

FPAM Continuing Education (CE) & SIDC Continuing Professional Education (CPE) Application Guidelines

FPAM Requirements

- Continuing professional development is part of good professional practice as required by Code of Ethics, Clause 6.
- For the purpose of broadening scope of education, members are required to participate in at least 2 different types of CE activities per year to fulfil CE requirements.

Old	New	Remarks
Associate Members of FPAM are required to complete 20 CE points every 2 years	Associate Members of FPAM are required to complete 15 CE points annually	Rationale <ul style="list-style-type: none"> • To ensure continual professional development • To streamline the monitoring of CE requirements • To facilitate the implementation of online CE monitoring.
Certified Members are required to complete 30 CE points every 2 years	Certified Members are required to complete 20 CE points annually	

SIDC

- CPE is aligned with the Industry Competency Framework for the professional development of CMSRL holders and ERPs. As each member requires different learning intervention, the CPE framework also considers an individual's number of years of experience in the capital markets industry.
- All CMSRL holders and ERPs must obtain **20 CPE points** in a year on or before the anniversary date of their licence or cycle period as required in order to continue carrying out the relevant regulated activity.
- CMSRL holders and ERP's are not allowed to carry forward any excess of CPE points to the next anniversary or cycled period.
- In order to accumulate CPE points, the CMSRL holders and ERPs may choose to participate in any mode of learning under the categories of '**Active Learning**', '**Other Learning Mode**' or '**Self-Directed Learning**' based on their eligibility.

Allocation of CE & CPE Points for Approved Activities

FPAM	CE Point	SIDC	CPE Point
1. Active Learning			
<p>a. CE courses conducted by FPAM Secretariat & Chapters</p> <ul style="list-style-type: none"> • 1 full day • ½ day • Tea Talk <p><u>How to claim the points</u></p> <ol style="list-style-type: none"> 1. Approved Chapter activities 2. Certificate of attendance will be issued 	<p>10</p> <p>5</p> <p>2</p>	<p>Attending CPE-approved courses</p> <p><u>Physical:</u></p> <ul style="list-style-type: none"> ▪ 6 hours or more ▪ Min 3 hours but less than 6 hours <p><u>Online:</u></p> <ul style="list-style-type: none"> ▪ 6 hours or more ▪ Min 3 hours but less than 6 hours <p><u>Remarks</u></p> <p>No additional points will be granted for attending and completing the same CPE-approved course within the same anniversary or cycle period.</p> <p><u>How to claim the points</u></p> <p>CMSRL holders and ERPs must apply directly to the CPE Secretariat and submit:</p> <ul style="list-style-type: none"> • the course outline or content which includes the duration of the course; and • A copy of certificate or confirmation of attendance from the course organizer or training provider. 	<p>10</p> <p>5</p> <p>10</p> <p>5</p>

N/A		<p>Obtaining CPE recognised qualification or academic certification</p> <ul style="list-style-type: none"> ▪ Passing of each course module per term/semester (on-going basis) ▪ Obtaining professional qualification or academic certification (one-off) <p>Remarks/How to claim the points</p> <ul style="list-style-type: none"> • A certified true copy of the examination transcript for each successful completion of course, module, level or paper, as the case maybe, per term or semester. • Obtaining professional qualification only applicable when individual passed all modules in same anniversary year. 	<p>10</p> <p>20</p>
2. Other Learning Mode			
<p>a. Writing articles relating to financial planning for FPAM's 4E Journal</p> <p>Per article</p> <p>Remarks Maximum 10 points / calendar year</p>	5	N/A	
<p>b. Contribution of articles representing FPAM to other publications</p> <p>Per article</p> <p>Remarks maximum 6 points / calendar year</p> <p>How to claim the points: Submit the items below to FPAM:</p> <ul style="list-style-type: none"> • Link/photocopy of article • Article must mention you are a Certified/Associate Member of FPAM 	3	<p>Contribution of articles representing FPAM to other publications</p> <p>Per publication</p> <p>Remarks Unlimited</p> <p>How to claim the points: A copy of the published materials and where necessary, a confirmation letter from the relevant publisher verifying the authorship of the CMSRL holder or the ERP. Details that should be included in the letter are:</p> <ol style="list-style-type: none"> 1. Name & Date of publication; 2. Name of publisher; and 3. International Standard Book Number, where relevant. 	5

<p>c. Author of published books related to FPAM approved financial planning topics</p> <p>Book published</p> <p>Remarks Maximum 10 points / calendar year</p> <p>How to claim the points:</p> <ul style="list-style-type: none"> • Book content must be related to financial planning. • 2 copies of the book must be lodged with FPAM. 	<p>10</p>	<p>Author of published books related to FPAM approved financial planning topics</p> <p>Published Subsequent update</p> <p>Remarks Unlimited</p> <p>How to claim the points:</p> <ul style="list-style-type: none"> • Method of recognition should introduce by financial planning firm. • A copy of the published materials and where necessary, a confirmation letter from the relevant publisher verifying the authorship of the CMSRL holder or the ERP. Details that should be included in the letter are: <ul style="list-style-type: none"> 1. Name & date of publication; 2. Name of publisher; and 3. International Standard Book Number, where relevant. 	<p>10 5</p>
<p>d. Volunteer to assist FPAM Secretariat in organising events (excluding Chapters office bearers)</p> <p>Per event</p> <p>How to claim the points: Submit a letter/email from the respective committee details:</p> <ul style="list-style-type: none"> • Date of event • Duration of event 	<p>3</p>	<p>Serve in CPE-approved industry association, bodies or committees</p> <ul style="list-style-type: none"> ▪ Chairman/President/Vice Chairman/ Vice President ▪ Secretary/Treasurer/Committee Member/ Sub-Committee <p>Remarks maximum 10 points / calendar year</p>	<p>10 5</p>
<p>e. Design & development of CFP Certification Program course materials for FPAM's registered education providers</p> <p>Per written module developed & completed.</p> <p>Remarks Maximum 10 points / calendar year</p>	<p>10</p>	<p>N/A</p>	

