

CIMA's CPD and the monitoring process – Why there's no need to worry

CPD system update

Members were informed in 2024 that CIMA will no longer use the Competency and Learning website for CPD recording and monitoring purposes.

We are using a new electronic web form, namely the [CIMA Professional Development Record Form](https://www.aicpa-cima.com/membership/landing/cpd-monitoring) to allow you to record and submit your CPD. It is very important to review the CPD guide and video first before setting up your record to learn how to add your development objectives to your learning record <https://www.aicpa-cima.com/membership/landing/cpd-monitoring>.

Why do you monitor members' CPD?

To protect the public interest and to preserve the designation you worked so hard to achieve, we select a random sample of members' CPD records to be monitored each year.

Whilst it's understandable that some members may be nervous about being monitored, there's no need to worry. CPD monitoring is straightforward and provides you with an opportunity to showcase all your hard work and achievements throughout the year.

Each year we ask a random selection of members to submit their Continuing Professional Development (CPD) record for review. This is part of CIMA's efforts to protect the public interest and preserve the designation you've worked so hard to achieve.

How can I prepare?

Here's five things you can do today.

1. Review your CPD requirements.

The requirements are: Keep learning throughout your career; Follow the CPD Cycle at least once a year; Keep a record of your learning activities.

Ongoing learning allows you to maintain and develop your skills, knowledge, and experience, making you ready to meet the requirements of your current role and any role you want to move into.

CPD differentiates you from the average person and helps you meet your career aspirations. So, if you're looking for a way to achieve greater success, Continuing Professional Development (CPD) is a proven route.

2. Check whether your employer is [accredited](#).

CIMA members working for accredited employers—known as Premier Partners or CIMA Development Quality Partners—can use their personal development plan/appraisal as evidence of CPD compliance. If your employer isn't listed, and you think they should be, contact us. If your employer is listed, please make sure your employment details are up to date in your CIMA membership account.

3. Start recording your development objectives you've completed in the last 12 months and what you learnt.

Learning activities can be formal (e.g., a course or conference) or informal (e.g., reading articles/journals, giving presentations, or training a colleague).

4. Log in

Log into the [CIMA Professional Development Record Form](#) and enter your first development objective.

If you need help, click on the link <https://www.aicpa-cima.com/membership/landing/cpd-monitoring> to download the CPD guide and video to learn how to add your development objectives to your learning record.

Once you've added your first development objective, log in regularly to add new learning activities and update those you've completed.

5. Look out for your CPD monitoring notification.

Emails will be sent to all those randomly selected for CPD monitoring. These emails will be sent to both Members employed in Business and Members in Practice.

In response, you can either submit your CPD record via the [CIMA Professional Development Record Form](#) or you can confirm that you work for an accredited employer.

CIMA Professional Development is a mandatory requirement of membership. All members must undertake CIMA professional development in accordance with [CIMA Professional Development Regulations](#).

Regulation 18A was updated in 2024 and states that any member who fails to provide adequate records of CPD undertaken in accordance with the CPD requirements by the specified date will be issued with a financial penalty and can face disciplinary action.

If you are retired, on maternity leave or not in paid work, please get in touch with the [CPD Monitoring Team](#) as you may not be required to submit a learning record.

Start working through the five steps listed above today — don't wait until you've been selected for monitoring. Please review our [CPD FAQs](#) or [get in touch](#) if you have any questions. We're here to help!