



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

FREQUENTLY ASKED QUESTIONS ON ICSI (CPE) GUIDELINES, 2019

1. What is the need of Continuous Professional Education?

Continuous Professional Education (CPE) is important for further capacity building and constant upskilling of the members by keeping them abreast of latest developments in profession, widening their knowledge base and improving their skills to maintain the cutting edge by providing training and expertise in critical areas of professional interest.

2. What is the mandatory CPE credit requirement for members?

All Members must secure 20 CPE credits per year through structured and unstructured learning activities.

3. Who are required to obtain mandatory CPE Credits in terms of ICSI (Continuous Professional Education Guidelines, 2019)?

It is mandatory for all members of the Institute, irrespective of whether they are in practice or otherwise, to secure 20 CPE Credits in a year, except for those members who have been granted exemption in terms of Para 6.1.1 of the Guidelines.

4. What are the different types of CPE Credits?

The CPE Guidelines provide for grant of CPE Credits for undertaking Structured as well as Unstructured learning activities as under:

Structured CPE Credits – The CPE Credits awarded to the members for attendance at approved learning programmes.

Unstructured CPE Credits – The CPE Credits awarded to the members for undertaking any of the learning activities tabulated below:

Learning Activity	CPE Credits per activity	Maximum CPE Credits in a year
Web based learning including e-learning, webinar, subject to declaration of CPE Credits by the ICSI	As announced by the ICSI	8
Viewing video recording of the learning programmes organized by the Institute subject to submission of self-declaration by the member along with gist of topic viewed	2	2
Revision of Published Book	6	6
Acting as Guide/Supervisor for a M.Phil./ LL.M./ Ph.D. student registered with a UGC approved University subject to submission of proof in this regard	4	4
Submitting suggestions on Questionnaires/ Consultative Papers/ Exposure Draft, etc. sought by the Institute subject to acceptance by the Institute.	2	4
Reviewing of Articles/Guideline Answers/ Study Material and other Publications of the Institute	2	4
Publication of articles of professional interest in national dailies registered with the Registrar of Newspapers for India	2	4
Acting as Faculty in any of the program organised by the various Universities/ Management Institutions	2	4
Reading articles published in the Chartered Secretary Journal or any other UGC approved journal (subject to submission of self-declaration by the member along with gist of article(s) read)	1	2
Acting as a panelist at a programme organized by the press and media	2	4
Participation at meetings of the research groups / task forces / core groups/ Board(s), as may be Constituted by the Council	2	6
Publication of articles in the Newsletters published by Regional Councils	1	4

5. What are the Approved Learning Programmes?

Approved Learning Programme shall mean any programme of academic nature viz.

- (a) Professional Development Programme,
- (b) Continuing Professional Education Programme,
- (c) PMQ Course/ Certificate Course/ Refresher Course of the ICSI/ Crash Courses,
- (d) Self-Assessment examinations,
- (e) Seminar or study circle meeting organised by the HQ, RO, CCGRT, Chapter or Study Circle of the Institute, and
- (f) Programmes organised jointly with regulatory bodies, professional bodies, partner institutions or Chambers of Commerce.

Provided that the Professional Development Committee under exceptional circumstances (such as complete lockdown, social disturbance, communal riots, curfew, government order prohibiting large gatherings etc.) which render it impossible to conduct any programme in the physical mode may on case-to-case basis allow the ROs, CCGRTs, or Chapters also to conduct any learning programme through electronic/distance mode subject to reasonable restrictions.

Provided further that the Professional Development Committee shall be empowered to add/approve any other activity as approved learning programme on case-to-case basis.

6. What is the bifurcation of CPE credits between structured and unstructured activities ?

The members shall be granted CPE Credits for undertaking any of the unstructured learning activities subject to a maximum of 12 CPE Credits in each year. The remaining 8 CPE Credits have to be obtained from Structured learning activities.

