

# **CFP<sup>CM</sup> Certification Renewal Policy and Guidelines on CE Requirements**

---

## **A. CERTIFICATION RENEWAL AND ONGOING CERTIFICATION REQUIREMENTS**

All CFP<sup>CM</sup> certificants are required to renew their certification annually in order to continue using the CFP marks. To renew their certification, they must maintain technical competence and fulfill ethical obligations. They must complete a minimum of 15 credits of continuing education (CE) every year, in order to stay current with developments in the financial planning profession and better serve clients. Certificants who receive their certification after 1 July may complete a minimum of 7.5 CE credits to meet the renewal requirement for the first year.

In addition to the annual continuing education requirement, all CFP certificants voluntarily disclose any public, civil, criminal or disciplinary actions that may have been taken against them during the previous year as part of the renewal process.

With the consent of all CFP certificants, IFPHK is able to disclose CFP certificants' certification status, date of certification, professional standing and history of disciplinary actions as a CFP certificant and the date of ceasing to be a CFP certificant (if applicable) to the public.

### **Renewal Period**

The one year certification period is by calendar year, from 1 January to 31 December. All current CFP certificants must submit their completed and signed certification renewal application forms with appropriate fees to IFPHK before 31 December each year.

### **Renewal Reminders and Notices**

Several reminders will be sent to certificants reminding them of renewal and continuing education requirements prior to 31 December.

After the renewal deadline on 31 December, a deficiency notice will be sent to certificants whose renewal applications are outstanding, alerting them that their certifications are being temporarily suspended, and subject to relinquishment.

Before the certifications are lapsed for renewal for more than one year, a relinquishment reminder will be sent again to prompt the certificants whose certifications are temporarily suspended that failure to renew before the next deadline will lead to relinquishment of their certifications.

If the certifications are let to be lapsed for more than one year, a notice will be sent to these former certificants that their certifications have been relinquished. They will need to submit a new application should they want to reinstate their certifications in the future.

## **B. SUSPENSION OF CERTIFICATION AFTER ANNUAL RENEWAL DEADLINE**

If a completed application is not received before renewal deadline, the CFP certificant will be considered as not having satisfied the renewal requirements and the certification will automatically be suspended. The list of "temporarily suspended CFP certificants" will be posted on IFPHK's website and published in our official publication for public's information. IFPHK may take any other actions it deems appropriate.

### **Certification Reinstatement within One Year of Certification Expiration**

For CFP certificants who want to reinstate their certification after the renewal deadline and before 31 December of the next year, they must:

- Submit a completed CFP<sup>CM</sup> Certification Reinstatement Form together with a completed CFP<sup>CM</sup> Certification Renewal Application Form
- Pay appropriate certification fee
- Pay prevailing reinstatement fee
- Fulfill the continuing education requirement
- Continue to adhere to IFPHK's Code of Ethics and Professional Responsibility

# **CFP<sup>CM</sup> Certification Renewal Policy and Guidelines on CE Requirements**

---

## **Relinquishment of Certification after One Year of Certification Expiration**

A maximum lapse of one year of the certification is allowed, i.e., till the renewal deadline for second year, before the CFP certification is relinquished.

The list of “relinquished” CFP certificants will be posted on our website and published in the official publication of IFPHK for public’s information. IFPHK may take any other actions it deems appropriate.

## **Certification Reinstatement after One Year of Certification Expiration**

The former certificant must submit a new certification application and is required to fulfill all 4Es requirements again, including completing the education requirement, if applicable, and successfully writing the CFP certification examination, and any other necessary requirements.

## **C. VOLUNTARY WITHDRAWAL**

A CFP certificant may declare voluntary withdrawal by submitting a written request to IFPHK any time before the current certification expires.

If such request is not received before the certification renewal application deadline, it will be considered as “certification suspension” or “certification relinquishment” unless the reinstatement application is received with all renewal deficiencies being made up beforehand.

Reinstatement of voluntarily withdrawn certifications can be granted by IFPHK if the former certificant chooses to do so within the first year that they withdraw their certifications, and they must:

- Submit a completed CFP<sup>CM</sup> Certification Reinstatement Form together with a completed CFP<sup>CM</sup> Certification Renewal Application Form
- Pay appropriate certification fee
- Pay prevailing reinstatement fee
- Fulfill the continuing education requirement
- Continue to adhere to IFPHK’s Code of Ethics and Professional Responsibility

Reinstatement of certifications is only allowed within the first year of withdrawal of certifications. After that, the former certificant must submit a new certification application and is required to fulfill all 4Es requirement again, including completing the education requirement, if applicable, and successfully writing the CFP certification examination, and any other necessary requirements.

## **D. EXEMPTION FROM CERTIFICATION RENEWAL REQUIREMENTS**

Certificants who cannot comply with the renewal requirements for health reasons or other circumstances beyond their control can submit a written request to IFPHK for consideration. Such requests must include an explanatory letter and all applicable supporting documentation. These exception cases will be considered by the Executive Committee on a case-by-case basis.

In the event of hardship, concessionary fees will also be considered upon requests by certificants.