<p>f. Lecturing of CFP Certification Program Modules</p> <p>Per hour of lecture conducted</p> <p>Remarks</p> <ul style="list-style-type: none"> Maximum 10 points / calendar year <p>How to claim the points:</p> <p>Confirmation email from EP with details:</p> <ul style="list-style-type: none"> Date of lecture Module/topic Duration of module/topic 	<p>1</p>	<p>Lecturing or speaking on capital markets related topic or subject</p> <ul style="list-style-type: none"> Less than 3 hours More than 3 hours <p>Remarks</p> <ul style="list-style-type: none"> Unlimited <p>How to claim the points:</p> <ul style="list-style-type: none"> Submit a copy of the invitation or appointment letter or attendance confirmation from the organizer offering or conducting the activities 	<p>5 10</p>
<p>g. Speaker/ Instructor/ Facilitator</p> <p>a) CE Workshops b) Financial Literacy Outreach Programs</p> <p>Per hour of course conducted</p> <p>Remarks</p> <ul style="list-style-type: none"> Maximum 10 points / calendar year 	<p>1</p>	<p>Conducting structured coaching and mentoring</p> <p>Per event</p> <p>Remarks</p> <ul style="list-style-type: none"> Maximum 10 points / calendar year <p>How to claim the points:</p> <ul style="list-style-type: none"> A letter of endorsement from the CMSRL holders' or ERP's respective Human resource department on the details of the structured coaching and mentoring activities. 	<p>10</p>
<p>h. Design & development of continuing education workshop materials for FPAM's registered education providers</p> <p>Per workshop developed & completed.</p> <p>Remarks</p> <p>Maximum 10 points / calendar year</p> <p>How to claim the points:</p> <p>Confirmation email from FPAM with details:</p> <ul style="list-style-type: none"> Name of workshop Month and year of development 	<p>10</p>	<p>Acting as industry resource person</p> <ol style="list-style-type: none"> Serving as SC's expert witness/subject matter expert Per engagement in participating in industry dialogue/working group/consultation/focus group/task force Per event in participating as member delegate in domestic or international industry roadshow <p>How to claim the points:</p> <p><i>Serving as the SC's expert witness or</i></p>	<p>20 5 5</p>

<p>i. FPAM Website Testimonials</p> <p>1 per member (one-time submission)</p> <p>How to earn the points: Please email events@fpam.org.my</p>	<p>5</p>	<p>subject matter expert</p> <p>(1) The confirmation letter from the SC.</p> <p>Participating in an industry dialogue, working group, consultation, focus group or taskforce and participation as member delegate in domestic or international industry roadshow</p> <p>(2) A copy of the invitation or appointment letter or attendance confirmation from the organiser offering or conducting the activities pursuant to paragraph 4.05(2)(b) and (c).</p> <p>Conducting structured coaching and mentoring</p> <p>(3) A letter of endorsement from the CMSRL holders' or ERP's respective Human Resources Department on the details of the structured coaching and mentoring activities.</p>	<p>0</p>
<p>3. Self-Directed Learning</p>			
<p>a. Membership Affinity Program</p> <p>Magazine Subscriptions:</p> <ul style="list-style-type: none"> • 4E Journal (token for renewal) • Smart Investor (http://www.smartinvestor.com.my) • Money Compass (subscription@moneycompass.com.my) • Islamic Finance News (https://www.islamicfinancenews.com) • Business Today (circulation@reach.com.my) <p>Professional Tools:</p> <ul style="list-style-type: none"> • PlanPlus 	<p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>6</p> <p>6</p>	<p>Membership Affinity Program</p> <ul style="list-style-type: none"> ▪ Per purchase/subscription of general learning related to capital markets ▪ General Learning: books, magazines, online publications, or other similar learning related to capital market 	<p>5</p>

<ul style="list-style-type: none"> • Finametrica • Xpert ePlan <p>Remarks CE points pro-rated for subscription < 1 year</p> <p>How to claim the points:</p> <ul style="list-style-type: none"> • Email FPAM copy or subscription paid receipt with duration clearly shown. 	6	<p>Remarks Maximum 5 points/calendar year</p> <p>How to claim the points: A copy of the purchase receipt as proof of purchase or subscription of relevant materials.</p>	
<p>Online Learning (coming soon)</p> <ul style="list-style-type: none"> ▪ Per completion of FPAM online learning <p>Remarks Maximum 15 points/calendar year</p> <p>How to claim the points: Email FPAM confirmation of online learning completion</p>		<p>Online Learning</p> <ul style="list-style-type: none"> ▪ Per completion of non-structured online learning ▪ Non structured online learning: podcast, e-books, e-journal or other similar learning related to capital markets, soft skills, behavioural, technical and leadership. <p>Remarks Maximum 5 points/calendar year</p> <p>How to claim the points: A copy of the certificate of completion of non-structured online learning.</p>	

4. Membership Renewal			
<p>a. Auto Debit via Credit/Charge Card only (Visa, Master & Amex) <i>Please email buildmembers@fpam.org.my for a copy of auto debit form.</i></p> <p>Points earn every year once your Card once we charge your Card successfully</p>	3		0
<p>b. Exemplary Bonus</p> <p>How to earn the points: Renewal of Membership Payment from 1 October current year – 31 March following year</p>	2		0

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