

## **FPAM Continuing Education (CE) & SIDC Continuing Professional Education (CPE) Application Guidelines**

This document serves as a guide for FPAM Members to understand the different types of learning and activities which are recognised to earn continuing education points.

For the convenience of our members who also hold SC licences, we have also mapped SIDC Continuing Professional Education requirements against FPAM activities.

### **FPAM Requirements**

- Continuing professional development is part of good professional practice as required by Code of Ethics, Clause 6.
- For the purpose of broadening scope of education, members are required to participate in at least 2 different types of CE activities per year to fulfil CE requirements.
- CE points for FPAM organised workshops are automatically awarded.

### **SIDC**

- CPE is aligned with the Industry Competency Framework for the professional development of CMSRL holders and ERPs. As each member requires different learning intervention, the CPE framework also considers an individual's number of years of experience in the capital markets industry.
- All CMSRL holders and ERPs must obtain **20 CPE points** in a year on or before the anniversary date of their licence or cycle period as required in order to continue carrying out the relevant regulated activity.
- CMSRL holders and ERP's are not allowed to carry forward any excess of CPE points to the next anniversary or cycled period.
- In order to accumulate CPE points, the CMSRL holders and ERPs may choose to participate in any mode of learning under the categories of '**Active Learning**', '**Other Learning Mode**' or '**Self-Directed Learning**' based on their eligibility.

## Allocation of CE & CPE Points for Approved Activities

FPAM	CE Point	SIDC	CPE Point
<b>1. Active Learning</b>			
<b>a. CE courses conducted by FPAM Management Office &amp; Chapters</b> <ul style="list-style-type: none"> <li>1 full day (Not less than 8 hours)</li> <li>½ day (Not less than 4 hours)</li> <li>Tea Talk (Not less than 2 hours)</li> </ul>	10  5  2	<b>Attending CPE-approved courses</b>  <u>Physical:</u> <ul style="list-style-type: none"> <li>6 hours or more</li> <li>Min 3 hours but less than 6 hours</li> </ul> <u>Online:</u> <ul style="list-style-type: none"> <li>3 hours or more</li> <li>Less than 3 hours</li> </ul> <u>Remarks</u> No additional points will be granted for attending and completing the same CPE-approved course within the same anniversary or cycle period.  <u>How to claim the points</u> CMSRL holders and ERPs must apply directly to the CPE Management Office and submit: <ul style="list-style-type: none"> <li>the course outline or content which includes the duration of the course; and</li> <li>A copy of certificate or confirmation of attendance from the course organizer or training provider.</li> </ul>	10 5  10 5

<b>FPAM</b>	<b>CE Point</b>	<b>SIDC</b>	<b>CPE Point</b>
<b>b. Member Benefits</b> <ul style="list-style-type: none"> <li>● Putra Business School MBA</li> <li>● Swinburn MBA</li> </ul> <p><b><u>How to claim the points:</u></b></p> <ul style="list-style-type: none"> <li>• A certified true copy of the MBA transcript for each successful completion of a semester.</li> </ul>	5	<p><b>Obtaining CPE recognised qualification or academic certification</b></p> <ul style="list-style-type: none"> <li>▪ Passing of each course module per term/semester (on-going basis)</li> <li>▪ Obtaining professional qualification or academic certification (one-off)</li> </ul> <p><b><u>Remarks/How to claim the points</u></b></p> <ul style="list-style-type: none"> <li>• A certified true copy of the examination transcript for each successful completion of course, module, level or paper, as the case maybe, per term or semester.</li> <li>• Obtaining professional qualification only applicable when individual passed all modules in same anniversary year.</li> </ul>	10       20
<b>2. Other Learning Mode</b>			
<p><b>a. Writing articles relating to financial planning for FPAM's 4E Journal</b></p> <p>Per article</p> <p><b><u>Remarks</u></b> Maximum 10 points / calendar year</p>	5	N/A	
<p><b>b. Contribution of articles representing FPAM to other publications</b></p> <p>Per article</p> <p><b><u>Remarks</u></b> maximum 6 points / calendar year</p> <p><b><u>How to claim the points:</u></b> Submit the items below to FPAM:</p> <ul style="list-style-type: none"> <li>• Link/photocopy of article</li> <li>• Article must mention you are a Certified/Associate Member of FPAM</li> </ul>	3	<p><b>Contribution of articles representing FPAM to other publications</b></p> <p>Per publication</p> <p><b><u>Remarks</u></b> Unlimited</p> <p><b><u>How to claim the points:</u></b> A copy of the published materials and where necessary, a confirmation letter from the relevant publisher verifying the authorship of the CMSRL holder or the ERP. Details that should be included in the letter are:</p>	5

