



General Circular 19/2017 (ΓΕ_19/2017)

To: All Members of the Institute
Date: 12 December 2017
Subject: **CPD Declaration for 2017**

Dear Colleagues

Please find herewith attached the the annual **Continuing Professional Development (CPD) declaration for the year 2017**.

CPD Declaration:

The declaration for the Continuing Professional Development for the year 2017 can be submitted easily and quickly electronically via the Institute's website from your personal account (after you log-in) at the link «*Continuous Professional Development*». Should any member wish to submit the declaration in printed form, then this may be done by one of the ways mentioned on the attached form. The CPD for 2017 must be submitted **by 31 December 2017** at the latest.

CPD waiver application form:

If you have not been able to meet the CPD requirement, you must still submit your CPD declaration by selecting Option B in Part 1 of the attached form. Completing your CPD is a requirement for the contribution of your membership. You need to complete the CPD waiver application for the year 2017 and submit it to ICPAC by 31 December 2017.

Updating of personal member's details:

You may update your personal details directly from the Institute's website from your personal account (after you log-in) at the link «*Change Profile Details*». You are kindly urged to proceed with the update of your personal details as soon as possible, so that communication with you remains unhindered.

You are kindly asked to settle the above the soonest possible of your convenience before the lapse of the deadline given. In addition it is stressed that **this circular and attached documents will be distributed via email only** and they will all be available on the Institute's website as well.

Please do not hesitate to contact us for any additional clarification required.

Yours sincerely

Kyriakos Iordanou
General Manager