## **E. GUIDELINES ON CONTINUING EDUCATION (CE) REQUIREMENTS**

### **Preamble**

Continuing education (CE) is a form of recertification and is required for CFP certificants to renew their CFP certification and continue using the CFP marks. CFP certificants must meet the renewal standard of 15 CE credits every year. They are required to retain and provide such records and supporting documentary evidence upon request from IFPHK. These records should be kept for a minimum of three years.

# **CFP<sup>CM</sup> Certification Renewal Policy and Guidelines on CE Requirements**

---

## **Objectives**

1. To maintain, deepen and extend professional competence and technical knowledge;
2. To keep track with the development of financial industry;
3. To acquire the updated knowledge of the trend in financial planning field; and
4. To support financial planners' effort in keeping the professional knowledge up to date.

## **General Guidelines**

- CFP certificants have the obligation to fulfill and maintain CE requirement. If CFP certificants fail to comply with the CE requirement, it may lead to refusal of certification renewal.
- CFP certificants are required to declare meeting the CE requirement upon certification renewal.
- CFP certificants are required to maintain and provide CE records and supporting documentary evidence upon request from IFPHK during the random audit. These records should be kept for a minimum of three years.
- CE credits documentation may be a grade report or transcript for activities involving an examination, or attendance evidence such as certificates issued by the course providers. The certificate of attendance should include: CFP certificant's name, name of program, name of CE sponsor, date of program, location, number of CE credits and signature of sponsor representative.
- In general, for each hour's participation in recognized CE activities, one CE credit can be granted.
- Excess CE credits gained within the year cannot be carried forward to the following year.
- CFP certificants should file the declaration of compliance with integrity. All filings are subject to random audit. Disciplinary actions would be taken upon proof of violations.
- During the audit, randomly selected CFP certificants are required to submit the CE attendance records and supporting documentary evidence that cover the following to IFPHK for assessment and record:
  - ✓ Name of CFP certificant
  - ✓ Name of CE activity
  - ✓ Content of CE activity
  - ✓ Organizer of CE activity
  - ✓ Date of CE activity
  - ✓ Number of CE credits or participation hours of each CE activity

## **Recognized CE Activities**

- The activities should be tied directly to professional knowledge, skills and abilities that are covered in the certification process, and be relevant to professional development of a personal financial planner.
- The CE activities should be of significant intellectual and practical content which involves interaction with other individuals.
- Content of CE activities should be topics covered in the CFP Certification Examination Syllabus including:
  - General Principles of Financial Planning
  - Insurance planning
  - Risk management
  - Investment planning
  - Tax planning
  - Employee benefits
  - Retirement planning
  - Estate planning
- The activities should be presented in structured format. Structured CE activities include:
  - Studies for a relevant post-graduate degree
  - Studies for professional qualifications such as:

## **CFP<sup>CM</sup> Certification Renewal Policy and Guidelines on CE Requirements**

---

CFA (Chartered Financial Analyst)  
ChFC (Chartered Financial Consultant)  
CLU (Chartered Life Underwriter)  
ACII/FCII (Associate or Fellow of the Chartered Insurance Institute)  
FLMI (Fellow of the Life Management Institute)  
CPCU (Chartered Property Casualty Underwriter)  
LUTCF (Fellow of the Life Underwriter Training Council)  
CPA (Full Member of Hong Kong Institute of Certified Public Accountants)  
Member of Hong Kong Bar Association  
Member of the Law Society of Hong Kong  
Fellow Member of the Actuarial Society of Hong Kong

- Studies in relevant correspondence (distance learning) courses which require face-to-face participation by the member
  - Studies in relevant and well structured online learning courses that require participants to pass an build-in test as one of the completion criteria (For online learning courses, the general rule of one hour participation equals to one CE credit may not be applied)
  - Studies in relevant courses offered by universities or other tertiary institutions
  - Studies in relevant courses/seminars/workshops offered by professional bodies
  - Attending relevant conferences organized by professional bodies
  - Writing of relevant technical articles, papers or books
  - Working as a lecturer, instructor or discussion leader on a structured CE course (repeat presentations of the course should not be considered for this purpose)
  - Preparation of training materials for a structured CE course
  - Participation in relevant conferences, briefing sessions or discussion groups
  - Serving as a member of committees and working groups of a professional body or a technical committee of an individual firm in the financial planning field
  - Undertaking technical research in the financial planning arena for a new piece of work provided the research is subsequently applied to an engagement
- CE activity presenters should be technically competent.
  - CE activity organizers should have good track record of delivering quality programs.
  - Trainings on general management which are not directly related to financial planning will not be considered as recognized CE activities.
  - Activities, which do not have proof of attendance or examination record, generally cannot be accepted as CE activities.

Examples:

1. Reading financial press, business or financial literature and professional literature;
2. Subscription to professional or business publications;
3. Self-study, e.g. watching financial related television programs or videos.

### **F. UPDATES AND CHANGES**

CFP certificants should observe and follow the current renewal policies and procedures set out in the CFP<sup>CM</sup> Certification Renewal Application Form in use.

IFPHK reserves the rights to change and update the re-certification requirements and policy as and when needed. Therefore, CFP certificants are advised to closely observe the latest announcements on IFPHK website, and pay specific attention to notices sent to them by IFPHK.