FPSB INDIA

Policy Document for Implementation of
Continuing Professional Development (CPD) Points
for CFP® Professionals

Background: Ongoing professional development is a necessary criterion to be fulfilled by a CFP® certificant for renewing his/her certification annually. FPSB India recognizes the importance of its certificants staying proficient in an ever-changing and developing industry. Also, it is in the best interest of the clients that a CFP professional is updated on the information, knowledge, and skill set required to service them in the best possible manner.

Criteria: The criterion of Continuous Education (CE) requires a certificant to accumulate 15 (Fifteen) Continuing Professional Development (CPD) points every year, from the day of initial certification/renewal until the day the certification period comes to an end, by completing various activities as approved by FPSB India from time to time.

Important Points

- One hour of qualifying learning activity is at best equal to one CPD point.
- The requirement of acquiring 15 CPD points for every CFP professional during the year is immediately after the issue of initial certification and falls due when the CFP professional renews his/her certification at annual intervals.
- The CPD points are to be acquired in the certification period and any excess points accumulated in the period are not carried forward in the next certification period.
- Failure to renew on the due date requires earning of extra CPD points (if beyond 6 months of the due date of renewal).
- Failure to fulfill the CPD criterion within the prescribed period results in non-renewal of CFP® certification and precludes any use of the CFP marks by the CFP professional.
- Unsupported, misstated, or fraudulent reporting of CPD points is viewed seriously and may call for action by FPSB India leading to the revocation of CFP certification.

CPD Options: CPD-eligible learning events may include (but are not limited to) seminars, conferences, in-house training, webinars, online courses with an exam, credit courses, and courses for allied financial services professional licensing and/or designation. *(Please refer to Annexure A for activity-wise credit of CPD Points).*

FPSB India also provides several options for the accumulation of CPD points, including the 'Journal of Financial Planning in India', webinars and professional conferences, industry events, etc. that count toward CPD.

Journal: FPSB India provides a 'Journal of Financial Planning in India', where the CFP professionals find a collection of insightful articles authored by industry experts and academics. With each journal, the CFP professionals can test their knowledge and earn CPD points (4 to 5 points per issue of the Journal) via the accompanying CPD quiz. The Journals along with the CPD Quiz link are available on the CFP Professional's LMS portal and are to be done once logged in.

FPSB Certification Ethics Course: This course highlights the importance of ethics in the Financial Planning Profession. Through philosophical and psychological perspectives, the course provides an in-depth look at the importance of ethical practices and how to ensure professionals are providing the best advice for their clients. This course also outlines the Code of Ethics and Rules of Conduct that are imperative to the success of any professional. CFP professionals can earn up to 2 CPD points after successful completion of this course.

Webinars: Webinars uploaded on the LMS portal provide an in-depth look at various key topics benefiting the CFP professionals. While viewing the webinar, CPD quiz questions pop along at regular intervals. The CPD quiz can be simultaneously completed while viewing the webinar and suitable CPD point/s shall then be reflected in the LMS portal.

Conferences/summits/events: Such events, conducted by FPSB India or other Industry Bodies/Associations/Firms/Organizations, etc, are held for the financial advisors where they can learn from successful industry leaders and practitioners to grow their successful financial planning practice, and are eligible for a maximum of 5 CPD points per event if pre-approved by FPSB India.

The event organizers must sign a Memorandum of Understanding (MoU) with FPSB India and pay the requisite fee for the purchase of CPD points. The fee is prescribed by FPSB India and may change occasionally. The CPD points are valid for one year during which period the event organizer MUST consume the entire CPD points. At the time of seeking approval for CPD points of their forthcoming event, the event organizer must furnish information about their event in Annexure B, given towards the end of this document.

Periodic Update of CPD Activities: The activities for CPD are covered under the above broad categories. Any request from industry bodies and certificants is weighed for consideration under these categories for approving CPD points.

However, care must be taken to notify only the generic activities and programs under the CPD list. The emphasis should be on issues relevant to the domain of Financial Planning.

Delivery of CPD-eligible Learning Event: CPD activities can be delivered in two different ways:

• In-Person: The instructor, speaker or discussion leader, and candidates are engaged in the educational program at the same time. In-person activities may include seminars, webinars, conference sessions, panel discussions, structured discussion groups, and college or university courses. This evidence would include either the provider's confirmation of the individual's participation or an examination scored by the CPD provider where the participant has demonstrated his or her comprehension of the course content. The CPD Provider will gather attendance by name and FPSB ID number with cumulative points earned over the live event.

• Online: The candidate engages in the learning activity without an instructor. A self-directed course is developed by an instructor qualified to teach in the specific subject area(s) and must include evidence of satisfactory completion. This typically entails a multiple-choice quiz during or at the end of the event that tests understanding of the knowledge taught during the event, with passing marks and proof that can be provided of an individual passing the knowledge test.

CPD Reporting: Every CFP certificant is required to submit CPD points completed by them by logging in to their respective Learning Management System (LMS).

CPD reporting is done continuously throughout the certification period, i.e. CFP certificants can submit documents for approval/credit of CPD points as and when they undertake the external CPD activity. For all the internal CPD activities (done after logging into the LMS) the CPD points are automatically credited to the account of the CFP Professional and reflected in their portal itself.

