



**INSTITUTE  
OF CORPORATE  
DIRECTORS**

## FAQs – Continuing Education Units (CEUs)

**Maintaining certification is an ongoing process.** Like any community of practice, directors commit to professional standards and agree to continually upgrade and hone their skills, in order to ensure they remain up to date on current issues. ICD.D certified directors must commit to a minimum of 14 hours of continuing education annually to maintain their certification.

### **1. When do I submit my CEU report?**

The 14 hours of continuing education is a yearly requirement upon the anniversary of your certification date.

### **2. How do I know what counts towards continuing education?**

Seek out continuing education opportunities that will keep your knowledge and understanding of corporate governance at a good working level and keep you up-to-date on current issues.

In addition to ICD events (conferences, seminars, workshops and formal educational programs), the ICD will recognize other organizations that offer director education programs related to governance or have learning outcomes in an area directly related to governance. Listed below are a few examples:

1. Conference providers
2. Membership organizations
3. Legal firms
4. Accounting firms
5. Insurance industry organizations
6. Search firms

The following logic should be applied when deciding what counts: "Did the activity enhance my knowledge of boardroom and governance practices and make me a better director?"

### **3. What are the broad categories and general activities for professional development?**

**Continuing Education:** Activities include events, conferences, seminars, workshops and formal educational programs

**Instruction/Mentorship:** Activities include mentoring or participating as a guest speaker or executive in residence for a formal director education program; or acting as an examiner for

the ICD.D oral certification examinations. Activities also include developing or teaching governance courses

**Research or Publication:** Activities include publishing of research, texts or articles related to improving governance and informing directors

#### 4. How do I calculate CEUs?

Continuing education hours are calculated by the length of the event (see examples below). Please use your discretion when calculating networking events from actual educational events. For example:

Financial Literacy for Directors & Executives		14 hrs.
Governance Essentials Program: For Directors of Not-for-Profit Organizations		14 hrs.
ICD Breakfasts		1.5 hrs.
ICD Conference, i.e. "Income Trust Governance"	January 18, 2006	8 hrs.
Board Diversity: The 21 <sup>st</sup> Century Challenge Colloquium for Women Directors	April 27, 28, 2006	8 hrs.

#### 5. How do I report my CEUs?

As of October 20, 2006, CEUs will automatically be tracked and recorded when you register for an ICD event (seminars, conferences, breakfasts, formal educational programs). Please note that all non-ICD events will be manually input by members. Please be certain to keep a record of activities undertaken with other professional organizations including the dates, hours involved and conference provider or organization. And, go online to update your record.

#### 6. Who should I contact for more information?

Call: 416-593-7741 x 222 or email [certification@icd.ca](mailto:certification@icd.ca)