

## FAQs on ICSI (Continuous Professional Education) Guidelines, 2019

### Q1. 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.

### Q2 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.

### Q3. 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:

<i>S. No.</i>	<i>Learning Activity</i>	<i>CPE Credits per activity</i>	<i>Maximum CPE Credits in a year</i>
1.	Web based learning including e-learning, webinar, subject to declaration of CPE Credits by the ICSI	As announced by the ICSI	8
2.	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
3.	Revision of Published Book	6	6
4.	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 regards	4	4
5.	Submitting suggestions on Questionnaires/ Consultative Papers/ Exposure Draft, etc. sought by the Institute subject to acceptance by the Institute.	2	4
6.	Reviewing of Articles/Guideline Answers/ Study Material and other Publications of the Institute	2	4

7.	Publication of articles of professional interest in national dailies registered with the Registrar of Newspapers for India	2	4
8.	Acting as Faculty in any of the program organised by the various Universities/ Management Institutions	2	4
9.	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
10.	Acting as a panelist at a programme organized by the press and media	2	4
11.	Participation at meetings of the research groups / task forces / core groups/ Board(s), as may be Constituted by the Council	2	6
12.	Publication of articles in the Newsletters published by Regional Councils	1	4

#### **Q4. How many CPE credits are to be obtained by a member?**

The minimum number of CPE credits to be obtained by every member except those members or class of members who have been granted exemption under the Guidelines are as under:

<b>Member's age</b>	<b>Below 60 years</b>		<b>60 years or above*</b>	
<b>Status</b>	<b>Employment</b>	<b>Practice</b>	<b>Employment</b>	<b>Practice</b>
CPE Credits in a year	20	20	10	10

\*If the member is in employment relating to CS profession or holding the Certificate of Practice.

#### **Q5. 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](mailto:cpe@icsi.edu)

#### **Q6. What are approved learning programmes?**

Any programme of academic nature (viz., Professional Development Program, Continuing Professional Education Program, Certificate Courses / Program, Refresher Course of the ICSI, Crash Courses, Self-Assessment examinations, Seminar or study circle meeting) organised by the HQ, RO, CCGRT, Chapter or Study Circle of the Institute, and programmes organised jointly with regulatory bodies, professional bodies, partner institutions or Chambers of Commerce.

In case of members residing overseas, the programmes of the professional interest organized by regulatory bodies/ Institutes/ Chambers/ Business Associations/ recognized Universities/any other similar body in the country of residence, shall also be considered as approved learning program.

**Q7. 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. The details relating to CPE credits and maximum limit per activity can be referred from the table in Answer to the Question Number 3 above.

**Q8. What is the manner of calculation of CPE Credits for Structured Learning Activities?**

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

Time duration of Learning Activity	CPE Credits
Upto 1 hour	0
Beyond 1 hour and upto 2 hours	1
Beyond 2 hours and upto 4 hours in a single day	2
Beyond 4 hours in a single day	4
Program spanning 1 ½ days	6
Program spanning 2 days	8
Program spanning 2 ½ days and above/National Convention	10

**Q9. 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.

**Q10. What are the consequences if the member does not obtain the mandatory CPE Credits within the stipulated time?**

A member who fails to obtain the mandatory CPE Credits during the stipulated period may be liable to disciplinary action for non-compliance under the provisions of the Company Secretaries Act, 1980, Company Secretaries Regulations, 1982 and the Code of Conduct, as amended from time to time.

**Q11. 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.

**Q12. Where can I find the 'ICSI (CPE) Guidelines, 2019'?**

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](https://www.icsi.edu/media/webmodules/Revised_CPE-Gls.pdf)

**Q13. If a member is equal to or above the age of 60 years, is he/she still required to obtain the CPE Credits?**

Members of the age of 60 years or above shall be required to obtain 50% of the CPE credits required to be obtained by the members, if he is in employment relating to CS profession or holding the certificate of practice, i.e., the member of the age 60 years or above is required to obtain 10 CPE Credits in a year if he is in employment relating to CS profession or holding the certificate of practice. This shall be applicable from the year succeeding the Financial Year in which the member attains the age of 60 years.

**Q14. 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.

**Q15. 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.

**Q16. A Practicing 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](mailto:cpe@icsi.edu) for approving a topic on which they can prepare research paper to get the exemption from securing CPE Credits or may resort to unstructured learning activities as per Para 8 of the Guidelines.

**Q17. What are the research topics on which Practicing Company Secretary can prepare research paper and claim exemption?**

A Practicing 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

**Q18. 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?**

For Members, whose professional address is beyond 100 Kms from the nearest Regional Council/Chapter(s)/Study Circle(s) and attend a program at any place, they shall be awarded double the CPE Credits for which the concerned Program is entitled. However, this will not apply to attendance at the National Convention / National Conference of Practicing Company Secretaries / National Conference of Corporate CS or any other National Programme organized by the HQs and programs conducted through virtual mode, webinars.

**Q19. 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.

**Q20. 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.

**Q21. If the member has obtained more than 20 CPE Credits in a year, will extra CPE credits over 20 be carried forward to the next year?**

No carry forward of extra CPE Credits from one year to another year will be allowed.

**Q22. Will a member get CPE credits if he/she attends the programme partially?**

No CPE credit will be given to a member who attends the programme partially.

**Q23. 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.

**Q24. 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

**Q25. 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.

**Q26. 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.

**Q27. 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.

**Q28. 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.

**Q29. 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.

**Q30. 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.

**Q31. 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).

**Q32. 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.