



# Calculating CPD Points & Hours

Membership Support Factsheet 8



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**The CPD Standards Office**  
INDEPENDENTLY ACCREDITED CPD  
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**This factsheet provides advice and information on CPD points and hours, as well as how to communicate them effectively**

## **UNDERSTANDING CPD POINTS AND HOURS**

Individuals who are members of professional organisations or regulators are often required to achieve a certain number of CPD points or hours per year in order to keep their licence to practise or chartered status.

The amount of CPD hours required varies by profession and industry sector. Each professional body, institute, and regulator establishes a CPD policy for its individual members.

For example, accountants and financial professionals must complete 35 hours yearly to maintain their qualifications. Whereas doctors, surgeons and physicians are expected to complete on average, 50 hours per annum. Please see the CPD Standards website for updated sector requirements.

### **There are three main ways that professional bodies structure their CPD schemes:**

**Input-Based CPD** - refers to the time (e.g., how long did it take the learner to complete an assigned activity?)

**Output-Based CPD** - focuses on what the learner gets out of the learning experience (i.e., what skills have they learned which can be put into action during the workday?)

Outcome-Based CPD - is a relatively new idea that is widely used in the medical field. Individual professionals must complete various training activities (sometimes governed by a defined number of hours), but they must also demonstrate how their learning has positively impacted their work and enhanced their professional practice.

The CPD Standards Office will determine the number of CPD hours or points for each course.

*Generally: a CPD hour is defined as one full contact hour of teaching or learning, which may include question-and-answer sessions but not networking or break time.*

## DISPLAYING CPD POINTS AND HOURS ON CPD CERTIFICATES

Once you are approved as a CPD Standards provider, you will be sent a formal CPD certificate template. This is a two-sided document with the certificate on one side and a 'CPD Learning Tool' on the other. Your accreditation documents will include the number of CPD hours for your training activity.

A phrase at the top of the CPD Learning Tool states, "This CPD activity equates to {number of hours} CPD hours." As part of the evaluation process, you will have been informed of the estimated number of CPD hours assigned to your CPD activity. As a rule of thumb:

- A CPD hour is defined as one full contact hour of teaching or learning, which may include videos, reading, necessary activities or tasks, question-and-answer sessions, assessments, or exams, but excludes networking and breaks. The CPD Standards Office recognises bite-sized learning and begins awarding points for training sessions from 15 minutes.
- The Office recommends that if you include CPD points on your certificate, you ensure they are completely aligned with the relevant professional organisations or institutes in your industry.



If you design your own attendance certificate, we will ask to see this template during the process of assessment to ensure that it can include the points and hours earned by each learner. Please ask our friendly team for our factsheet "Issuing CPD Certificates" for additional information on issuing certificates.

Please see our website [www.cpdstandards.com](http://www.cpdstandards.com) for more information on our accreditation services or call 0203 745 6463 for further advice.