

# CPD waiver guidance

## Waivers only apply to members following the unit route.

If you are following the 'unit route – part-time or semi-retired', you will be setting your level of verifiable CPD and so you do not need to apply for a waiver. You should, however, keep a record of any exceptional circumstances if they affect your ability to complete CPD.

If you are following the 'ACCA Approved Employer – professional development' route, you do not need to apply for a waiver. ACCA would expect your employer to assess individual development needs should you be absent from work for any period of time.

If you are following the 'IFAC body route' you do not need to apply for a waiver. You will be expected to comply with the requirements of the other body's CPD policy and should approach them regarding this issue.

## ACCA'S UNIT ROUTE

ACCA recognises that situations occur where members are unable to fulfil their CPD requirements. If, due to exceptional circumstances, you are unable to meet your full annual CPD requirement, you will be able to apply for a waiver. Waiver applications are considered for verifiable units only and will be granted pro rata to the period of absence from work. Generally a minimum period of one month's absence from work is required to be eligible for a waiver. You can only apply for waivers for the current or previous CPD years.

Circumstances recognised for the purpose of waivers include:

- long-term illness and/or serious ill health
- onerous caring duties for a close family member
- maternity/paternity leave
- unemployment
- career break.

Circumstances not specified above will be considered on an individual basis.

## HOW TO APPLY FOR A WAIVER

Applications for waivers can be made by:

- using the online tool within myACCA
- downloading a form from <http://www.accaglobal.com/gb/en/member/cpd/waivers.html>
- writing to ACCA Customer Services, 110 Queen Street, Glasgow G1 3BX, United Kingdom, detailing the reason for your request and your dates of absence from work.

## SUPPORTING EVIDENCE

You will be required to retain documentary evidence – for example, a medical certificate in the case of illness – to support your waiver application. This must be held for a period of three years.

In all cases, practising certificate and insolvency licence holders must submit documentary evidence in support of their waiver application.

If you are not a practising member and you are applying for a waiver for the current CPD year you do not need to provide documentary evidence at the point of application. However, if you are applying for a waiver for a previous year, supporting documentation must be submitted.

Please send copies (not originals) of supporting documentation. ACCA will contact you regarding the outcome of your application.

**If your application is successful and you are awarded a waiver, please note that you will still be required to submit your annual CPD declaration. Once you have met the non-verifiable CPD requirement (19 units) and any remaining verifiable CPD required, you should complete your CPD declaration indicating that you have met the CPD requirement. This is because you have met a reduced CPD requirement for the year as agreed with ACCA.**

## REDUCED ANNUAL SUBSCRIPTION FEE

If you are claiming a CPD waiver, or following the 'unit route – part-time/semi-retired', you may be eligible to apply for a reduced annual subscription fee. This is open to members who are not in employment or earning less than 5,000GBP per annum. If you would like to apply to pay a reduced subscription, please go to myACCA. Further information is available on the ACCA website at <http://www.accaglobal.com/uk/en/member/membership/subscription/reduced-subs.html>

## CPD REVIEWS

ACCA will conduct reviews of members' CPD by selecting a proportion of members' records to review. If you are selected, ACCA may ask you to send in evidence of the CPD you have undertaken. You would also have to provide details of your non-verifiable units and any remaining verifiable units. Such evidence will need to include documentation to support any waiver awarded. All members must retain evidence for a period of three years.

## DATA PROTECTION

We may use your personal data for the purposes of membership administration and training requirements, sending you publications and other communications, responding to enquiries investigating complaints and complying with our regulatory obligations.

You can update your information through your myACCA account at any time. We may share information with our auditors. We may also share information with other IFAC member bodies and employers, in order to verify your CPD declaration.

Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of the EU as part of its operations and service delivery.

For more information on how your personal information and rights are respected, please access our **privacy notice** or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

For further information please go to the website [www.accaglobal.com/cpd](http://www.accaglobal.com/cpd) or contact:

ACCA 110 Queen Street Glasgow G1 3BX United Kingdom

Tel: +44 (0)141 582 2000 email: [members@accaglobal.com](mailto:members@accaglobal.com)



Think Ahead

# CPD waiver application form

Registration number

Full name ▶

Do you hold a practising certificate or insolvency licence?  Yes  No

You can use this form to apply for a CPD waiver. Before making your application, please read the CPD waiver guidance notes. Generally, to be eligible for a waiver, you must be continuously absent from work for a minimum period of one month.

To support your waiver application you must be in possession of documentary evidence (such as a medical certificate in the case of illness and are required to retain this for a period of three years for monitoring purposes (see guidance). If you hold a practising certificate or insolvency licence, or are applying for a waiver for a previous year, you must submit such evidence with this form.

**Copies (not originals) of supporting documentation should be submitted.**

**Please provide the reason you are applying for a waiver ▶**

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What date did you/will you stop work?

What date did you/will you return to work?

**Please provide details of any documentation enclosed in support of your application (see notes above) ▶**

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I confirm that the information provided is true and accurate. I also confirm that I am in possession of/have enclosed the appropriate documentary evidence to support my claim.

Signature ▶ Date ▶

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If your application is successful and you are awarded a waiver, please note that you will still be required to submit your annual CPD declaration. Once you have met the non-verifiable CPD requirement (19 units) and any remaining verifiable CPD not waived, you should complete a CPD declaration indicating that you have met the CPD requirement. This is because you have met a reduced CPD requirement for the year as agreed with ACCA.

**Please send your completed form and copies of documentary evidence, if appropriate, to:  
Customer Services ACCA 110 Queen Street Glasgow G1 3BX United Kingdom  
Tel: +44 (0)141 582 2000 fax: +44 (0)141 582 2222 www.accaglobal.com**