

<b>PART 1</b>	<b>DOCUMENTS CERTIFICATION</b>
	<b>All documentation provided must be certified by one of the following</b>
	<ul style="list-style-type: none"> <li>• A qualified accountant, registered with an international professional body</li> <li>• A qualified actuary, registered with an international professional body</li> <li>• A qualified lawyer, attorney, or barrister, registered with the relevant national professional body</li> <li>• Commissioner of Oaths</li> <li>• A qualified Doctor, registered with a national professional body</li> <li>• A serving Judge</li> <li>• A serving Justice of the Peace</li> <li>• A current Member of Parliament</li> <li>• Notary Public</li> </ul>
	<p><b>The certifier is required to certify all copy documents as follows:</b></p> <p><b>On each photocopied document, the Certifier:</b>          “I, [name of certifier] confirm that this is a true copy of the original document which I have seen”.</p> <p><b>For documents containing a photo, the Certifier must also write:</b>          “I, [name of certifier] confirm that I have seen [name of person whose document is being certified] in person and that the photograph is a true likeness of him/her.”</p> <p><b>In addition to the above, the Certifier must also write his/her:</b></p> <ul style="list-style-type: none"> <li>(i) Full name</li> <li>(ii) Signature</li> <li>(iii) Occupation</li> <li>(iv) Company/professional address, telephone number and email address</li> <li>(v) Date on which the document was certified</li> </ul> <hr/> <p><b>All certified documents must meet the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. The person signing certifying a document cannot be a relative or family member of the person whose document is certified.</li> <li>2. All copy documents must be clear and legible and in colour.</li> </ol>
<b>PART 2</b>	<b>REFERENCE LETTER REQUIREMENT</b>
	<p><b>Associate</b></p> <ul style="list-style-type: none"> <li>• A professional who has worked with the applicant for two years or more and is able to confirm the good character of the applicant, or a person who has been a regular member of CIIPA for 5 years or more and is able to confirm the good character of the applicant</li> </ul> <p><b>Regular</b></p> <ul style="list-style-type: none"> <li>• A professional who has worked with the applicant for two years or more and is able to confirm the good character of the applicant</li> </ul> <p><b>Student</b></p> <ul style="list-style-type: none"> <li>• A reference from professor, employer or other professional confirming the applicant is of good character</li> </ul> <p><b>Regular, Retired</b></p> <ul style="list-style-type: none"> <li>• A professional who has worked with the applicant for two years or more and is able to confirm the good character of the applicant</li> </ul>

	<ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Practitioner</b></p> <ul style="list-style-type: none"> <li>• One written reference from a Partner or Director at the applicant's current firm, or from previous employer, plus:</li> <li>• Two written references from professionals not associated with the applicant's current firm that have known the applicant for at least two years in a professional capacity</li> </ul> <ul style="list-style-type: none"> <li>• All references must confirm that the applicant is of good character.</li> <li>• A "Professional" is: accountant, doctor, lawyer, CEO of a professional institute. Designations must be current.</li> </ul>
<b>PART 3</b>	<b>CPD PRESENTATION REQUIREMENTS</b>
	<ul style="list-style-type: none"> <li>• Cover letter summarizing each year or CPD records, clearly evidencing that the minimum number of CPD hours have been satisfied for each year</li> <li>• Supporting evidence to confirm: <ul style="list-style-type: none"> <li>• 120 hours in each 3 year period ending 31 December,</li> </ul> </li> </ul> <p>60 of the 120 hours shall be verifiable; and</p> <ul style="list-style-type: none"> <li>• A minimum of 20 hours per year ending 31 December.</li> <li>• Supporting evidence should include course attendance certificates, trainer, HR attendance certification. (email course registration is not acceptable).</li> </ul> <p><b>Satisfaction of the required CPD must be clearly evidenced and summarized.</b></p>