7. How do I get CPE Credits?

A member of the Institute is granted CPE Credits either for attending structured learning activities or for carrying out unstructured learning activities subject to submission of documentary evidence (wherever applicable). A request for grant of CPE Credits may be sent to the Institute at the email id cpe@icsi.edu

8. Can a member secure more than 8 CPE Credits or his entire CPE Credits obligation from Structured Learning activities?

Yes. Members can secure the entire obligation of 20 CPE Credits from Structured Learning Activities.

Eg: A member obtains 18 CPE Credits from Structured Learning Activities. In this scenario, only 2 CPE Credits will be required to be obtained from Unstructured Learning Activities.

9. Can a member avail all CPE Credits through unstructured learning activities in a year?

The members can avail maximum twelve CPE Credits in a year through unstructured learning activities. Further, the maximum limit of CPE Credits that may be availed for a particular learning activity under unstructured category is also fixed.

10. What happens when a member secures more than 12 CPE Credits from Unstructured Learning activities?

Any excess of CPE Credits over and above 12 CPE shall not be counted against the remaining CPE Credits obligation.

Eg: A member obtains 16 CPE Credits from Unstructured Learning Activities. In this scenario, only 12 CPE Credits will be marked against his total CPE Obligation and the remaining will have to be obtained from Structured Learning Activities.

11. What is the manner of calculation of CPE Credits?

The basis of calculation of CPE Credits shall be as under:

No. of hours of Learning Programme attended by the member	CPE Credit(s) (Physical Participation)	CPE Credit(s) (virtual participation)
Beyond 1 hour and upto 2 hours	1 S*	1 US
Beyond 2 hours and upto 4 hours in a single day	2 S	2 US
Beyond 4 hours in a single day	4 S	2 S
Programme spanning 1½ days	6 S	3 S
Programme spanning 2 days	8 S	4 S
Programme spanning 2½ days and above	10 S	5 S

**S=Structured; US=Unstructured*

12. What is the duration of year for the purpose of CPE Credits?

The year for the purpose of these guidelines shall mean the period of 12 months commencing from 1st day of April and ending on 31st day of March following.

13. Is there a provision for carry forward of excess CPE credits?

With the amendment of the ICSI (CPE) Guidelines, provision has been made for the carry forward of CPE Credits secured in excess of the mandatory CPE Credits requirements under the Guidelines.

14. Does the provision of carry forward apply to both structured and unstructured CPE Credits?

No. The provision of Carry forward of CPE Credits is applicable and available only in the case of Structured CPE Credits.

15. What is the maximum limit of CPE Credits which can be carry forward?

Structured CPE Credits upto a maximum of 8 can be carried forward in case of regular members and 4 in case of members who are of the age of 60 years or above.
 For example: A member secures a total of 25 CPE Credits. Of these 10 are from Structured Learning Activities and 15 from Unstructured.
 The said member will be eligible for the carry forward of only 2 CPE Credits (10S – 8S) to the next Financial Year.

