. Members are required to seek accreditation (See '[Accreditation of Events for CPD Hours](#)') of **all external CPD hours**.

- Relevant in-house training programmes
- Relevant seminars/webinars/eCPD run by IOB
- Relevant seminars of other professional bodies
- Relevant online training courses. A maximum of two hours is accredited for any single online course/module. See '[Award of CPD Hours to Electronically Delivered Events and Activities](#)'.
- Some of IOB's exams. Hours awarded on successful completion of exams in the year the exam is passed may be awarded CPD hours to the RRP CPD scheme– no hours for study or exam preparation.
- Relevant exams of other professional bodies or other academic exams. Hours are awarded on successful completion of exams in the year the exam is passed – no hours for study or exam preparation.
- Seminars, webinars, conferences, could include but not limited to:
 - Corporate Governance
 - Global Anti Money Laundering and Cybercrime
 - Regulatory returns, compliance, and updates
 - European Banking Authority
 - Fitness and Probity – Culture Framework, supervision and managing for culture
 - Risk Management
 - Digital
 - Managing for Compliance and Controls
 - GDPR and Data Governance
- Ethics training
- Relevant lecture/seminar presentation (only the first presentation of a lecture/seminar will earn credit, research and preparation for the lecture/seminar cannot be included)

Members should ensure that they do not include events in their annual return that cover the same material e.g. an online Corporate Governance course and a face-to-face Corporate Governance seminar that cover the same material – only one event should be counted.

Excluded Activities

The following are examples of activities not considered to be either formal/relevant, in that they do not meet the criteria, and are therefore excluded from counting towards CPD:

- Study or exam preparation. CPD hours are awarded on successful completion of relevant examinations in the year the exam is passed
- Normal working activities
- General software/application training (e.g. Microsoft Excel, Word etc)
- Internet training
- General communications training
- 'Soft-skills'/general training (such as programmes or courses on writing/communication skills, telephone techniques, customer care, time management, etc.)
- Product launches or other primarily social occasions
- 'Motivational' seminars
- Reading and research
- DVDs, TV programmes
- Writing/research for thesis, study manuals, books, and other publications.

CPD Year

The CPD year runs from 1 January – 31 December each year i.e. hours must be completed in the calendar year. While the closing date for making an annual return, each year is 31 January (See '[Annual Returns](#)'), **CPD hours must be completed by 31 December**. Hours completed in January count for that CPD year and cannot be counted for the previous CPD year.

Surplus Hours

Any surplus accumulated in one year **will NOT** be carried into the following year(s).

CPD Programme

IOB offers RRP's a comprehensive and cost effective CPD programme to help them meet the annual CPD requirements. The programme includes:

1. Online Courses – eCPD

The eCPD portal available via My Institute at iob.ie offers all designates a programme of online courses related to the Regulatory Reporting CPD scheme, (included in annual CPD fee). As courses are updated on an annual basis, courses completed in previous CPD years can be re-taken to count for CPD hours in a new CPD year provided 3 months have passed since the course was last completed. Members can access My Institute using their membership number and password, then clicking on CPD from My Institute dashboard, choose RRP. The eCPD modules will appear under My eCPD.

2. CPD Seminars and Webinars

Seminars and webinars are organised by IOB each year. Members will be provided with details during the CPD year.

3. Accreditation of In-company and Other Events for CPD Hours

As described in '[Accreditation of Events for CPD Hours](#)', IOB accredits relevant in-company training and other relevant events for CPD hours. Members should submit an online CPD Accreditation Request at iob.ie/cpdaccreditations prior to holding an event, course, online module to check if it meets the criteria for awarding CPD hours.

4. Qualifications Programmes

Some of IOB's qualification modules are accredited for CPD hours. Members will automatically be awarded the CPD hours on successful completion of relevant exams. Contact us at info@iob.ie for more information on IOB's qualification modules.