FPAM	CE Point	SIDC	CPE Point
		1. Name & Date of publication; 2. Name of publisher; and 3. International Standard Book Number, where relevant.	
<b>c. Author of published books related to FPAM approved financial planning topics</b>  Book published  <b>Remarks</b> Maximum 10 points / calendar year  <b>How to claim the points:</b> <ul style="list-style-type: none"> <li>• Book content must be related to financial planning.</li> <li>• 2 copies of the book must be lodged with FPAM.</li> <li>• Author has to be an active member of FPAM.</li> </ul>	10	<b>Author of published books related to FPAM approved financial planning topics</b>  Published Subsequent update  <b>Remarks</b> Unlimited  <b>How to claim the points:</b> <ul style="list-style-type: none"> <li>• Method of recognition should introduce by financial planning firm.</li> <li>• A copy of the published materials and where necessary, a confirmation letter from the relevant publisher verifying the authorship of the CMSRL holder or the ERP. Details that should be included in the letter are:               <ol style="list-style-type: none"> <li>1. Name &amp; date of publication;</li> <li>2. Name of publisher; and</li> <li>3. International Standard Book Number, where relevant.</li> </ol> </li> </ul>	10 5
<b>d. Volunteerism</b>  <b>a) Serve on FPAM Chapter Committee</b> <ul style="list-style-type: none"> <li>▪ Chairman/Vice Chairman</li> <li>▪ Hon Secretary/ Hon Treasurer/ Committee Member</li> <li>▪ Sub-Committee</li> </ul> <b>b) Assist FPAM Management Office in organising events (excluding Chapters office bearers)</b>  Per event	10 5 3   3	<b>Serve in CPE-approved industry association, bodies or committees</b> <ul style="list-style-type: none"> <li>▪ Chairman/President/Vice Chairman/Vice President</li> <li>▪ Secretary/Treasurer/ Committee Member/Sub-Committee</li> </ul> <b>Remarks</b> maximum 10 points / calendar year	10 5

FPAM	CE Point	SIDC	CPE Point
<b>a) Active contribution in industry projects by FPAM</b> Project duration between 2-3 years. Awarded annually.  <b>How to claim the points:</b> Submit a letter/email from the respective committee details: <ul style="list-style-type: none"> <li>• Date of event</li> <li>• Duration of event</li> </ul>	6		
<b>e. Design &amp; development of CFP Certification Program course materials for FPAM's registered education providers</b>  Per written module developed & completed.  <b>Remarks</b> Maximum 10 points / calendar year	10	N/A	
<b>f. Facilitating CFP Certification Program Modules</b>  Per hour of lecture conducted  <b>Remarks</b> <ul style="list-style-type: none"> <li>• Maximum 10 points / calendar year</li> </ul> <b>How to claim the points:</b> Confirmation email from EP with details: <ul style="list-style-type: none"> <li>• Date of lecture</li> <li>• Module/topic</li> <li>• Duration of module/topic</li> </ul>	1	<b>Lecturing or speaking on capital markets related topic or subject</b> <ul style="list-style-type: none"> <li>▪ Less than 3 hours</li> <li>▪ More than 3 hours</li> </ul> <b>Remarks</b> <ul style="list-style-type: none"> <li>• Unlimited</li> </ul> <b>How to claim the points:</b> <ul style="list-style-type: none"> <li>• Submit a copy of the invitation or appointment letter or attendance confirmation from the organizer offering or conducting the activities</li> </ul>	5 10

FPAM	CE Point	SIDC	CPE Point
<b>g. Speaker/ Instructor/ Facilitator</b>  a) CE Workshops b) Financial Literacy Outreach Programs  Per hour of course conducted  <u><b>Remarks</b></u> <ul style="list-style-type: none"> <li>Maximum 10 points / calendar year</li> </ul>	1	<b>Conducting structured coaching and mentoring</b>  Per event  <u><b>Remarks</b></u> <ul style="list-style-type: none"> <li>Maximum 10 points / calendar year</li> </ul> <u><b>How to claim the points:</b></u> <ul style="list-style-type: none"> <li>A letter of endorsement from the CMSRL holders' or ERP's respective Human resource department on the details of the structured coaching and mentoring activities.</li> </ul>	10