16. What is the date of commencement of the provision of carry forward ?

	The provision shall be made applicable from 1st April 2026 onwards. Excess CPE Credits attained in FY 2026-27 will be eligible for carry forward in FY 2027-28.
17. The benefit of carry forward can be availed in how many years?	
	<p>The benefit of carry forward of CPE Credits can be availed in only 1 next consecutive Financial Year and to a maximum of 8 CPE Credits.</p> <p>Eg: A member avails 35 CPE Credits (20 S + 15 US) in FY 2026-27. In this situation the excess CPE Credits availed will be 12S (20S – 8S).</p> <p>However, only 8S CPE Credits can be carried forward in FY 2027-28, and the member will have to attain the remaining 12 CPE Credits through Structured or Unstructured learning activities.</p> <p>The balance 4 Structured CPE Credits will not be carried forward in FY 2028-29.</p>
18. What is the cut-off value of CPE Credits for eligibility of carry forward?	
	<p>A member will be eligible for carry forward of CPE Credits only on the completion of his overall CPE Credit requirement of 20 CPE.</p> <p>Eg: A member has attained 15 CPE Credits through Structured Learning Activities. He will not be eligible for any carry forward of CPE Credits.</p>
19. What is the treatment of CPE Credits availed in the extended period?	
	<p>Wherein extension of time is provided by the Institute to secure CPE Credits and make good the requirement of CPE Credits of the previous Financial Year, such CPE Credits will be accorded the following treatment:</p> <p>(a) Where a member is unable to secure his entire CPE Credits requirement in the same FY: The CPE Credits obtained in the extended period will be used to make good his requirement of Credits in the previous FY.</p> <p>(b) Where a member has secured his entire CPE Credits requirement in the same FY: The CPE Credits obtained in the extended period will be used to make good his requirement of Credits in the ongoing current FY.</p>
20. Are structured CPE credits can be availed only by attending the programmes physically?	
	<p>Apart from events soliciting physical participation, for National Programmes exceeding 4 hours, organized by the ICSI Headquarters / hosted by Regional Offices, Foundation Day events, and the ICSI National Awards for Excellence in Corporate Governance, members may be permitted to claim half of the structured hours for attending virtually.</p>

	<p>In case of events organised by Chapters and Regional Offices in hybrid mode, an equal number of Unstructured credits are allowed for virtual participation as the Structured Credits for physical participation.</p> <p>Note: Members should regularly check the official program flyers or announcements for each specific event to confirm eligibility and the exact number of credits awarded, as policies can vary or be updated. For queries regarding this matter, members may contact the official designated on the flyer.</p>
21. Is there an exception where proportionate CPE credits are awarded for partial attendance?	
	As per the amended guidelines made applicable from the FY 2026-27, CPE Credits will be awarded to a participant who attends the Programme partially on the basis of their attendance.
22. Are there any age-related exemptions provided under the CPE Guidelines?	
	<p>Yes, for ICSI members who are 60 years or older following exemptions have been provided:</p> <ul style="list-style-type: none"> (a) They are required to obtain 50% of their total mandatory CPE (Continuing Professional Education) credit hours if they are employed in a CS-related field or hold a Certificate of Practice (COP). (b) This 50% requirement becomes effective from the year after they turn 60. (c) They can fulfil this 50% requirement through structured or unstructured CPE activities.
23. Is there any exemption provided for Entrepreneurs regarding CPE credit requirements?	
	<p>Yes. For Entrepreneurs (owners of Business organizations providing products or service other than professional services) following exemptions have been provided:</p> <ul style="list-style-type: none"> (a) They are required to obtain 50% of their total mandatory CPE (Continuing Professional Education) credit hours. (b) They can fulfil this 50% requirement through structured or unstructured CPE activities. (c) A self-declaration is to be submitted by the Entrepreneur to avail this advantage
24. Where can a member find information of the CPE Credits obtained by him/her till date?	
	The information relating to CPE Credits obtained by a member can be checked by logging in to the ICSI member portal.
25. Where can I find the ‘ICSI (CPE) Guidelines, 2019’?	
	<p>ICSI (Continuous Professional Education) Guidelines, 2019 or ‘ICSI (CPE) Guidelines, 2019’ for the members may be downloaded from the ICSI website at the link: https://www.icsi.edu/media/webmodules/Revised_CPE-Gls.pdf</p>
26. Who all are exempted from the requirement of CPE Credits?	

