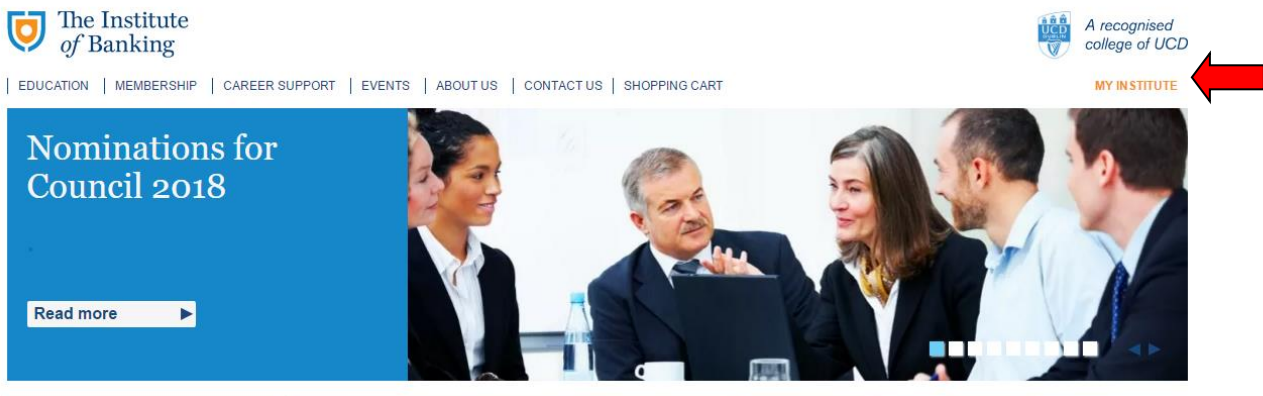


## Printing CPD Recorded Hours

### Step 1

Log in to the **My Institute** on [www.iob.ie](http://www.iob.ie) using your membership number and password as provided by the Institute of Banking.



### Step 2

Click on your CPD Scheme / Designation under **My Designations** on the home page of My Institute.

#### My Modules

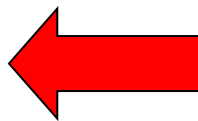
Member is currently not registered for any modules

#### My Designations

**CPD Member**

(CPD record, eCPD, downloads etc.)

Active: View Details



### Step 3

#### (i) Print CPD Hours and Compliance Report

To print the CPD Hours and Compliance Report, click on the **Printer Icon** located to the right of the 'CPD Year' as shown below.

[Log](#) | [Recorded Hours](#) | [Record Event](#) | [eCPD](#) | [Annual Return](#) | [CPD Downloads / News](#)

CPD Scheme: **CPD Member** | Current CPD Status: **Active**

Table  Graph

CPD Year: 2017 



	Total	Life Assurance	Pensions	Savings & Investments	Housing Loans	Consumer Credit	Ethics
Status for CPD		APA	APA	APA	APA	APA	N/A
+ Minimum Hours Required	15	1	1	1	1	1	1
Recorded Hours	18	13.5	13.5	13.5	15	15.5	1
Remaining Hours	0	0	0	0	0	0	0
Returned Hours	0	0	0	0	0	0	0

Minimum Required Completed relevant to each Category & Ethics? Yes

Audited: Audit not yet commenced.

Audit Result:

This will bring you to the CPD Hours and Compliance Report. You can see from the picture below, this report includes the CPD scheme you are on, your current CPD status and the relevant CPD year.

It also displays the product categories that you are qualified in, together with a summary of your annual CPD requirement, including a breakdown of the total hours recorded, remaining and returned to date. The report will also include any shortfall hours or pro rata adjustment applied to your record.

The report also shows if you have met the minimum requirement for each category and ethics, if you were audited for the previous CPD year and the result of your audit.

There is a section at the bottom of the form for you and your employer to use in CPD reviews.

