



CPD Accreditation Criteria

In order to submit a course to be CPD accredited, the accreditation application form must be filled out: [you can download the form here](#)

Once an activity is submitted to be accredited by PSAB-GI, it is reviewed by one of our accreditors on the following 3 categories:

Knowledge:

- The objective of CPD is to build on individuals' professional qualifications/ experience, expand their learning and knowledge and apply these in practical ways to their work: accreditation of courses must take into account the subject matter of one's relevant qualification.
- There must be active engagement in the CPD activity to demonstrate a positive learning environment, e.g. opportunity for questions and answers.
- It must be directly relevant to the Central Bank's competencies as per Minimum Competency Code 2011: ([Minimum Competency Code](#) pages 46-57).
- It must be directly relevant to the activities undertaken by the accredited individual (Advice on General Insurance policies).
- Appropriate course content should be submitted to support the CPD application.
- It must be relevant to Irish Law and Practice (with some reference to case law if necessary).

Duration:

- Must be at least 0.5 hour in length.
- The maximum number of CPD hours that can be awarded for one day on the same subject is four. The maximum number of CPD hours that can be awarded for one day covering different subjects is eight.

Course Presenter:

- The presenter must have either an Insurance qualification at APA or above (or be grandfathered) or hold a professional qualification (a Compliance Officer with ACOI qualification, a Barrister with a Degree of Barrister-at-Law and 'called to the Bar of Ireland' etc.).
- The presenter must be CPD compliant.

E-learning courses must:

- Be interactive: require engagement by the learner throughout the session in the form of exercises, questions, links to websites. The course must be easy to navigate and read etc.
- incorporate a reasonable diversity of delivery approaches and/or media (e.g., appropriate combinations of text/slides, animation, pop-up pages, audio or video):
- include computer-based testing to provide evidence that a learner has assimilated the knowledge and skills contained in the course. Pass rate of 70% or above:
- be capable of providing appropriate confirmation that the learner has successfully completed the test:
- include a minimum of 0.5 hour and a maximum of two hours of relevant learning (including tests).

Events delivered using Web Casting and Web/Tele-Conferencing and similar technologies must:

- Be transmitted 'live'.
- Be generally well-designed and create a productive learning experience (e.g. participants at remote locations must be able to hear and/or see the presenters, while simultaneously viewing the presenters' materials (e.g. slides or simulations).
- Provide opportunities for all participants to put questions to and engage in discussions with presenters.
- Provide a means for course organisers to verify the identity of those participating in each session.
- Include electronic or hard-copy confirmation of attendance to participants.

Examples of CPD that was accredited in the past

- Relevant in-house courses (not including induction programmes, soft skills or application training).
- Topics on Central Bank Requirements (Minimum Competency Code, Consumer Protection Code, Fitness and Probity etc).
- Legislation, Regulation and Compliance in the General Insurance industry.
- Successful completion of relevant Insurance institute of Ireland exams relating to the Irish market (external exam(s)/ qualification(s) accreditation are based on the Insurance Institute's exemption policy and there must be an 80% match between the syllabus plus 70% match in assessment of the Institute's module).
- Technical topics (Solvency II, etc.).
- Product training.
- CPD breakfast and lunchtime lectures run by the Insurance Institute of Ireland.
- Relevant conferences relating to the General Insurance market and upcoming developments.

Central Bank's Competencies

[Minimum Competency Code](#) (Page 46-57)

Retail Financial Product: Personal General Insurance

1. The concept of Insurance
2. Basic legal and insurance principles underlying general insurance
3. The insurance market and contractual considerations
4. Underwriting procedures and policy wordings
5. Claims
6. Risk management process
7. The process by which appropriate advice is given to the consumer about a general insurance policy
8. Best practice
9. In-depth knowledge of personal general insurance
10. Legislation, regulation and compliance

Retail Financial Product: Commercial General Insurance

1. The concept of Insurance
2. Basic legal and insurance principles underlying general insurance
3. The insurance market and contractual considerations
4. Underwriting procedures and policy wordings
5. Claims
6. Risk management process
7. The process by which appropriate advice is given to the consumer about a general insurance policy
8. Best practice
9. In-depth knowledge of commercial general insurance
10. Legislation, regulation and compliance

Retail Financial Product: Private Medical Insurance and Associated Insurances

1. The concept of Insurance
2. Basic legal and insurance principles underlying general insurance (including Private Medical insurance)
3. The insurance market and contractual considerations
4. Underwriting procedures and policy wordings
5. Claims
6. Risk management process
7. The process by which appropriate advice is given to the consumer about a general insurance policy
8. Best practice
9. In-depth knowledge of Private Medical Insurance
10. Associated Insurances
11. Legislation, regulation and compliance