

## **GUIDELINE ON THE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) HOURS**

---

### **Introduction**

The Continuing Professional Development (CPD) Program for The Academy of Risk Management Malaysia (ARiMM) applies to all members with effect from 1<sup>st</sup> January 2023 where the training hours and related requirements stipulated in the Guidelines must be complied with.

To ensure members continuously upgrade their knowledge and skills and raise the standard of competency and professionalism, the implementation of a uniform CPD is needed. Members are strongly encouraged to better educate themselves and pursue higher and more advanced training programme according to their own training and development needs.

### **Objectives**

- i. to raise the standard of competency and professionalism of ARiMM's members
- ii. to continuously maintain and enhance their existing technical knowledge and professional skills;
- iii. to keep abreast with the latest developments and demands in the technical knowledge and risk management industry.

### **Monitoring of CPD Hours**

- i. The minimum CPD Hours are 30 hours annually.
- ii. Monitoring of CPD hours will be based on calendar year starting from 1<sup>st</sup> January and end on 31<sup>st</sup> December.
- iii. There will be no carry forward of extra CPD hours to the following year.

<b>Guidance Notes for Continuing Professional Development (CPD) Record</b>			
<b>No.</b>	<b>Type of Activities</b>	<b>Verification Method</b>	<b>CPD Hours</b>
1.	Online CPD courses and Webinars organised by ARiMM or other organisations	Proof of attendance  Tentative program  Certificate or letter of participation	½ Day, 4 Points
2	Seminars, Forums, Tea Talks and Workshops organised by ARiMM or other organisations	Proof of attendance  Tentative program  Certificate or letter of participation	½ Day, 4 Points  1 Day, 8 Points
2.	Performing as a lecturer, speaker, or discussion leader on a structured course	Tentative program  Letter of appreciation or appointment	1 Hour, 4 Points
3.	Congress/ Conferences (Local/International)	Proof of attendance  Tentative program  Certificate or letter of participation	2 Days, 20 Points
4.	Performing as a trainer for ARiMM Certification Programme	Tentative program  Letter of appreciation or appointment	2 Hours, 8 Points

