

Recording CPD Events & Accessing eCPD Modules

Members can only record accredited (approved) events in their Online CPD Record in the *My Institute* on the Institute's website at www.iob.ie which are relevant to their designation or accredited status i.e. relevant to the category(s) of retail financial products they are accredited in under the Central Bank's Minimum Competency Code (MCC). Members can also access relevant eCPD online modules via the *My Institute*.

Your Online CPD Record will form the basis of your annual return so all CPD events must be completed by 31 December and recorded by the 31 January in order for you to make your annual return.

Accreditation of Events & CPD Accreditation Request Form

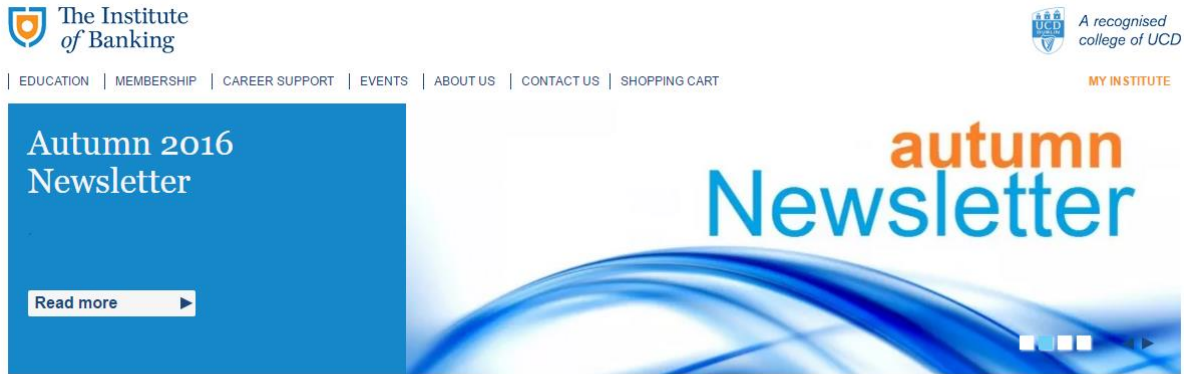
All CPD events must be accredited (approved) by the Institute (or LIA or Insurance Institute of Ireland). If you are attending an event that has not yet been accredited for CPD hours, please contact your firm's Learning and Development or Training Department if it is an in-company event so that the event can be submitted centrally once only for all members in the company.

For public events, please record the event title in your Online CPD Record (see instructions below) and if the event is not yet accredited for CPD hours, please complete and return the CPD Accreditation Request Form available in your Online CPD Record or the Institute's website www.iob.ie.

To access eCPD online modules and record accredited (approved) CPD events, please follow the instructions below:

Step 1

Log in to the **My Institute** on www.iob.ie using your membership number as provided by the Institute of Banking and password.



MEETING YOUR NEEDS

Step 2


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

My Modules

Member is currently not registered for any modules

My Designations

<p>QFA</p> <p>(CPD record, eCPD, downloads etc.)</p> <p>Active: View Details</p>	<p>Chartered Banker</p> <p>(CPD record, eCPD, downloads etc.)</p> <p>Active: View Details</p>
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Step 3

(i) eCPD Online Modules

Select the **eCPD** tab. The eCPD modules that are applicable to your designation or accredited status only will appear. Once a module test is passed the hours will automatically be recorded in your Online CPD Record.

s, RS CPD Members, LCOIs, Professional Bankers, Chartered Bankers and Certified Bank Directors. The 2016 CPD Annual Update Manual is now available under the Downloads/

| Log | Recorded Hours | Record Event | **eCPD** | Annual Return | CPD Downloads / News

CPD Scheme: **QFA** | Current CPD Status: **Active** CPD Year: **2016**

eCPD

Welcome to your online CPD modules.
The modules are enhanced with audio, video and animation and are accessible on tablets.

To access the modules you **must identify the device you are using** and then click on the relevant link 1- 3 below and then click on link 4 to turn off your pop-up blocker:

1. PC or Laptop, click [here](#) to run system checker test
2. Apple device e.g. iPad, click [here](#) for instructions.
3. Windows tablet or Android tablet e.g. Samsung, Nexus, click [here](#) for instructions

And

4. All devices – you must turn off your pop-up blocker. Click [here](#) for a guide.

We welcome any feedback on the new modules – please click [here](#) to send us feedback.
Click [here](#) to view the Module Applicability Document.

