



INSTITUTE OF PROJECT PROFESSIONALS

Continuing Professional Development

The CPD year, what counts, what is evidenced, and what happens when a member falls short

This policy sets out the continuing professional development required to hold the Institute of Project Professionals (IPP) membership: the year it is measured over, what counts towards it, what evidence a member keeps, how IPP checks, and what happens when somebody falls short. It applies to every member at Associate grade and above.

1. What this policy owns

It owns the CPD year, what counts, the evidence, the declaration, the audit and the consequence of a shortfall. It does not set the annual requirement for each grade, which is IPP-GOV-003 section 5, and it does not define the Fellowship grades, which is IPP-GOV-003 section 6. Where a figure from those sections appears below it is reproduced for the reader and owned there.

The one place this document does contradict another is deliberate and is resolved in IPP-GOV-003's favour: the platform has been applying 30 hours to Fellows, and the published requirement is 10 units. The requirement is what was published.

2. The CPD year

- The CPD year is the calendar year, 1 January to 31 December. It is the same year for every member, whatever month they joined and whenever their membership renews.
- A member joining part way through a year owes a proportion of the requirement for that year, counted in whole months of membership including the month they joined. The proportion is rounded up to the nearest whole hour or unit, because rounding a professional obligation down is not a rounding rule anyone should have to explain.

Joined	Months in the first CPD year	Associate, 20 hours	Member, 30 hours	Fellow, 10 units
January	12	20	30	10
April	9	15	23	8
July	6	10	15	5
October	3	5	8	3
December	1	2	3	1

April to March was considered and rejected. It matches UK employer training budgets, which is a real advantage for the organisations that buy Calibrate seats, and that is exactly the objection: CPD is a personal obligation and IPP publishes that a member's CPD history belongs to them and not their employer. Aligning the year to a corporate budget cycle would quietly make a member's professional obligation run on their employer's calendar, and it would mean nothing at all to a self-employed member or a member outside the UK.

3. The requirement

Reproduced from IPP-GOV-003 section 5, which owns these figures. If this table and that section ever disagree, that section is right and this one is corrected at its next issue.

Grade	Each CPD year	Measured in
Student and Affiliate	None	CPD may be logged and is encouraged; nothing is required.
Associate (AIPP)	20 hours	Hours of activity, logged in Calibrate.
Member (MIPP)	30 hours	Hours of activity, logged in Calibrate.
Fellow (FIPP)	10 units	Contribution units, not hours. See Section 6.

- An employer may set its own CPD target for its people, and several do. That target is the employer's and has no bearing on the Institute's requirement. Where a member sees two different numbers, the Institute's is the one their membership depends on.

4. What counts

Any structured activity that maintains or develops professional competence. The test is whether the member can say what they got from it, not who provided it or what it cost.

- Formal learning: courses, qualifications, structured e-learning, conference sessions and workshops. IPP courses count and so does anybody else's.
- Structured reading of professional material, where the member records what they took from it.
- Professional community participation: presenting, writing, committee or standards work, contributing to a professional body.
- Mentoring or being mentored, coaching, and structured peer review of another practitioner's work.
- Reflective practice on live work: a lessons-learned exercise, a post-implementation review, a structured reflection on a delivery a member led.

What does not count:

- Doing the job. Time spent delivering projects is not CPD, however much is learned from it. The reflection on that delivery is.
- Mandatory employer compliance training with no professional development content, for example annual fire safety or a systems login refresher.
- Activity a member cannot describe. An entry recording hours and nothing else is not evidence of development and does not count in an audit.

IPP deliberately does not operate an approved-provider list or accredit CPD activity. A body that only counts learning it has sold is running a revenue scheme rather than a competence requirement.

5. Evidence and reflection

- Every entry records what the activity was, the date, the time spent, and what the member took from it. The last of those is the part that matters and is the part usually missing.
- Entries may be tagged to the competency areas, elements and cross-cutting themes in IPP-GOV-002. Tagging is not required, and a member who tags their CPD gets a competency profile that shows where they have and have not developed, which is the reason

to do it.

- Supporting material may be attached and is not required for every entry. It is required for any entry selected in an audit.
- A member may mark an entry private. A private entry still counts towards the requirement and is still visible to IPP in an audit; private controls who else sees it, not whether it exists. A member who wants an activity kept from IPP entirely should not log it, and should understand it then does not count.
- The member is responsible for the accuracy of their own log. A false CPD record is a matter for IPP-GOV-001, where dishonesty is already a breach of the Code.

6. Fellow contribution units

Fellowship is a contribution standing rather than another examination, so a Fellow's annual obligation is measured in contribution rather than in hours. This replaces the hours requirement; a Fellow does not owe both.

One unit is	Evidenced by
One mentoring session with an IPP member at a lower grade	The session logged by the Fellow and confirmed by the person mentored.
One approved competency profile review for another member	The review recorded against that member's profile in Calibrate. Counted automatically towards the ten. IPP-ASM-003 section 5 sets what qualifies.
One substantial contribution to the Institute's standards, assessment or governance work	The Board recording the contribution. Counted at the Board's discretion and not self-declared.

- Ten units in a CPD year, pro-rata in a first part-year as in Section 2.
- Sustained contribution at this level after becoming a Fellow is what leads to Distinguished Fellow under IPP-GOV-003 section 6. The annual requirement and the progression standard are the same units counted for two purposes.
- Honorary Fellows have units waived, per IPP-GOV-003 section 6.

One of the three sources is evidenced by the platform and two are not. An approved competency profile review is a record in Calibrate, so it is counted automatically. Mentoring does not exist as a product, and a contribution to the Institute's standards work is recorded by the Board rather than on the platform. A Fellow's platform count is therefore real but partial, and is shown as a count rather than as a percentage or a pass, because a partial count presented as a verdict is a false statement about somebody's standing. The Institute holds the full figure. What is outstanding is in Section 12.2 rather than left to be discovered.

7. Declaring at renewal

- At each renewal a member confirms that they have met the requirement for the CPD year just ended. The confirmation is a statement by the member, recorded with the date and the year it relates to.
- A member whose log already shows the requirement met is shown that rather than asked to assert it. Asking somebody to declare something the system can see is how a declaration becomes a checkbox nobody reads.

- A member who cannot confirm compliance says so at renewal, and Section 9 applies. Saying so is not a breach; not saying so is.

8. Audit

- IPP audits a sample of members each year. The sample is at least five per cent of members required to do CPD, or ten members, whichever is greater, drawn at random.
- A member is also audited where a declaration and the logged record disagree, where a previous audit found a shortfall, or where a concern is raised under IPP-GOV-006.
- An audited member is asked for supporting material for a stated number of entries and has 20 working days to provide it.
- An audit outcome is recorded as met, met with observations, or shortfall, with reasons in every case. A shortfall found on audit is handled under Section 9 in the same way as a declared one.

A random sample is stated as a floor rather than a target so that the audit exists as an obligation on IPP rather than as an intention. A body that publishes an audit it does not run has published nothing.

9. Shortfall

The purpose is to get the member back to compliance, not to remove them. A member loses a grade only when they will not put it right, never merely because they were late.

Stage	What happens	Timing
1. Notice	IPP writes to the member stating the shortfall, the requirement, and what is needed. Membership is unaffected.	Within 20 working days of the year end, the declaration, or the audit outcome.
2. Plan	The member agrees a short written plan to make up the shortfall. The plan is recorded and the membership remains active while it runs.	Agreed within 20 working days of the notice; the plan runs no longer than 6 months.
3. Suspension	Where no plan is agreed, or the plan is not met, the grade is suspended under IPP-GOV-005 section 5. The post-nominal stops; qualifications already awarded are unaffected.	After the plan period, or after 20 working days with no response.
Reinstatement	The grade is reinstated once the outstanding CPD is completed and evidenced. No new application and no re-assessment.	On evidence being accepted.

