

Guidelines for CPWP Certification Renewal (On-going Professional Training)

Requirement for CPWP Certification Renewal

1. Relevant Practitioners certified as CPWP will be required to complete not less than 10 hours of PWM-related On-going Professional Training ("OPT") in each calendar year (i.e. January 1 to December 31), of which 5 hours may be the Continuous Professional Training ("CPT") required by the Securities and Futures Commission. Out of the 10 OPT hours, at least 2 hours should be on PWM-related ethics and compliance.

The OPT hours may be from:

- Professional examination hours
 - E-learning hours
 - Attending lectures or seminars related to PWM industry
 - Acting as speaker/panelist in PWM industry related seminars or conferences
2. No OPT hours will be required in the year of CPWP certification. The OPT hours will start in the following calendar year after CPWP certification.
 3. Excess OPT hours accumulated in one calendar year cannot be carried forward to the following year.
 4. The PWMA member institution is required to verify the Online CPWP Certification Renewal Application that the certified practitioner has completed the required annual OPT requirements.
 5. The certified practitioner must submit the Online CPWP Certification Renewal Application to the PWMA within 1 month following the preceding calendar year-end.
 6. The relevant department(s) of the PWM institution must keep records on the programmes and the OPT activities undertaken by the certified practitioner. The PWMA reserves the right to request documentation for confirmation purpose.
 7. The relevant experience is self-declared with verification from the Human Resources and / or respective relevant department of the current PWM institution(s) if there is any change to be made to the employment history.
 8. Please complete the Online Application for CPWP Certification Renewal via the CPWP Online Platform. Upon verification by a member institution and receipt of application fee, the renewal application will be submitted to PWMA.