



6 February 2007

## **MIA CPE ACCREDITATION REGULATIONS**

With effect from calendar year 2007 the Malta Institute of Accountants (MIA) amended its guidelines regulating the undertaking of Continuous Professional Education (CPE) by its Members, thus bringing the Institute's CPE requirements in line with IFAC's International Education Standard (IES) 7.

While these amendments have brought about both substantial and minor changes to the previous CPE obligations, the responsibility to assess what is appropriate in one's professional development still lies with the respective Member, who can therefore choose which activities are relevant for his individual professional development and claim these as structured CPE as long as these are measurable, verifiable and are designed to impart specific technical and general knowledge.

However, in recognition of the fact that some course providers apply for pre-accreditation for their activities to qualify as structured CPE for a number of MIA Members, the need was felt to implement rules governing the accreditation process. Therefore, course providers applying for accreditation by the MIA shall follow the following rules with immediate effect:

### **Prior to the event**

1. A course provider seeking accreditation by the MIA shall apply in writing, or by sending an email to [jdingle@miamalta.org](mailto:jdingle@miamalta.org), at least **ten days** prior to the event. The course provider shall furnish to the MIA a detailed course programme/s of the event including at least a speaker profile, the course venue and the event's duration.
2. The MIA is committed to grant accreditation, given that the event is deemed relevant by the accreditation committee, within **five working days** from receipt of the application clearly indicating under which category of Competency or Other Relevant Area the event qualifies.
3. The course provider shall indicate the expected number of MIA Members attending the event at least **three working days** prior to the event. The MIA will in turn issue pre-numbered electronic certificates to be printed by the course provider prior to the event.

### **At the event**

4. The MIA reserves the right to appoint a representative to attend, at no charge, events that it has accredited to ensure that they are of the desired standard and quality.
5. At the end of the event the course provider must give **one** certificate of attendance (referred to in regulation 3) to **each** MIA Member attending the event. Certificates shall be distributed in consecutive number order as the course provider will be required to report to the MIA the certificate numbers distributed, for example 001 – 187.



#### **After the event**

6. The course provider shall, within **five working days** from the date of the event, give to the MIA:
  - (a) A list of MIA Members attending the event;
  - (b) Any surplus certificates not distributed at the event; and
  - (c) A reconciliation of:
    - (i) The total amount of certificates given by the MIA to the course provider prior to the event;
    - (ii) The number of MIA Members attending the event;
    - (iii) The amount of certificates returned to the MIA after the event.