Pro Rata Adjustment of CPD Hours

In certain circumstances (see (1) and (2) below) a pro rata adjustment (reduction) in required CPD hours may be granted, provided the RRP is not working for the relevant period of time. In order to be granted an adjustment, RRP must complete a Pro Rata Adjustment Form available on My Institute in CPD Downloads and email it to cpd@iob.ie

RRPs who have been granted a pro rata adjustment in CPD hours will not be required to comply with the requirement to complete at least one hour of CPD which relates to ethics in the year the pro rata adjustment is granted.

RRPs who have been granted a pro rata adjustment in hours for part of a year **must still make an annual return** of hours completed for the remainder of the year by 31 January (of the following year).

1. Statutory Maternity/Parental/Adoption/Carer's Leave

There will be a pro rata adjustment in CPD requirements for members taking statutory maternity leave (current maximum 42 weeks i.e. up to 26 weeks paid and up to 16 weeks unpaid leave), statutory adoption leave (current maximum 40 weeks i.e. up to 24 weeks paid and up to 16 weeks unpaid leave), statutory block parental leave (currently maximum 18 weeks per child) or statutory carer's leave.

The adjustment will be given for paid and unpaid statutory leave only i.e. does not include holidays, additional unpaid leave, or career break. RRP's should contact IOB in advance of taking such leave, to apply for a temporary exemption from CPD activity for the duration of the leave.

2. Illness

Brief periods of absence due to illness etc. will not entitle an RRP to any adjustment in CPD requirements. However, those out of work due to long-term illness (two months or more) may apply for a pro rata reduction in requirements subject to medical certification of the illness.

3. Circumstances where a Pro Rata Adjustment of Hours will NOT Apply:

A pro rata adjustment of hours will not apply in the following circumstances:

- **Part-time work/Job sharing**
- **Holidays** - including where taken immediately prior to or following maternity/adoption/parental/carers leave.
- **Retirement/Redundancy/Unemployment** - where an RRP wishes to retain the use of the RRP designation.
- **Career Break/Sabbatical Leave** - The online eCPD portal, available on My Institute offers CPD modules relevant to the RRP designation. The existing modules will be continuously updated and may be re-taken by RRP's to earn CPD hours in a new CPD year (provided 3 months have passed since the previous completion). This makes it possible for an RRP to fully participate in the CPD scheme no matter where in the world they are.

Newly-Qualified Members – Applying for your Designation

Application on Qualification

Those who qualify with a relevant qualification or modules will be invited by IOB to apply for the RRP designation on successful completion of a learning journal. All newly qualified individuals are advised to apply for the RRP designation by the required date outlined in this invitation (including those not currently working in retail financial services or in the financial services industry who wish to use the RRP designation at any time in the future).

Late Application after Qualification

Persons who do not apply for the designation within two years from 01 January following qualification and who wish to apply at a later date will be considered on a case-by-case basis and will be subject to one or more of the late application rules including:

- Completion of any shortfall* in CPD hours (in addition to the requirements for the year of joining), and application of the shortfall warning, where relevant
- Payment of backdated designation and / or membership fees, where relevant
- €100 late application fee

*A person with a shortfall in CPD requirements may apply to be included in the CPD scheme as a 'suspended' member in order to complete the CPD shortfall but will not have the RRP designation awarded at this time. Annual membership fees are payable while a suspended member of the scheme. A person will be given credit for any verified CPD completed in the period prior to joining the CPD scheme. A shortfall warning will be applied on joining i.e. if the member fails to complete the CPD requirements as set out in [Annual CPD Requirements and Criteria](#) in any of the five years following the most recent failure to comply, the RRP designation will be removed.

A person will be admitted to the CPD scheme as a full member and will have the RRP designation awarded once he or she is in compliance with the CPD requirements i.e. has completed any shortfall in CPD requirements and has paid the relevant fees.

Suspended members should advise IOB in writing (email cpd@iob.ie) when they have completed the outstanding hours to be considered for award of the RRP designation.

Members who apply within two years from the January following qualification will have an annual CPD requirement of 6 CPD hours (see [Annual CPD Requirements and Criteria](#)).

Other Designations

RRPs who hold other designations such as QFA, LCOI, Registered Stockbroker etc. or are registered as a CPD Member for Minimum Competency Code purposes are required to make an annual return of CPD hours for each separate designation/membership held. Members should check with IOB in the event of any queries on qualifying hours.

Regulatory Reporting Professionals not working in the Financial Services Industry

RRPs who no longer work in the financial services industry are required to comply with the CPD requirements if they wish to retain their RRP designation for current or future use. Members who do not comply with the CPD requirements will be subject to the procedure outlined in [Failure to Comply](#).

Keeping Records & Support Documentation

Each RRP is responsible for keeping his/her own records in relation to CPD undertaken.

Members are required by IOB to use their Online CPD Record to manage, record and return their CPD hours.

RRPs are also required to keep supporting documentation as evidence of attendance at events or completion of a course e.g. attendance sheets, certificates of attendance, certificates of completion, computer printout/record of completion, written confirmation from employer or event provider etc.

It is essential to keep personal records and supporting documentation, as members will be required to present original versions of them should they be the subject of an audit at any stage (see [Audit](#)). IOB reserves the right to verify the

information contained in the records, including the right to contact any of the organisations/people listed in a member's records.

Such records and documentation should be retained for at least six years.

Annual Returns

Every RRP is obliged to **make an annual return by 31 January** every year declaring:

1. the approved events that make up their CPD hours for the previous calendar year, and that the hours completed conform to the requirements and the CPD criteria for CPD (see '[Annual CPD Requirements and Criteria](#)').

RRPs are required to record all approved CPD events in their Online CPD Record in My Institute. A member's Online CPD Record will then form the basis of their Annual Return. The online Annual Return process usually opens in early December each year until 31 January of the following year.

Thereafter, anyone who has not made an Annual Return will be considered not to have complied with the CPD requirements and will be subject to the procedure outlined below under '[Failure to Comply](#)'.

CPD hours must be completed by 31 December each year. Hours completed in January will count for that CPD year and cannot be counted for the previous CPD year.

Audit

IOB will audit a random sample of member returns each year in order to verify that the hours completed conform to the requirements (See '[Annual CPD Requirements and Criteria](#)') and the information returned is true. Should a member be the subject of an audit they will be required to present supporting documentation confirming attendance/completion for each CPD event (external to IOB) in their return e.g. attendance sheets, certificates of attendance, certificates of completion, computer printout/record of completion, written confirmation from employer or event provider etc.

Details of the records will then be verified, as seen fit by IOB (including, if deemed necessary, contacting any of the organisations/people listed in the records). Audits are predominantly random and so a member may be the subject of an audit on any number of occasions (successive or intermittent) and must comply by furnishing IOB with appropriate records/proof of CPD completed during the previous calendar year.

Members found to have returned hours without supporting documentation confirming attendance or events covering predominately the same material will have the events removed.

Any resulting shortfall will be carried to the following year, unless a five-year shortfall warning already applies see '[Failure to Comply](#)')

Penalty hours may also be applied in addition to the shortfall hours.

Failure to Comply

Any RRP who:

1. Fails to make an annual return and/or
2. Fails to co-operate when audited and/or
3. Fails to pay their membership fees and/or
4. Makes a false or seriously incorrect annual return

will be deemed to be in breach of the CPD scheme requirements and in breach of one of the primary conditions for holding the RRP designation (see '[Welcome and Introduction](#)'). This will result in the removal of the RRP designation from the person.

Any RRP who fails to complete the CPD requirement in any given year as set out in [Annual CPD Requirements and Criteria](#) (i.e. fails to complete the required hours or fails to complete one hour related to ethics) will, in the first instance, be given a grace period to 'catch up' and complete any shortfall in CPD hours by 31 December of the following CPD year (in addition to the requirements for that CPD year). A five-year shortfall warning penalty will also be applied to the member's record i.e. if the member fails to complete the CPD requirements as set out in [Annual CPD Requirements and Criteria](#) in any of the five years following the first failure to comply, the RRP designation will be removed.

