

# Guidelines for CPWP Certification

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## Requirement for CPWP Certification

1. Please refer to **Guidelines for Grandfathering** regarding CPWP certification for grandfathered Relevant Practitioners.
2. Relevant Practitioners who have less than 10 years of relevant work experience on or before 31 December 2014 are:
  1. Required to pass Module 1 (Technical, Industry and Product Knowledge) and Module 2 (Ethics and Compliance) examination papers; **and**
  2. Must be currently employed by a member institution with at least 3 years of work experience performing the prescribed functions and roles of a Relevant Practitioner within a private wealth management institution in the most recent 5 years. Please refer to **Definition of Relevant Practitioners** for examples of the prescribed functions and roles listed under "key roles and required competence".
3. The relevant experience is self-declared with verification from the Human Resources and / or respective relevant department of the concerned PWM institution(s).
4. Please send a duly completed and signed **Application Form for CPWP Certification**, together with the applicable application fee and supporting documents (e.g. employment reference letter, examination results of Module 1 and/or Module 2 etc.) to the PWMA for CPWP certification.
5. The result of each examination paper for both Module 1 and Module 2 is only valid for 5 years (counting from the date of the examination) for the purpose of applying for CPWP certification.
6. Application for CPWP certification should be received by PWMA not later than 3 months from the end of the validity period of the examination result. For illustrations of validity period of examination results for applying for CPWP certification, please refer to the FAQ: (<http://www.pwma.org.hk/Uploads/ecf/ECF%20FAQ.pdf>).