

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

Requirement for CPWPA Certification Renewal

1. PWM Practitioners certified as CPWPA 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 CPWPA certification. The OPT hours will start in the following calendar year after CPWPA 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 CPWPA Certification Renewal Application that the certified practitioner has completed the required annual OPT requirements.
 5. The certified practitioner must submit the Online CPWPA 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. Please complete the Online Application for CPWPA Certification Renewal via the CPWPA Online Platform. Upon verification by a member institution (if applicable) and receipt of a non-refundable and non-transferrable application fee, the renewal application will be submitted to PWMA.