



CPD evidence checklist for members who are working part-time or are semi-retired

If you meet ACCA's definition of part-time/semi-retired, you may set your own level of verifiable CPD, relevant to your role and responsibilities. You still need to achieve 19 units of non-verifiable CPD per year however the verifiable requirement may be reduced.

Members undertaking certain types of work are not eligible to follow this route so if you're involved in the preparation or presentation of accounts that investors may rely on, or are a non-executive director of a listed company, you will need to follow a different route.

This form must be completed and submitted to ACCA alongside your CPD records if you are selected for a CPD review.

Registration no

CPD year

Full name

Average number of hours worked per year*/week*/month* (*delete as applicable)

You must have worked for less than 770 hours per year to qualify for the working part time/semi-retired CPD status

Job title

Main responsibilities

Do you hold a practising certificate? Yes No

If Yes, no. of clients Total fee income (GBP)

Do you undertake statutory audit or regulated report work? Yes No

Are you a non-executive director of a public limited company? Yes No

Are you responsible for signing or producing public interest accounts? Yes No

Do you have any technical support available to you in your current role? Yes No

If 'Yes', who provides this support to you?

Units	How many units of CPD did you achieve in the year?	How many of these units could you verify with supporting evidence?
Explain why you believe the amount of CPD you have achieved is sufficient for your current role		
Supporting evidence Please record details of any supporting evidence or the contact details of a third party who can substantiate your eligibility to claim working part time/semi-retired status. Eg letter from your employer/ client, employment contact, income statement etc.		