Event organizers, of events where CPD points are pre-approved by FPSB India, shall tabulate the list of CFP professionals who participated in their event and share the list with FPSB India over email within 15 days of the completion of the event. FPSB India shall then upload this data and the corresponding CPD points will accordingly be reflected in the CPD section inside the LMS of each professional who attended the said event.

FPSB India shall have access rights to review any online system from the perspective of the learner. This may entail a dedicated log-in to spot audit educational events deemed recognized by FPSB India for CPD points.

Also, up to two FPSB India staff shall have an automatic invitation to any live event in which CPD points are provided to confirm quality assurance.

Failure to Comply*:* Unsupported, misstated, or fraudulent reporting of CPD credits violates FPSB India's Code of Ethics. Such reporting may be grounds for disciplinary action and even lead to revocation of certification. Failure to fulfill CPD points before the renewal date will result in non-renewal of CFP certification, precluding any use of the CFP® marks. During the period of non-renewal of CFP certification, all rights conferred on the individual during one's certification status to use CFP marks or to hold oneself out as a CFP certificant, in any manner whatsoever, are withdrawn temporarily till such time that the CFP certification is duly renewed.

Guidelines to deal with situations not classified: Few certificants may claim CPD points for professional courses that are not classified in CPD Programs and Activities as specified and published by FPSB India. In such cases, the CPD points are not approved, and the professional does not get credit for the same.

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ANNEXURE - A

Allocation of CPD points for various Learning Engagements

Sr. No.	Activity name	CPD points
1	Participation to Events/Webinars (of FPSB India or external firms)	As specified for each event
2	Authorship of Book on Finance or related domain	10
3	Articles in Print Media / Interviews / Panel Discussion in electronic media	Maximum 5
4	Certifications (IRDA, NISM, etc)	2
5	Pro-Bono Work (Voluntary Contribution to the community by helping the deprived people)	Maximum 5 to each specified work activity / area
6	Additional Qualifications (MBA (Full Time), Doctorate in Finance or Equivalent/Postgraduate in Finance, Economics, Econometrics, Maths/Statistics, Law)	Maximum 10 per qualification
7	Professional Courses and Certifications (Actuary, CA, CFA, CAIIB, JAIIB, ICWA, CS)	Maximum 10 per course/certification
8	Speakership (Mentorship/Seminar, Convention, Investment Awareness Program etc)	Maximum 5 to each event/session
9	Teaching (Workshops, Institutes, Classroom teaching, etc)	Maximum 5 to each course/semester
10	Online Blogs and YouTube Channels	Maximum 2 per activity/session

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ANNEXURE - B

Seeking Approval of CPD Points for Conference/Event/Seminar/Webinar

Basic Information of the Organization & the Event

	Parameter	Details
1	Name of the Organization	
2	Organization's Website	
3	Title of the Event	
4	Date(s) of the Event	
5	Mode of the Event (Digital / Onsite / Both)	
6	Event Details (Please mention the details in brief) (Please insert a weblink featuring the Event/Agenda/Speakers)	
7	Target audience of the Event (Working Professionals, Financial Planners, Distributors, Agents, Students, Others)	
8	Participation to the Event is – (Paid/No Cost)	
9	Competence Area / Learning Outcomes of the Event (Please elaborate)	
10	No. of CPD Credits sought for the Event	
11	Registration Form of the event has a provision to capture the FPSB ID of the CFP® Certificant - (Yes/No)	
12	Would there be an evaluation of the participant post Event? (Quiz/Test etc.) (If yes, please elaborate)	
13	What would be the process for recording details/supporting evidence for grant of CPD? (Please elaborate)	
14	Will the content / presentations be available online post event?	

(Once the learning event is approved by FPSB India, the entity will be required to sign an MOU with FPSB India and pay the requisite fee for purchase of CPD points).

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Speakers & Topic of the Event (Please share below)

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ANNEXURE - B

CPD points alloted for external activities		
Sr. No.	**Activity name**	**CPD points**

1	Participation to Events/Webinars (of FPSB India or external firms)	As specified for each event
2	Authorship of Book on Finance	10
3	Articles in Print Media / Interviews / Panel Discussion in electronic media	Maximum 5
4	Certifications (IRDA, NISM, etc)	2
5	Pro-Bono Work (Voluntary Contribution to the community by helping the deprived people)	Maximum 5 to each specified work activity / area
6	Additional Qualifications (MBA (Full Time) Doctorate in Finance or Equivalent/Post Graduate in Finance, Economics) Econometrics, Maths/Statistics, Law)	Maximum of 10 per qualification
7	Professional Courses and Certifications (Actuary, CA, CFA, CAIIB, JAIIB, ICWA, CS)	Maximum of 10 per course/certification
8	Speakership (Mentorship/Seminar, Convention, Investment Awarness Program etc)	Maximum of 5 to each event/session
9	Teaching (Workshops, Institutes, Classroom teaching, etc)	Maximum of 5 to each course/semester
10	Online Blogs and Youtube Channels	Maximum 2 per activity/session

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