

Other Requirements

Material Changes and Revocation of Accreditation

Should there be material changes in terms of content and structure of accredited programme during the validity period of accreditation, the PWM member institution should inform PWMA. The examination and assessment component of the accredited programme such as the number of questions for an examination, the duration as well as the cognitive level of the examination should not be changed without prior consent from PWMA. On an annual basis, PWMA will confirm with the accredited PWM institution if there is any change of the training materials, examination questions, relevant policies and procedures etc. after the accreditation has been granted. If there are changes during the year, PWMA may request details of the changes to assess the validity and determine if an interim review is necessary.

In case the PWM member institution fails to notify PWMA of material change and it comes to the knowledge of the PWMA that the accredited programme and examination appears to be no longer in compliance with criteria and conditions for accreditation, the Accreditation and Exemption Committee may decide to revoke the accreditation status of the in-house programme and examination under the ECF.

PWMA will then proceed with the following procedures:

- PWMA will notify the PWM member institution, providing a comprehensive document showing the reasons why revocation is being considered
- The PWM member institution will be asked to provide a response to the reasons provided by the Accreditation and Exemption Committee
- An on-site visit may be requested by PWMA to review the relevant materials
- If PWMA's concerns cannot be addressed by the PWM member institution to the satisfaction of PWMA, the accreditation of the institution will be revoked
- PWMA will promptly notify the PWM member institution once AEC has decided of such revocation

Examination result of relevant practitioner of the PWM institution prior to any change on the accredited programme will be recognised for the purpose of CPWP certification under the examination route. For those who have passed the examination of the accredited programme after material changes have taken place, these examination results will not be recognised for the purpose of CPWP certification. Anyone who has been qualified as CPWP using these unrecognised results will have his/her CPWP status being revoked.

Programme Termination by PWM Institution

If a PWM member institution decides to terminate an accredited programme from its offerings at its own volition any time during the validity period of the accreditation, it is required to inform PWMA in writing of such decision and confirm the termination date. Once the termination request is duly received, PWMA will update its database to reflect the accreditation

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status and will not accept any examination results of the PWM member institution conducted after termination date for certification purposes.

Accreditation Renewal Process

PWM member institutions are required to re-submit their applications for accreditation by around **three months** before the end of the validity period, regardless of whether there are major changes to the programme or not. If revalidation is not completed by the end of the validity period, the accreditation status will automatically lapse.

The process for accreditation renewal is similar to that of the accreditation process except that the PWM member institution is required to summarize what are the changes that have been made in the training materials as well as on the examination arrangement. The following documentations will need to be submitted for review:

1. Application Form for Accreditation
2. Detailed Description of In-house Programmes & Examinations
3. A Complete Set of Training Materials & Examination Papers