- (a) A member who attains the age of 60 years during a particular year and who is neither in employment relating to CS profession nor holding Certificate of practice.
- (b) A member, for the year during which he attains membership of the Institute.
- (c) Member of Parliament.
- (d) Member of Legislative Assembly or Legislative Council.
- (e) Member of Judiciary.
- (f) Members of any of the Central Civil Services.
- (g) Members of any of the State Civil Services.
- (h) Employees of regulatory bodies, government organizations (not being corporate entities), and statutory bodies.
- (i) Members of Armed Forces and Paramilitary Forces.
- (j) A member or class of members to whom the Professional Development Committee of the Council grants full/partial exemption, on case to case basis, either by granting specific /general exemption, on account of facts and circumstances in the following situations: (i) Maternity;
- (ii) Accident / Medical Emergencies;
- (iii) Partial / Total Disablement;
- (iv) Such other case(s), as may be deemed appropriate by Professional Development Committee of the Council.

27. How to claim exemption from the requirement of mandatory CPE Credits?

Member falling in any of the exempted categories mentioned above shall submit a declaration along with documentary evidence at the time of renewal of membership on annual basis or at the time of claiming exemptions.

28. If member residing in a remote area where there is no Regional Council/Chapter(s)/Study Circle(s) of the Institute. To attend a programme member has to travel more than 100 kms, will double CPE Credits granted?

Member whose professional address is beyond 100 Kms. from the nearest Regional Council/ Chapter(s)/ Study Circle(s) and attends a programme at any place, they shall be awarded double the CPE Credits for which the concerned Programme is entitled. However, this will not apply to attendance at the National Convention/ National Conference of Practising Company Secretaries/ or any other National Programme organized by the Institute and programmes conducted through virtual mode, webinars.

29. A Practising Company Secretary having practice set up in a remote area where there is no Regional Council/Chapter of the Institute. To attend a programme, travel of more than 100 kms. is required, can the exemption from CPE Credits be claimed?

Where the members in practice who has practice set up beyond 100 Kms. from the nearest Regional Council/Chapter and are not able to attend the professional development programmes, they may write to the Institute at the email id cpe@icsi.edu for approving a topic on which they can prepare research paper to get the exemption

30. What are the research topics on which Practising Company Secretary can prepare research paper and claim exemption?

A Practising Company Secretary may send request to the Institute for approving any of the following topic of the research paper for claiming exemption from securing CPE Credits:

- (i) A concept paper on emerging areas of practice for Company Secretaries
- (ii) A Referencer / backgrounder on contemporary topics relevant to Company Secretaries
- (iii) A booklet on any topic relating to the areas of practice for Company Secretaries
- (iv) A monograph on any contemporary topic relevant to the Company Secretaries
- (v) An empirical study of practical relevance to the Company Secretaries

31. If I am in employment for partial period during a year and unemployed for some time and then I take up practice, then how many CPE credits I need to complete?

As CPE credits are equal in both the cases, i.e., of employment and in practice, a member is required to complete 20 CPE Credits.

32. When to mark attendance during the Structured Learning activities?

The Member shall be required to mark his / her attendance in the attendance register or through biometric or any other electronic mode both at the time of start of the learning activity and at the end thereof.

33. How many CPE Credits will be granted to member whose reply to prize query is published in chartered secretary?

Member whose reply to prize queries is published in the Chartered Secretary will be entitled to Four Structured CPE Credits.

34. Will member get any CPE credits if duration of programme is less than 1 hour in structured learning activities?

No CPE Credits will be awarded for any learning program whose duration is less than 1 hour.

35. How many CPE credits will be awarded to members if his/her article is published in Chartered Secretary, Souvenir of National Convention, Souvenir of National Conference of Practicing Company Secretaries and Souvenir of National Conference of Corporate CS or any other Programme organized by the ICSI-HQ?

A member whose article is published in Chartered Secretary, Souvenir of National Convention, Souvenir of National Conference of Practicing Company Secretaries and Souvenir of National Conference of Corporate CS or any other National Programme organized by the Institute will be entitled to **4** Structured CPE Credits.

In respect of joint authorship of the article, the **two** CPE credits be awarded to each member who has authored the article. However, the joint authorship should be limited to two authors only.

