

2022

CPD

Continuing Professional Development Program

APPLICABLE TO ALL ARiMI
PROFESSIONAL CERTIFICATIONS

ARiMI CPD – Continuing Professional Development Q&As

What is CPD?

CPD stands for **Continuing Professional Development** and simply highlights the needs for professionals to continuously learn and adapt to the continuous changes that happen in the environment in which they work. It therefore is by nature a lifelong commitment. It means that proactively focusing on your Continuing Professional Development is the way by which not only you can maintain and enhance your knowledge and skills to match your current work requirements, but it is also the way to build competitive advantage to support your future career progression.

ARiMI CPD program provides you with the opportunity to formally structure and recognize your professional development efforts. Your CPD activities should be recorded documenting your progression throughout your career as a risk professional. Your CPD status will validate and demonstrate your commitment and achievements in your development efforts for everybody - employers and partners - to see.

Life-long learning and Professional development are essential cornerstones in the practice of risk management.

Is the CPD program applicable to me?

The CPD program is a **requirement for all ARiMI certified professionals** to maintain their certification status. With new risks, methodologies, tools and risk management standards emerging continuously, CPD is necessary to ensure that certified professionals are keeping up to date on current issues and at least maintaining the appropriate level of competencies that were validated during the certification process.

The formal CPD program is not a requirement for **professionals** who just attended regular workshops with ARiMI as it is linked to a certification process. However, it is important to note that CPD as a practice is highly relevant and applicable to any professionals too. Hence, we strongly encourage all professionals to undertake consistently CPD activities that will help them to enhance their risk management knowledge and skills showing their commitment to self-development and high professionalism.

What are the CPD program requirements?

CPD (Continuing Professional Development) practically means that once you get certified, your professional certification **must be renewed** regularly on a **yearly basis** (after an initial period of validity of 2 years). The confirmation of the renewal is subjected to meeting ARiMI CPD requirements during the preceding period of validity (i.e. CPD cycle). In simple terms, you will need to earn CPD 20 credits during a CPD cycle. These CPD credits can be earned by undertaking a wide range of formal and informal risk management related activities (full list available in section on **Eligible CPD Activities**).

ARiMI Certified professionals are responsible for deciding for themselves what kind, how much and when to undertake CPD activities within a given cycle. Therefore, you will need to plan, attend CPD activities and keep evidence that you are effectively working to continually maintain and even improve your professional competence in risk management.

When does my CPD cycle typically begin and when to report my CPD activities to renew my certification?

Your first CPD cycle runs from the **date of your certification**. Then after an initial period of validity of 2 years, your professional certification must be renewed on a yearly basis.

It means that you must apply for renewal of your certification **before the end** of the current CPD cycle to ensure that you can maintain your continuous **confirmed certified status** and to prevent it from being lapsed.

How to report my CPD activities & renew my certification?

You can easily report your CPD activities and renew your certification through an **Online Certification Renewal & CPD Declaration form**. You will only need to answer a few questions about the CPD activities undertaken during your currently ending CPD cycle.

Do I need to submit attendance records and other evidence for every CPD activity?

No, the CPD program is based on an honor system for the declaration of CPD activities. You will only need to answer a few questions about your CPD activities without having to provide specific evidence.

Will my CPD activities be monitored?

While the CPD program operates on an honor code basis, to ensure the integrity of the program, ARiMI is reviewing randomly certified members compliance with the CPD requirements. Each year, a random sample of ARiMI certified members is selected for

CPD review and verification. The selected certified members will have to provide adequate evidence of the CPD activities that they have declared to renew their certification(s). The selection process is random so there is no set cycle for monitoring each member. Hence, please make sure that you keep evidence of your CPD activities for at least one year after each renewal in case you are required to provide them to ARiMI for verification.

How do I access and monitor my current certification status?

We are pleased to announce that ARiMI certifications have moved to the **digital space**. Since 1 December 2022, all our certifications are issued in a digital format. This means that you can now easily access and monitor your Certification status online. From there you can also share your achievements by posting your digital certificate(s) on LinkedIn, Facebook and Twitter. Additionally, you can provide the link to your digital certificate(s) to prospective employers and head-hunters for fast and convenient verification of the validity of your certification(s).

If you have received your certification before the 1 December 2022, you will need to reach ARiMI via email at **CPD@arimi.org** to find out how you can convert your paper certificate(s) to the new ARiMI Digital Certification format. Administration fee is applicable on renewal at the end of CPD cycles. See the next section for more information.

Are there fees for the CPD program & certification(s) renewal?

Since 1 December 2022, ARiMI certifications have moved to the digital space and are issued in a secured and easy to share digital format. An administrative fee of **SGD 39.90 nett** is applicable at certificate renewal time.

Do I need to earn CPD credits from ARiMI sponsored activities?

No, you are not limited to the selection of CPD activities that ARiMI provides. Your CPD activities may be taken through any other providers. This is to give you the flexibility to select activities aligned to your professional interests and career development needs also considering the practical availability of the appropriate programs for you. You can explore what are the **Eligible CPD Activities** in the relevant section in this guide.

Are there options to earn CPD credits for free?

It's entirely possible to complete your CPD credits without incurring any additional fees by doing things such as writing a blog post or an article, reading a white paper and so on. For a full list of eligible activities, including accepted activity types, topics, duration and the credits earned, see **Eligible CPD Activities** section.

How do I calculate CPD credits?

Credits are allocated essentially based on the type and duration of the CPD activities. Full details are listed in the **Eligible CPD Activities** section.

What happens when I complete the 20 CPD credits requirement and renew my certification?

Once completing the **Online Certification Renewal & CPD Declaration form** and paying the administrative fee, your Certification status will reflect your successful completion of the CPD cycle. You can easily access and monitor your updated certification status online and share it as appropriate.

What happens if I fail to comply with the CPD requirements & to renew my certification?

When a certification holder does not comply with the requirements of the CPD program and fails to renew his/her certification, his/her status will be changed to EXPIRED pending possible reinstatement. More information in the next section of this guide in the **Certification Status & Reinstatement Policy**.

We also understand that some professionals may have mitigating circumstances such as illness, maternity leave, work or family problems that can be taken into consideration when reviewing why they cannot complete their CPD in any one cycle. If so, please inform ARiMI about these circumstances at **CPD@arimi.org**

How is my certification status determined?

Once a registrant has completed and passed all examination requirements (MCQs, Attendance/Participation & Practical Assignment), his/her **certification status will be set to VALID**. Then after an initial period of validity of 2 years, **maintenance and renewal of certified status** is required on a yearly basis. This is achieved by earning **20 CPD credits** during each yearly CPD cycle, by following the Code of Ethics and Professional Conduct of the Institute, and by **renewing** your certification before the end of the current CPD cycle.

EXPIRED Status & Reinstatement Policy

If by the end of your CPD cycle you have not renewed your certification(s), your **status will be** reported as **EXPIRED** and will require reinstating if you wish to regain your VALID status.

To reinstate Certified status as VALID, you just have to:

- fill up the online reinstatement form and answer the CPD questions
- Pay a reinstatement fee of SGD 69.90 nett

To start the reinstatement process, please contact **CPD@arimi.org**. Once reinstated, your next CPD cycle will start from the date of your certification reinstatement.

REVOKED Status & Reinstatement Policy

A certification holder with an **EXPIRED** status for **two cycles** (consecutive or not) will receive a **REVOKED** status. The certification can still be reinstated to **VALID** status at the following conditions:

- Take a certification reinstatement exam
- Pay a reinstatement exam fee of SGD 395 nett

To start the reinstatement process, please contact **CPD@arimi.org**. Once reinstated, your next CPD cycle will start from the date of your certification reinstatement.

Summary table of certification status

Certification Status	Description
Valid	A certification holder who has earned 20 CPD credits during the yearly CPD cycle and has applied to renew his/her certification
Expired	A certification holder who has failed to renew his/her certification
Revoked	A certification holder who has received a status of EXPIRED for two cycles (consecutive or not)
Retired	A certification holder who has retired from their professional career is not required to submit CPD credits anymore

PROFESSIONAL CERTIFICATIONS CPD PROGRAM

What types of activities qualify for CPD credit?

ARiMI recognizes that people learn in different ways, therefore practically anything that improves your knowledge, skills and behavior in risk management and related fields can be considered for CPD. However, do note that activities should be educational, relevant to risk management and build on the knowledge and skills you achieved earning your certification. Activities may be taken through ARiMI or other service providers, allowing flexibility in selecting activities aligned to your professional interests and goals. ARiMI supported or approved activities are automatically accepted, while other activities will be evaluated for approval when required.

