

# Guide for Continuing Professional Development (CPD)

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## CERTIFIED ASSET MANAGEMENT ASSESSOR (CAMA)

As part of CAMA Recertification requirement, Certificants are required to achieve **50** hours Continuing Professional Development (CPD) **over three years**, in **two or more accepted activities**.

The accepted activities are detailed in the table below.

### Example one

- Attend a relevant three day conference 18 hours
  - Attend two relevant on-line seminars 2 hours
  - Three years full time work in asset management 30 hours
- 50 hours over three years

### Example two

- Write one new CAMA question 16 hours
  - Prepare and present a refereed conference paper 80 hours
- 96 hours over three years

## Logging CPD

You are able to log your CPD on the WPiAM website, if you do not have a suitable log system currently available. To access the CPD, [login](#) to the site (all CAMA certificants are registered users on the WPiAM website) and access the CPD log via My CPD at the top of the screen.



Please note:

- Please note that it is not possible to upload documents in support of the CPD; you should keep documents to support your CPD claims and to satisfy any audit requirements.

## Questions

If you have questions or concerns, please email us at [info@wpiam.com](mailto:info@wpiam.com).

Table of Acceptable CPD Activities and Hours Claimable

Activity	Detail	Hours claimable	Methods of verification	To be measured annually
Education	Continuing professional education by training courses, on-line seminars, professional meetings, conferences areas relevant to the subjects described in the Body of Knowledge (BoK).	Actual hours spent in the educational activity are counted.  Maximum of 6 hours per day	Course certificate of achievement or Certificate of completion/Attendance List	Total days *6
Proctoring	Participate as a CAMA Proctor	Actual hours spent proctoring a CAMA exam	WPiAM database	Exams, 2 hours per exam
Presenting and Publishing	Presentations, articles, papers and books prepared and delivered or published in BoK subject areas.	Up to 40 hours to develop and deliver a presentation.	Copy of Event program	Hours
		Up to 80 hours to develop and deliver or publish a peer reviewed paper.	A copy of the article or paper with the title page or table of contents should be retained by the certificants for presentation in the event of audit. In the event publication has not yet occurred, a letter of acceptance from the publication may be submitted that indicates the date the article will be published.	Hours
		Actual Hours spent writing the book	copy of the book cover, title page and/or page upon which the ISBN data book title and author and contributors names	Hours
Training	Provide instruction for a course or workshop relevant to subject areas in the BoK	3 hours for development and delivery for each classroom hour (i.e., 6 hour course = 18 hours)	any formal documentation concerning having scheduled, conducted or completed the course or workshop	Hours delivering *3
CAMA BoK	Participate in development of questions for the CAMA Exam	8 hours per question submitted or worked on.	WPiAM Question Databank Records	Number of questions submitted or reviewed
Work experience	Complete work hours relevant to the subject areas described in the Body of Knowledge (BOK).	Up to 10 hours for each year of full-time work experience within the three-year renewal period.	Supporting documentation such as document attesting to work hours	Hours