

KEY DATES IN 2011-2012 RIAI CPD CYCLE		
Date	Deadline	Explanation
1 May 2012	Cut-off date for CPD requirements for new members	<ul style="list-style-type: none"> New registrants/members admitted <u>before</u> this date - can complete 20 hours of structured or unstructured CPD. New registrants/members admitted <u>after</u> this date - exempt from the CPD requirement for cycle 2011-2012.
1 May 2012	Deadline for <u>application</u> to submit hardcopy CPD record	Deadline for registrants/members with no access to a computer to notify the RIAI, in writing, of their intention to keep a hardcopy and provide valid reason.
1 June 2012	Notification of selection for audit	Registrants/members selected for audit notified - required to submit completed accounts for audit by 30 September 2012.
31 August 2012		Registrants/members who wish to apply for an exemption for any of the reasons listed above must complete this form and return it with the appropriate evidence documents (see below) to the RIAI CPD Section before 31 August 2012.
30 September 2012	CPD Cycle Deadline 2011-2012	<ul style="list-style-type: none"> Any person failing to achieve 70% of their CPD requirement by the cycle deadline will have their CPD record display as "Incomplete" for 2011-2012. Registrants/members who have completed 70% of the full CPD requirement by the cycle deadline will be granted a period of 6 weeks grace within which to complete their CPD requirement.
30 September 2012	CPD Audit submission date	Registrants/members on audit list must submit their accounts for audit by this date.
1 October 2012	Start of new CPD Cycle 2011-2012	CPD for the cycle 2011-2012 can be added to CPD Engage from this date.
1 October 2012 – 12 November 2012	CPD Grace Period	Registrants/members granted a 6 week grace period given opportunity to complete 100% of their CPD target.
1 October 2012 – 12 November 2012	CPD Audit Period.	Audit will be completed on the accounts of those registrants/members on audit list who submitted by 30 September 2012.
12 November 2012	CPD Grace Period deadline	Close of CPD cycle on CPD Engage – no further changes/additions can be made to any registrants/members accounts after this date.