



**LEADING TREASURY  
PROFESSIONALS**

## Continuing Professional Development (CPD)

# YOUR CPD DECLARATION

A CPD Declaration is confirmation that you have carried out your CPD for the year. Making your declaration is very straightforward and should only take a few moments. You do not need to submit your CPD record when making your declaration.

### Who needs to declare CPD?

Fellows and Associate members (unless retired) are asked to undertake and record CPD activity. Even if you are no longer working in treasury, on a career break or working part time you should evaluate your needs and record what is right for your professional development.

If you work for an ACT CPD accredited employer you need to confirm that you still work for that employer.

### How should CPD be recorded?

You can record your CPD in any format and we're keen for you to adopt an approach that works for you. We have developed a range of tools to help you record your CPD - including an interactive log, which is available at: [treasurers.org/cpd/mycpd](https://treasurers.org/cpd/mycpd)

### How do I declare my CPD?

You can make your declaration online at [treasurers.org/declaration](https://treasurers.org/declaration) or use the postal form below. You do not need to submit your CPD record at this stage. A random sample of members will be asked to submit their CPD record at a later stage.

If you have any questions, please get in touch with us at [cpd@treasurers.org](mailto:cpd@treasurers.org) or call the team on +44 (0)20 7847 2529.

### TO MAKE YOUR DECLARATION ONLINE

1. Go to [treasurers.org/declaration](https://treasurers.org/declaration)
2. Log on to your online member account
3. Confirm the details we hold for you are correct
4. Complete the CPD declaration by ticking the box

### Don't know your online member account details?

All members will already have a web account to access the members' only areas of the website. If you have forgotten your log in details go to [treasurers.org/user/password](https://treasurers.org/user/password)

### POSTAL DECLARATION FORM

Tick the appropriate box below and return the form by email to [cpd@treasurers.org](mailto:cpd@treasurers.org), or post to:  
Association of Corporate Treasurers, 69 Leadenhall Street, London, EC3A 2BG, UK

I confirm that I have carried out CPD for the year ended 30 April 2021  
You do not need to submit any documents to the ACT at this stage

I confirm I work for a CPD accredited employer

Name:

Company:

Email:

Signature:

Date:

