



CPD

Continuing Professional Development Program

2020

APPLICABLE TO ALL ARIMI
PROFESSIONAL CERTIFICATIONS

Executive EDUCATION


ARIMI
Asia Risk Management Institute

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 requirement 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 will 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 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.

What are the CPD requirements?

A CPD cycle spans over three years or 36 months. In order to successfully meet the CPD program requirements, you will need to earn 40 credits every three years. These 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 subject to the following guidance:

- About 15 credits should preferably be gained in any given year
- A minimum of 25 credits in total must be gained from more formal structured activities

Our **CPD report form** also requires you to make a personal assessment of the value of each activity you undertake. Therefore you will need to plan, co-ordinate and keep evidences that you are effectively working to continually improve your professional competence.

When does my CPD cycle typically begin and when to submit credits?

Your first CPD cycle runs from the 1st of January of the calendar year coming after the year you become certified. CPD activities that you may undertake during the remainder of the calendar year you become certified can still be credited to your CPD cycle. CPD credits should be reported on a regular basis in the calendar year they are completed. In any case, they must be submitted before the end of the cycle to ensure that you can maintain your continuous certified status.

When does my CPD cycle begin if I was certified several years ago?

For CPRMs and CERMs and other ARiMI's Certifications holders that were certified prior to August 2016 (i.e. before the CPD program was first launched), your first open three-years CPD cycle started on 1st January 2017. You have been informed via email using the email address you provided for our records.

How to submit CPD Credits?

CPD credits are self-reported via direct emails at CPD@arimi.org to ARiMI Institute Administration using the **CPD report form**.

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

No, CPD is based on an honor system. You will only need to record every activity undertaken into a **CPD record form** and submit it for approval via email to ARiMI.

Will my CPD activities be monitored?

While the CPD operates on an honor code basis, in order to ensure the integrity of the

scheme, from 1st January 2017, ARiMI will start reviewing randomly members' compliance with the CPD requirements. We will be selecting a random sample of certified members for CPD review and verification. The selected certified members will have to provide adequate evidences of the CPD that they have submitted during the cycle. The selection process is random so there is no set cycle for monitoring each member. Please make sure that you keep evidences of your CPD activities for at least three years after submission.

How do I access and monitor my current CPD credits record?

To access your CPD record, you must be an ARiMI Scale Network Certified Member in good standing and you can request for your CPD credits summary status via email to ARiMI Institute at CPD@arimi.org.

Are there fees for participating in CPD?

There are no specific CPD program fees. All CPD related communications can be managed through direct emails communication with ARiMI Institute Administration.

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

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 credits for free?

It's actually entirely possible to complete your CPD credits without incurring any fees 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 40 CPD credits requirement?

After completing 40 credits, your CPRM and/or CERM status will reflect your achievement and your profile listing information in the Certified Professionals Directory will also be updated to reflect it. In addition, you will be given access to a printable certificate that acknowledges your successful completion of the CPD cycle.

What happens if I fail to comply with the CPD requirement?

When a certification Holder do not comply with the requirements of the CPD program, we will take the following steps:

- Issuing a formal notice to the member
- Requesting the professional attends a special hearing
- Changing the status of the Certification Holder
- Possible removal from ARiMI's register of certified Professionals

We 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 include such circumstances on your personal development record and tell the Institute about them. Professionals requiring specific advice and guidance should contact the membership team.

How is my Certification Status Determined?

Once a registrant has completed and passed all examination requirements (MCQs, Attendance/Participation & Practical Assignment), his/her **status will be set to CONFIRMED**.

Then after an initial grace period, **maintenance of Certified status** is required each three-year cycle. This is achieved by earning **40 CPD credits** during each cycle and by following the Code of Ethics and Professional Conduct of the Institute.

If this 40 CPD credit requirements is not met by the beginning of the next cycle (1st January), **status for that period will be reported as INCOMPLETE**.

Certifications holders with a status of INCOMPLETE for two consecutive cycles will be assigned a **REVOKED status** and will require reinstating if they wish to regain their CONFIRMED status.

Certification Status	Description
Confirmed	A Certification Holder who has earned 40 CPD credits during the three-year CPD cycle
Suspended Incomplete	A Certification Holder who has failed to earn 40 CPD credits during the last three-year CPD cycle
Revoked	A Certification Holder who has failed to earn 40 CPD credits per cycle for two consecutive cycles
Retired	A Certification Holder who has retired from their professional career is not required to submit CPD credits

Revoked Status & Reinstatement Policy

Should a certification holder fail to earn 40 CPD credits per cycle for two consecutive cycles, the certification holder's status will be revoked.

To reinstate Certified status the certification holder must:

- Pay a Reinstatement Exam Fee of SGD 395
- Take a special Reinstatement Exam

To start the reinstatement process, please contact **CPD@arimi.org**.

Once reinstated, your next CPD cycle starts from the 1st of January of the calendar year coming after the year you have been reinstated.

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 Non-ARiMI providers, allowing flexibility in selecting activities aligned to your professional interests and goals. ARiMI supported or approved activities are automatically accepted, while Non-ARiMI activities will be evaluated for approval on submission.

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

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