Reinstatement of the Regulatory Reporting Professional Designation

A person who has had their RRP designation removed due to failure to comply with the CPD regulations (1) to (3) in [Failure to Comply](#) is advised to apply to reinstate their designation immediately. Such a person should state their case in writing to IOB (email cpd@iob.ie). Requests to reinstate the RRP designation are considered on a case-by-case basis.

A reinstated individual will be subject to one or more of the reinstatement rules including:

- Completion of any shortfall* in CPD hours (in addition to the requirements for the year of reinstatement), and application of the shortfall warning, where relevant
- Payment of backdated designation and / or membership fees, where relevant
- €100 reinstatement fee

*A person with a shortfall in CPD requirements may apply to be included in the CPD scheme as a 'suspended' member in order to complete the CPD shortfall but will not have the RRP designation reinstated at this time.

Annual fees are payable while a suspended member of the scheme. A person will be given credit for any verified CPD completed in the period prior to suspension to the CPD scheme relevant to the RRP designation. A shortfall warning will be applied on reinstatement i.e. if the member fails to complete the CPD requirements as set out in [Failure to Comply](#) in any of the five years following the most recent failure to comply, the RRP designation will be removed.

A person will be reinstated to the CPD scheme as a full member and will have the RRP designation reinstated once he or she is again in compliance with the CPD requirements i.e. has completed any shortfall in CPD requirements and paid the relevant fees.

Suspended members should advise IOB in writing (email cpd@iob.ie) when they have completed the outstanding hours to be considered for reinstatement of the RRP designation.

Where a member has the RRP designation removed having been found to have made a false or seriously incorrect return of hours (in [Failure to Comply](#)) he/she is deemed in serious breach of the rules of the RRP scheme and will not be eligible for reinstatement i.e. he/she will be permanently excluded from holding the RRP designation.

Appeals

If a member has reasonable grounds, they may appeal against the application of the CPD regulations as set out in these Guidelines & Regulations. Appeals should be submitted in writing (email cpd@iob.ie) addressed to the Appeals Officer.

Correspondence with Members

IOB will correspond electronically with RRP's during the year regarding CPD hours required, annual returns etc.

RRP's can access all such correspondence by logging into My Institute using their membership number and password and going to 'My Correspondence'. RRP's will be alerted by email and SMS text (per the contact information held on IOB's records) when correspondence has been posted to 'My Correspondence'. RRP's are advised to check 'My Correspondence' section regularly for important CPD communications. IOB may also correspond via email and SMS text with members.

Costs

There is currently no additional cost to members for participation in the CPD scheme. However, members should note that individual events, seminars, special publications etc. do from time to time may involve a charge that the member pays to the association/body running the event or publishing the material.

Provision of Information to Employers

The information provided by you on your RRP application form and generated during the course of your CPD membership may be used and disclosed by IOB for all purposes which are reasonably incidental to the administration of your CPD registration and ongoing membership. Those purposes may include the disclosure of CPD hours to your employer and such other information as may be necessary. You are entitled to ask for a copy of the personal data that IOB holds about you and to have any inaccuracies in such personal data amended or erased. You may do so by writing to the Registrar (email info@iob.ie) at IOB.

Change of Personal Details

RRP's are required to update their personal details in My Details in the event of any changes to mailing address, email address, contact phone number, company details etc.

Further Information and Contact Details

You can find further information in our CPD FAQs at iob.ie/info/cpdquestions or you can contact us:-

| | |
|---------------|--|
| CPD Helpline: | 01 611 6500 |
| Email: | cpd@iob.ie |
| Post: | 1 North Wall Quay, Dublin 1 |
| Website: | iob.ie |