

# **Regulation for the Continuing Professional Development (CPD) at the Swiss Association of Actuaries (SAA)**

(approved by the Board of the SAA on 23 March 2016)

A Continuing Professional Development (CPD) programme and the accompanying regulations will bring the SAA into line with the recommendations of international actuarial bodies and guarantee the standing of its members vis-à-vis those of other national actuarial organisations. However, the ultimate goal of a CPD programme is to guarantee and enhance the standing of the actuarial profession within the Swiss financial community and beyond.

The CPD programme is also an opportunity to involve SAA members more closely in the activities of the organisation. Indeed, by virtue of being mandatory, a CPD programme will promote active participation in the existing SAA committees and boost the number of participants at events organised by the SAA.

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## 1. Scope

All SAA actuaries are required to meet the CPD requirements outlined in this document as of the calendar year following the year in which they joined the SAA (by passing an examination or transferring from another actuarial society). This rule does not apply to SAA actuaries exempted from the CPD requirements (see section 7 below).

## 2. Credited CPD topics

Two categories of topics can generate CPD credits:

- Technical skills, including
  - actuarial & financial mathematics
  - insurance & pension know-how
  - insurance & pension law & regulations
  - economics
  - accounting
  - numerical analysis & programming
  - enterprise risk management
- Professionalism and business & management skills, including
  - rhetorical & presentation skills
  - corporate governance
  - interdisciplinary studies
- Foreign language training is explicitly excluded.

## 3. Credited CPD activities

A number of different activities can generate CPD credits. These include:

- Attending (physically or virtually) specialised seminars, webinars, lectures or courses
- Lecturing on technical topics and professionalism
- Supervising actuarial exams (including other national & international actuarial associations accredited by AAE or IAA)
- Authoring publications (including patents, scientific articles)
- Participating in commission work (including other national & international actuarial associations)
- Studying towards an advanced degree

- Conducting courses of self-study on technical topics

#### 4. Calculation of CPD credits

CPD credits are calculated according to the following system:

- The credits are accumulated in points that roughly correspond to 1 hour each.
- Only whole points are counted (no partial points).
- Some activities and events are credited a standard number of points. (We provide examples in Appendix A.)
- Each SAA actuary must accumulate 20 points during each calendar year (starting on 1 January and ending on 31 December). Of these 20 points, a minimum of 10 points must be in the technical skills category and a maximum of 5 points may be earned through self-study.
- A (positive or negative) balance of at most +20 points or -40 points is carried over to the next calendar year.
- A maximum positive balance of 10 technical points is carried over to the following year. A negative carry-over is calculated from the shortfall of technical points in the previous year. (For example, +10 points required but no technical points earned equals a balance of -10 points to be carried over to the following year, requiring the SAA actuary to earn 20 technical points to meet the requirements for said following year.)
- Points earned in any given year can only be recorded in the SAA's system up until 31 March of the following year. After that, no further data can be entered retrospectively for the previous calendar year.

Appendix B provides some examples of how these calculation methods are applied in practice.

#### 5. CPD requirements

To fulfil his or her CPD requirements, each SAA actuary must end each calendar year with a balanced score. In terms of the above example, the negative or positive balance carried over from the previous year plus points earned in the current year equals a total of +20 points.

If more than 20 points were earned but not the 10 technical points required, then the CPD requirements have not been met.

#### 6. Monitoring of CPD activities

The Continuing Education Commission monitors CPD activities for credit allocation according to the following annual mechanism:

- Each SAA actuary directly registers online the points he or she is claiming into his or her own user account on the SAA website.
- The Continuing Education Commission verifies that the points registered by the SAA actuary are correct, and makes any amendments if required.

- Each SAA actuary must keep supporting documentary evidence of his or her claimed CPD activities for three years.
- The Secretariat prepares an overview containing an analysis of all points submitted per SAA actuary.
- The Continuing Education Commission reviews a random sample, asking the SAA actuary in question to submit the supporting documentary evidence for further evaluation.
- Based on the data gathered and resulting findings from the reviewed sample, the Continuing Education Commission submits recommendations to further fine-tune these CPD Guidelines.
- The Secretariat publishes the list of those SAA actuaries who complied with the CPD requirements in the past year on the homepage of the Association of Actuaries.

## 7. Exemption from CPD requirements

SAA actuaries who are already or soon to be retired but wish to remain members of the SAA section can apply for an exemption from fulfilling their annual CPD requirements.

Such requests should be sent to the Secretariat. The Continuing Education Commission decides whether the SAA actuary's request for exemption from fulfilling his or her CPD requirements shall be approved. His or her name will, however, be omitted from the list of actuaries complying with the CPD requirements as outlined in section 5.

Partially retired SAA actuaries (eg working 50%) are not entitled to an exemption from CPD requirements.

The exemption request must be submitted to the Continuing Education Commission. The Commission examines each case individually and its decision is final and cannot be appealed. The applicant will be informed of the decision in writing.

A reduction in annual working hours, a pregnancy, a sabbatical or a temporary stay abroad are not grounds for an exemption from CPD requirements.