36. How many CPE credits are awarded for publication of books?

A member who publishes book(s) will be entitled to 4 Structured CPE Credits. CPE Credits shall be awarded to maximum two publications per year with 4 CPE Credits each. However, joint authorship, if any, should be limited to two authors only with award of 2 CPE Credits each.

37. If a member is acting as Programme Director, Programme Co-ordinator, Programme Facilitator, Course Coordinator how many CPE credits will be granted?

	If member is acting as Programme Director, Programme Co-ordinator, Programme Facilitator, Course Coordinator and attends full program, CPE Credits allotted for the programme will be granted to the member.
38. If a member is acting as faculty in ICSI programmes, will CPE Credits be granted?	Members acting as Faculty in any of the program organised by the Institute /RCs/CCGRT/Chapters/ Study Circles, shall be entitled to CPE Credits as per the duration of the session or CPE Credits announced for the programme, whichever is less. Further, no CPE Credits shall be given to a member for acting as a faculty in Oral Tuition Classes or any other student training programs.
39. If a member is holding membership of more than one professional institution, will CPE Credits be granted?	A member holding membership of more than one sister professional institution i.e. ICAI and ICoAI including ICSI IIP, ICSI RVO, ICSI Institute of Social Auditors, ICSI International ADR Centre or other such bodies of ICSI wherein he / she is also required to meet CPE Credit requirements in order to continue the membership, such member shall be granted corresponding number of CPE Credits according to ICSI (CPE) Guidelines, 2019 against the learning activities undertaken under the banner of the other professional body(ies). Member is required to submit a self-declaration along with proof while requesting ICSI for updation of CPE Credits.
40. If a member of the Institute is Chief Guest/ Guest of Honour in any programme organized by the Institute/RCs/ Chapters, will CPE Credits be granted to him/her?	If a member of the Institute is Chief Guest/ Guest of Honour in any programme organized by the Institute/RCs/ Chapters, full credit of the CPE Credits allotted for the program will be granted to him/her.
41. What are the provisions for obtaining CPE Credits by a member residing overseas?	The members residing overseas can avail 100% CPE Credits through e-Mode. A member shall provide yearly declaration stating details of the programme viz. duration, attendance, CPE credits awarded (if any) for claiming corresponding number of CPE Credits against the programmes attended during the year under the banner of other professional body (ies).
42. Will these Guidelines be applicable for award of CPE Credits for the PMQ Courses, Certificate Courses and Short Term Online Crash Courses, etc. conducted by the ICSI?	Award of CPE Credits and other modalities for the PMQ Courses, Certificate Courses and Short Term Online Crash Courses, etc. shall be as per the ICSI (Specialised and Advanced Courses and Examination) Guidelines, 2020.
43. What happens if a member fails to meet their mandatory Structured CPE credit requirements within the financial year (including extended period) ?	

A member who does not obtain the requisite Structured CPE Credits in the current financial year (including extended period) is required to fulfil a double credit requirement in the following financial year. Such requirement shall be applicable to the limit of 8 Structured CPE Credits. Any lapse in obtaining the requisite number of Structured CPE Credits will have to be made good by attaining double the number of remaining Structured CPE Credits for the current year.

The requirement of obtaining double CPE Credits of the balance Credits shall be in addition to the standard annual CPE obligation for the ongoing year.

44. How is double credit requirement calculated for a non-compliant member ?

The requirement of CPE Credits to be obtained in a year in case of non-compliance in the previous Financial Year is computed as follows:

- (a) If the mandatory CPE obligation for the FY 2026-27 is 20 credits, and a member only obtains 12 credits (4 Structured + 8 Unstructured) by the end of the Financial Year (including the extended period), there is a shortfall of 4 Structured credits (8S – 4S).
- (b) In the following Financial Year, i.e., FY 2027-28, their total required CPE credits will be

28 CPE Credits: {20 CPE credits (FY 2027-28)} + {2* (8S-4S) = 8 credits}.