The eligible activities are organized into 5 categories:

- Contributing to the Body of Knowledge
- Achieving new qualifications and recognition
- Teaching/training others
- Staying informed and learning
- Contributing to ARiMI Scale Community

The detailed listing is available below:

ACTIVITIES	CREDIT CONSIDERATIONS	ALLOCATED CREDITS	MAXIMUM CREDITS
Contributing to the Body of Knowledge			
Blog, articles or whitepaper	Writing on a risk management topic and publishing on ARiMI website or any other industry-relevant professional websites or publications	1 credits per page up to 5 pages	10
Survey Reports or Research Papers	Writing on a risk management topic and publishing on ARiMI website or any other industry-relevant professional websites or publications	2 credits per page up to 5 pages	20
Book or Textbook	Writing on a risk management topic	40 credits	40
Developing a Training Program	Development of study, course materials and examination papers for a risk management focused training program	3 credits per classroom hour	20
Technical documents or Practice Guides	Writing on a risk management topic and publishing on ARiMI website or any other industry-relevant professional websites or publications	10 credits or 2 credits per page for less than 5 pages	20
Achieving new Qualifications and Recognition			
University Degree	Obtaining a risk related degree from an accredited university.	20 credits per certification	20
Certification	Passing a risk-relevant designations or licensing exam from recognised institutions	20 credits per certification	20
	Attending & passing ARiMI - CPRM or CERM programs	40 credits per certification	40
	Attending & passing ARiMI - CRA, CPRP, CCRP, CCMP or CCRO programs	20 credits per certification	40
Award	Receiving a Risk Management related Award from a recognized institution or organization	10 credits per award	10

PROFESSIONAL CERTIFICATIONS CPD PROGRAM

ACTIVITIES	CREDIT CONSIDERATIONS	ALLOCATED CREDITS	MAXIMUM CREDITS
Teaching others			
Teaching for a training course	Lecturer/trainer for a course on a risk management topic. Credits are not earned for presentations given multiple times or as part of your normal job responsibilities	2 credits per classroom hour	20
Speaking at an Event	Featured speaker at a risk management focused conference, forum or other relevant live events. Credits are not earned for presentations given multiple times	5 credits	20
	Panel participant at a risk management focused conference, forum or other relevant live events.	2 credits	10
Speaking for a webinar	Featured speaker at a risk management focused webinar.	3 credits	10
Staying Informed and Learning			
Relevant Readings	Reading articles, white papers or research papers on risk related topics.	0.5 credit per reading.	5
Webcasts or podcasts	Reading risk-relevant books/textbooks	5 credit per 100 pages	10
	Viewing/listening to webcasts/podcasts focussed on risk-related topics	1 credit per hour	10
Events	Attendance at risk related conferences, roundtables, briefings or other relevant live events.	0.5 credit per session hour	15
University courses	Completing a risk management course taught at an accredited university	5 credits per full term course	10
Training courses	Completing a training course focused on risk-related topics and delivered by a recognised organizations	1 credit per half a day program	20
	Completing ARiMI Risk Leaders or Risk Champions Masterclasses	15 credits per program	30
	Completing ARiMI Risk Experts or Risk Professionals Masterclasses	25 credits per program	30
	Completing an ARiMI Risk Management Bootcamp	10 credits per program	30
	Completing an ARiMI Risk Management Workshop	5 credits per program	20
In-house programs	Programs must be focussed on relevant risk-related topics	1 credit per hour of program.	10
Self-study or e-learning course	Completing a course focussed on relevant risk-related topics	2.5 credits per course	5
Contributing to ARiMI Scale Community			
Research and survey initiatives	Answering to online survey. Meeting for research topic discussion	3 credits per survey or meeting	20
Member of a Working Group	On-going discussions through the Working Group activities. Recommended 4 face-to-face meeting per year	5 credits per membership	10
Member of an ARiMI Committee	On-going discussions through the ARiMI Committee activities. Recommended 4 face-to-face meeting per year	5 credits per membership	10
ARiMI Scale Network	Joining ARiMI Alumni and Members community as a Certified Member	10 credits per membership	10



www.arimi.org

First published in Singapore by ARiMI, Asia Risk Management Institute Pte Ltd in 2016

ARiMI reserves the right to change from time to time the terms and conditions of the CPD program as it sees it appropriate in order to meet CPD objectives.

Copyright © Asia Risk Management Institute 2022

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise without the prior written permission of the publisher.