## 8. Disciplinary procedure

Any SAA actuary not fulfilling his or her CPD requirements during a given calendar year receives a reminder from the Continuing Education Commission at the start of the following calendar year.

If an SAA actuary does not fulfil his or her CPD requirements during three consecutive calendar years and ends the third year with a balance of <-21 credits, then the Continuing Education Commission will instruct him or her to advise how he or she proposes to offset the negative balance in the following year. If the SAA actuary fails to comply with this instruction, the Continuing Education Commission issues a request to the Association's Board at the beginning of following calendar year that he or she be excluded from the SAA actuary section.

Any SAA actuary excluded from the SAA actuary section for this reason, and solely for this reason, may rejoin the SAA actuary section after having acquired 60 CPD credits in the course of one calendar year.

## 9. CPD events

The Continuing Education Commission pre-allocates CPD credits to particular events likely to attract many actuaries or to which the SAA wishes to attract actuaries. For this purpose, the SAA implements the following policy:

- The Continuing Education Commission maintains a listing of upcoming CPD events on the SAA internet site organised by the SAA or the European Actuarial Academy (EAA), including the number of points granted for attending them.
- Events already credited by other actuarial associations (full member associations of the IAA only) are considered equivalent in terms of points to the SAA CPD programme.
- Seminars organised by other actuarial associations and commercial firms are allocated the same CPD credits as equivalent SAA events.
- In-house training sessions count towards CPD.
- Commercial firms that are "corporate members" of the SAA are encouraged to organise internal or public CPD seminars and to request the Continuing Education Commission to pre-allocate CPD credits to them.
- The SAA organises self-financing CPD events that are financed through participation fees.
- For events without pre-allocated credits by the SAA or other actuarial associations, the Continuing Education Commission decides on the number of credits to be granted based on individual consideration and best practice policy within the Commission.

The following institutions are able to promote their event on the SAA website:

- All corporate members
- Academic institutions
- Foreign actuarial associations that are members of the IAA

The following conditions must be met for an event to be promoted on the SAA website:

- Submit the programme and abstract of the sessions to the Secretariat
- Submit a signed list of participants to the Secretariat no later than four weeks after the event

## 10. Mutual recognition of CPD credits

Some SAA actuaries are also members of other actuarial associations. When these other actuarial associations also require the actuary to fulfil a CPD programme featuring separate rules,

the administrative burden to meet both organisations' requirements may become excessive for the SAA actuary.

Therefore, any SAA actuary who is also a member of an association with which the SAA has entered into a mutual membership recognition agreement (typically an association belonging to the Actuarial Associations of Europe) and who furnishes the Secretariat with proof from said association that his or her CPD obligations have been met, shall also be deemed to have fulfilled the SAA's CPD requirements. The SAA actuary is responsible for notifying the SAA annually of having met his or her CPD obligations abroad.

#### Appendix A: Points credited for some CPD activities

Activity	Points
Attending a seminar, lecture, course or webcast (unless stipulated otherwise in advance by the SAA)	1 point per hour
Participating in committee work	1 point per hour
Lehr- oder Expertentätigkeit (lecturing, lecturing of a new topic)	2 points per hour
Authoring a publication in a peer-reviewed journal	20 points per publication
Authoring a publication	5 points per publication
Studying towards an advanced degree	max 40 points per calendar year
Self-study	1 point per hour, max 5 points per year
Other	Decision by Continuing Education Commission on a case-by-case basis

## Appendix B: Examples of calculating CPD credits

The tables below are formatted the same as those shown in SAA actuaries' individual membership account on the SAA website.

### Example 1:

#### *CPD credits – status as of 01/01/2016*

##### SAA credits

Year	Required CP	Thereof tech CP	Current CP	Thereof tech CP	Compliant
2015	0	0	39	39	Yes
2016	1	0	19	10	No
2017	21	10	-1	0	No

In 2015, as an SAA actuary you are required to comply with the CPD requirement for 2015; therefore the total number of CP required is 0 and the number of technical credits required is 0.

The “Current CP” figure shows how many credits you accumulated in 2015: 39 credits in total, of which 39 are technical credits.

### Example 2:

#### *CPD credits – status as of 1 January 2016*

Year	Required CP	Thereof tech CP	Current CP	Thereof tech CP	Compliant
2015	0	0	40	40	Yes
2016	0	0	20	10	Yes
2017	20	10	0	0	No

In 2015 you have 20 credits more than the 20 credits needed to meet your 2015 CPD requirements. A maximum of 20 credits can be carried over to 2016. As you have already complied with the CPD requirements for 2016 by the end of 2015, the 2016 values in “Required CP” are set to nil, and the current CP show how much is in fact carried over from the previous year (as of 1 January 2016).



**Example 3:**

***CPD credits – status as of 1 January 2015***

Year	Required CP	Thereof tech CP	Current CP	Thereof tech CP	Compliant
2014	5	5	15	5	No
2015	25	15	0	0	No
2016	45	25	0	0	No

Same example as above, except that the number of credits obtained in 2014 is lower, meaning you will need to earn a minimum of 25 points (whereof a minimum of 15 must be technical points) in the current year, 2015, to meet the CP requirement for 2015.