[Close this window](#) [Print this window](#)

CPD Hours and Compliance - Report Date: 08-11-2017

Membership number:      Membership name:  
CPD Scheme: CPD Member Current CPD Status: Active

CPD Year: 2017

	Total	Life Assurance	Pensions	Savings & Investments	Housing Loans	Consumer Credit	Ethics
Status for CPD		APA	APA	APA	APA	APA	N/A
Minimum Hours Required	15	1	1	1	1	1	1
Minimum Hours Required (opening balance)	15	1	1	1	1	1	1
Pro Rata	0	0	0	0	0	0	0
Shortfall Applied (from previous year(s))	0	0	0	0	0	0	0
Shortfall Suspended	0	0	0	0	0	0	0
Recorded Hours	18	13.5	13.5	13.5	15	15.5	1
Remaining Hours	0	0	0	0	0	0	0
Returned Hours	0	0	0	0	0	0	0

Minimum Required Completed relevant to each Category & Ethics? Yes

Audited: Audit not yet commenced.

Audit Result:

Employer use only (if required)

Review Date

Member Signature

Manager Signature

## (ii) Print Recorded CPD Hours Report

To view the list of events you have recorded to date, click on the **Recorded Hours** tab and click on the **Printer Icon** as shown below.



[Log](#) | [Recorded Hours](#) | [Record Event](#) | [eCPD](#) | [Annual Return](#) | [CPD Downloads / News](#)

CPD Scheme: **CPD Member** | Current CPD Status: **Active**

Table [Graph](#)

CPD Year: 2017 



	Total	Life Assurance	Pensions	Savings & Investments	Housing Loans	Consumer Credit	Ethics
Status for CPD		APA	APA	APA	APA	APA	N/A
+ Minimum Hours Required	15	1	1	1	1	1	1
Recorded Hours	18	13.5	13.5	13.5	15	15.5	1
Remaining Hours	0	0	0	0	0	0	0
Returned Hours	0	0	0	0	0	0	0

Minimum Required Completed relevant to each Category & Ethics? Yes  
 Audited: Audit not yet commenced.  
 Audit Result:

This will bring you to the Recorded CPD Hours Report. You can see from the picture below, this report includes the CPD scheme you are on, your current CPD status and the relevant CPD year.

It also displays the Event Date, Event Name, Accreditation Reference Number (if applicable), together with a breakdown of the CPD hours for the event, the type of event, who ran the event and when the event was recorded on your CPD log.

There is a section at the bottom of the form for you and your employer to use in CPD reviews.

[Close this window](#) [Print this window](#)

Recorded CPD Hours - Report Date: 05-11-2017

Membership number:      Membership name:      CPD Year: 2017

CPD Scheme: RS CPD Member | Current CPD Status: Active

Recording hours alone does not constitute an annual return.

Event Date	Event Name	Accreditation Ref No.	Total Hours	Savings & Investments	Ethics	Attended	Type	Event Provider	Venue	Received Date
Minimum Hours Required			15	1	1					
Total Recorded 2017			16.5	8.5	0					
Remaining Hours			0	0	1					
11/10/2017	Investment Academy 2017 - Zurich	2017-1402	2.5	2.5	0	Yes	Seminar/ Training/ Workshop	Zurich	GALWAY	12/10/2017
12/09/2017	Advanced Diploma in Money Advice Practice Money Advice and the Law 1 2017 - Ulster University	2017-1500	8	0	0	Yes	Examination (Qualification)	University of Ulster	MAYO	14/09/2017
14/06/2017	Annual Conference Central to the Tax Profession in Ireland 2017 - Irish Tax Institute	2017-1191	1	1	0	Yes	Seminar/ Training/ Workshop	Irish Tax Institute	KERRY	14/06/2017
14/06/2017	CPD Annual Update Manual 2017 - Institute of Banking	2017-1400	4	4	0	Yes	Annual Update Document	Institute of Banking	DONEGAL	28/09/2017
06/06/2017	Director's Training AML/CTF 1 hour 2017 - Compliance Ireland	2017-0100	1	1	0	Yes	Seminar/ Training/ Workshop	Compliance Ireland	CAVAN	14/06/2017

**Employer use only (if required)**

Review Date

Member Signature

Employer Signature