The eCPD modules listed below are relevant to your QFA scheme

Module Relevancy to your categories listed below	Status
▶ Anti Money Laundering Life Assurance; Pensions; Savings & Investments; Personal Insurance; Commercial Insurance; Housing Loans; Consumer Credit	Continue
▶ Consumer Credit Consumer Credit	Continue
▶ Credit and Lending Consumer Credit	Continue
▶ Data Protection Life Assurance; Pensions; Savings & Investments; Personal Insurance; Commercial Insurance; Housing Loans; Consumer Credit	Continue

(ii) Record an accredited (approved) CPD event (external to the Institute of Banking)

All accredited events will be given a unique Accreditation Reference Number. This number should be available on your list of company internal training that has been accredited by the Institute for CPD hours – see your company intranet site or contact your Learning & Development or Training Department. Alternatively, if you have submitted a personal event for accreditation the reference number will be included in your Accreditation Confirmation letter/email'

- To record that you have attended an accredited in-company event or an accredited public event e.g. an IBF seminar, select the **Record Event** tab.
- Insert the **Accreditation Reference Number** (e.g. 2016 1600) with no spaces into the relevant boxes and click **Search**.



| Log | Recorded Hours | **Record Event** | eCPD | Annual Return | CPD Downloads / News

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



Accreditation Reference Number

 - ?

Search ▶

Reset ▶

- The following screen will appear:

Accreditation Reference Number	<input type="text" value="2016"/> - <input type="text" value="1500"/> ?
	<p>Search ▶ Reset ▶</p>
Update Event Details	
Event Name Found	CPD Annual Update Manual 2016 - Institute of Banking
CPD Type	Annual Update Document
Event Provider	Institute of Banking
Event date	<input type="text"/> ? 
Venue	<input type="text" value="KERRY"/> ? 
CPD Scheme Hours	Chartered Banker-4 hours RS CPD Member-4 hours QFA-4 hours
	<p>Submit ▶ Reset ▶</p>

Events/activities not already approved for formal hours should be submitted for approval using the Formal CPD Request Form available in the Downloads tab.

- Enter the **Event Date** that you attended the event, passed the exam (external to the Institute of Banking) or passed the e-learning module etc. The event date must be today's date or earlier i.e. you cannot record an event that has not yet taken place).
- Enter the event **Venue** e.g. 'Kerry'.
- The **number of hours accredited for the event** appears at the bottom of the screen (e.g. 4 hours in the case of the CPD Annual Update Document).
- Select **Submit** and the hours will be automatically recorded in your Online CPD Record.
- You will see the below text to show that the event has been recorded on your Online CPD Record.



Step 4

To view the hours you have recorded to date, click on the **Recorded Hours** tab.



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

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

CPD Year: 2014 

Recording hours alone does not constitute an annual return.

[Show additional columns](#) 

Event Date	Event Name	Accreditation Ref No.	Total Hours	Life Assurance	Pensions	Savings & Investments	Personal Insurance	PMI	Housing Loans	Consumer Credit	Ethics	Attended	Edit	Delete
Minimum Hours Required			15	1	1	1	1	1	1	1	1			
Total Recorded 2014			10	7	7	7	7	5	9	7	1			
Remaining Hours			5	0	0	0	0	0	0	0	0			
31/12/2014	Housing Loans	-	2	0	0	0	0	0	2	0	0	Yes	-	-
24/12/2014	Anti Money Laundering	-	2	2	2	2	2	2	2	2	0	Yes	-	-
22/12/2014	CPD Annual Update Manual 2014 - IoB	2014-1600	4	4	4	4	4	2	4	4	0	Yes	Edit	Delete
12/08/2014	Foundation Certificate	-	2	1	1	1	1	1	1	1	1	Yes	-	-

Institute CPD seminars and webinars

Institute CPD seminars and webinars will be available to purchase online via the shopping cart (seminars and webinars are held in the spring/summer and autumn/winter each year).

If you register for a CPD seminar or webinar that is relevant to the category(s) of retail financial products for which you are accredited (qualified or grandfathered), the corresponding CPD hours will be automatically recorded in your online CPD record once you have attended the seminar or webinar.

You can register for and attend CPD seminars or webinars and other events that are not relevant to your accredited status for personal development purposes, please note that no CPD hours will be recorded.