FPAM	CE Point	SIDC	CPE Point
<p><b>h. Design &amp; development of continuing education workshop materials for FPAM's registered education providers</b></p> <p>Per workshop developed &amp; completed.</p> <p><b>Remarks</b> Maximum 10 points / calendar year</p> <p><b>How to claim the points:</b> Confirmation email from FPAM with details:</p> <ul style="list-style-type: none"> <li>• Name of workshop</li> <li>• Month and year of development</li> </ul>	10	<p><b>Acting as industry resource person</b></p> <p>1. Serving as SC's expert witness/subject matter expert</p> <p>2. <b>Per engagement</b> in participating in industry dialogue/working group/consultation/focus group/task force</p> <p>3. <b>Per event</b> in participating as member delegate in domestic or international industry roadshow</p> <p><b>How to claim the points:</b> <i>Serving as the SC's expert witness or subject matter expert</i></p>	<p>20</p> <p>5</p> <p>5</p>
<p><b>i. FPAM Website Testimonials</b></p> <p>1 testimonial for life time (one-time submission only)</p> <p><b>How to earn the points:</b> Please email <a href="mailto:events@fpam.org.my">events@fpam.org.my</a></p>	5	<p>(1) The confirmation letter from the SC.</p> <p><b>Participating in an industry dialogue, working group, consultation, focus group or taskforce and participation as member delegate in domestic or international industry roadshow</b></p> <p>(2) A copy of the invitation or appointment letter or attendance confirmation from the organiser offering or conducting the activities pursuant to paragraph 4.05(2)(b) and (c).</p> <p><b>Conducting structured coaching and mentoring</b></p> <p>(3) A letter of endorsement from the CMSRL holders' or ERP's respective Human Resources Department on the details of the structured coaching and mentoring activities.</p>	

FPAM	CE Point	SIDC	CPE Point
<b>3. Self-Directed Learning</b>			
<b>a. Membership Affinity Program</b> Magazine Subscriptions: <ul style="list-style-type: none"> <li>• 4E Journal (token for renewal)</li> <li>• The Edge (<a href="https://theedgemalaysia.com/subscription">https://theedgemalaysia.com/subscription</a>)</li> </ul> FPAM Approved Professional Tools: <ul style="list-style-type: none"> <li>• financial planning software</li> <li>• Finametrica</li> <li>• Xpert ePlan</li> </ul> <u><b>Remarks</b></u> CE points pro-rated for subscription < 1 year  <u><b>How to claim the points:</b></u> <ul style="list-style-type: none"> <li>• Email FPAM copy or subscription paid receipt with duration clearly shown.</li> </ul>	5     6 6 6	<b>Membership Affinity Program</b> <ul style="list-style-type: none"> <li>▪ Per purchase/subscription of general learning related to capital markets</li> <li>▪ General Learning: books, magazines, online publications, or other similar learning related to capital market</li> </ul> <u><b>Remarks</b></u> Maximum 5 points/calendar year  <u><b>How to claim the points:</b></u> A copy of the purchase receipt as proof of purchase or subscription of relevant materials.	5
<b>Online Learning (coming soon)</b> <ul style="list-style-type: none"> <li>▪ Per completion of FPAM online learning</li> </ul>    <u><b>Remarks</b></u> Maximum 6 points/calendar year  <u><b>How to claim the points:</b></u> Email FPAM confirmation of online learning completion	2	<b>Online Learning</b> <ul style="list-style-type: none"> <li>▪ Per completion of non-structured online learning</li> <li>▪ Non structured online learning: podcast, e-books, e-journal or other similar learning related to capital markets, soft skills, behavioural, technical and leadership.</li> </ul> <u><b>Remarks</b></u> Maximum 5 points/calendar year  <u><b>How to claim the points:</b></u> A copy of the certificate of completion of non-structured online learning.	



<p><b>4. Membership Renewal</b></p> <p><b>a. Auto Debit via Credit/Charge Card only (Visa, Master &amp; Amex)</b>  Please email <a href="mailto:membership@fpam.org.my">membership@fpam.org.my</a> for a copy of auto debit form.</p> <p>Points awarded annually upon successful charging of your Card</p> <p><b><u>How to earn the points:</u></b>  Renewal of Membership  Payment from 1 October current year – 31 March next year</p>	3		0
<p><b>5. Any other related Financial courses attended by FPAM Member</b></p> <ul style="list-style-type: none"> <li>• Less than 4 hours more than 2 hours</li> <li>• More than 4 hours less than 6 hours</li> <li>• Less than 8 hours more than 6 hours</li> <li>• 8 hours and above</li> </ul>	2 3 4 5		0