- A member may challenge a shortfall finding, a plan requirement or a suspension under IPP-GOV-006.
- Make-up CPD counts towards the year it was owed for, and does not also count towards the current year. Otherwise a member could clear a shortfall and this year's requirement with the same activity.

10. Career breaks and adjustments

- A member may apply to have a requirement reduced or waived for a period where they have been away from practice, whether for illness, caring responsibilities, parental leave, unemployment or any other reason. IPP asks what period is affected, not for the reason in detail.
- A reduction is pro-rata to the months in practice, calculated as in Section 2.
- A member who needs an adjustment to the way they record or evidence CPD may ask for one. IPP accommodates it where it can and records what was agreed.
- A grade is not suspended for a shortfall arising in a period covered by an agreed reduction.

11. Records

IPP records, for each member and each CPD year: the requirement that applied, the total logged, the declaration and its date, whether the member was audited and the outcome, any shortfall and the stage reached, and any agreed reduction and the period it covered.

CPD entries are the member's own record and travel with them, which is the point of the Passport. Retention is owned by MS-LEG-004. A member who leaves IPP keeps their log; IPP keeps only what it needs to show what it decided and why.

12. What has to be true in the platform

Stated on the face of the policy rather than in an internal note, because a requirement nothing measures is a requirement in name only. This section records what is outstanding and empties as the work is done.

12.1 In place

- A grade can be suspended and reinstated with a stated reason, and every change is recorded with who made it. Section 9 stage 3 is operable and reverses on evidence, as that section requires.
- CPD entries record the activity, date, hours, reflection, supporting material, competency tagging and a private flag, and totals are calculated against the grade requirement and shown to the member and on the Passport.
- Completing an IPP course mints a CPD entry automatically, deduplicated so the same course cannot be counted twice.
- The annual requirement carries the unit it is measured in, so a grade measured in contribution units is never compared against hours. A Fellow's approved competency profile reviews are counted towards the ten in Section 6 automatically, and no page renders a percentage, a progress bar or a pass from a count the platform knows to be partial.
- What counts is defined rather than assumed. IPP-ASM-003 section 5 sets which reviews qualify, and only those are counted: a scheduled or ad-hoc review of a member's competency profile, recorded by an authorised reviewer against somebody other than themselves. A shorter check-in is recorded and is not counted.
- A reviewer cannot record a review of themselves, and cannot record one against a member of another organisation. Neither was true until 10 August 2026, and both mattered from the moment a review became a unit.

12.2 Outstanding

- **Two of the three unit sources are not recorded.** Approved competency profile reviews are counted, per Section 12.1. Mentoring does not exist as a product, and a substantial contribution to the Institute's standards work is recorded by the Board rather than in the platform. A Fellow's count on the platform is therefore never the whole figure, and cannot become one until both exist. Until then the Institute holds the full figure and the platform says so wherever it shows the count.
- **Nothing checks CPD.** Membership lapses on payment and on nothing else, so the condition IPP-GOV-003 publishes has never been applied to anybody. There is no declaration at renewal, no audit selection, no shortfall state and no notice.
- There is no pro-rata for a first part-year, so a member who joins in October is measured against the full year.
- Stages 1 and 2 of Section 9 are entirely manual. Nothing identifies a shortfall at the year end, issues the notice, records an agreed plan or tracks whether it was met. Stage 3 can be carried out, so the route ends in something the platform can do and begins in something a person has to remember.
- An employer's own CPD target is what the reminder engine and the manager tools chase. A member who is also an employer seat user can therefore be chased against a number that is not the Institute's requirement, with nothing telling them which is which.

13. Review

Reviewed annually by the Governance Board, and on any change to the membership grades, the annual requirements in IPP-GOV-003, or the Fellowship contribution track. Its edition, revision and date are on its cover.