

# 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 current PWM institution is required to confirm on the CPWP Certification Renewal Form that the certified practitioner has completed the required annual OPT requirements.
  5. The certified practitioner must submit the CPWP Certification Renewal Form 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 send a duly completed and signed **Application Form for CPWP Certification Renewal**, together with the applicable application fee to the PWMA for CPWP certification renewal.