



## TRINIDAD AND TOBAGO INSURANCE INSTITUTE

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27<sup>th</sup> September, 2021

Dear Colleague,

**Re: Submission of CPD Hours in relation to Approved Internal Training Programmes**

With respect to the captioned, you are advised to issue a certificate / letter (with company's stamp) to members of your staff who have successfully completed / participated in CPD activities containing the following:

- The Programme Name
- The date held
- The attendee's name
- The CPD category
- The number of CPD hours earned
- The date the programme was approved by the TTII
- Facilitator's name and qualifications

Kindly note that this letter must be uploaded to the intermediary's CPD Platform account as evidence for completed CPD activities.

Please be guided accordingly and if you need any further clarification, we avail ourselves to meet with you.

Sincerely

**Raphyl K. Williams** *LLM (Merit), FCCA, LLB (HONS)*  
**Director of Education**