

**Complying with the SOA CPD Requirement by following the Basic Requirement provisions of the SOA CPD Requirement found in Section B****Whom does this apply to?**

Generally, it applies to SOA members who practice outside the United States or Canada or who are not members of the Faculty and Institute of Actuaries (United Kingdom) or the Institute of Actuaries of Australia. All members may follow the requirements in Section B of the SOA CPD Requirement, but we anticipate most members will use one of the alternative compliance standards:

- SOA members who practice in the United States will generally use the U.S. Qualification Standard.
- SOA members who practice in Canada will generally use the CIA Qualification Standard.
- SOA members who are members of the Faculty and Institute of Actuaries (United Kingdom) or who are subject to the U.K. Actuarial Profession's CPD Scheme will generally use the CPD Scheme of the Faculty and Institute of Actuaries.
- SOA members who are members of the Institute of Actuaries of Australia or who are subject to the Continuing Professional Development Standard of the Institute of Actuaries of Australia will use that standard to comply.

For more information on what it is meant to be potentially subject to an alternative compliance provision, please see FAQ AC1 at:

<http://www.soa.org/professional-development/cpd-requirement/cpd-faqs-section-c.aspx#AC1>.

**What do I need to do to comply?**

During the two-year period 2009-2010:

- Earn 60 units of CPD credit in job-relevant and business and management skills (1 unit = 50 minutes).
- Earn at least 30 units in structured credit.
- Earn at least 7.5 units of structured credit from a source other than your employer.
- Earn at least 3 units of structured professionalism credit.
- Earn no more than 15 units of credit in business and management skills.

For more information visit: <http://www.soa.org/files/pdf/current-cpd-req.pdf>.

**How do I attest compliance?**

Go to <https://www.actuarialdirectory.org/Home/tabid/271/Default.aspx?newacc=N>

- Enter your user name and password.
- Once logged in, click the button on the bottom right corner "SOA CPD Attestation."
- You are now on the "View CPD Attestation" page. Click on the "Update Info" button at the bottom of the page.
- If you have fulfilled the SOA CPD Requirement

- Click on the first button (“I certify that I have fulfilled the SOA Continuing Professional Development Requirement ...”) certifying that you have fulfilled the requirement.
- Click on the second radial button that you meet “the Basic Requirement provisions of Section B.”

See illustration below.

- Click the save button and you’re done!

