

A. Recertification Purpose

Recertification of CAMA assures the public the certificant's credential in asset management knowledge and comprehension remain current.

The global CAMA credential is based on:

- GFMAM Specification, GFMAM Competency Specification for an ISO 55001 Asset Management System Auditor/Assessor, First Edition, version 2 English Version
- 17021 Part 5, section 5 Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 5: Competence requirements for the certification of asset management systems.

Notification

The certificant will receive an email notification on recertification starting from 6 months prior the expiry of the current certificate. It is the responsibility of each certificant to update personal detail such as email address and contact number in their WPiAM account, and to be aware of the expiration date of their certification and to know when to apply for recertification.

B. Recertification Requirement

Demonstrating continued competence in asset management knowledge and comprehension globally through a variety of professional development activities is required to maintain CAMA certifications. **Over 3 (three) years period**, CAMA certificants are required to fulfill the following requirements to obtain recertification.

- Achieve **50** hours Continuing Professional Development (CPD) in **two or more accepted activities**. See CAMA Guide for Completing CPD.
- Create or update Professional Profile. Please refer to the CAMA Guide for Completing Professional Profile.

C. Scope

This guide applies to any individual who has obtained CAMA Certificate from 1 March 2016 onwards. Those who obtained CAMA Certification prior to 1 March 2016 should contact the WPiAM regarding their certification renewal as soon as possible.

D. Application Process:

- Applications are accepted from 6 months before the end of current certification cycle up to 90 days after the expiry date of certificate.
- Applications received 90 - 120 days after the expiry date of certificate are accepted in exceptional circumstances and only if the recertification requirements are met.
- Application received 120 days after the expiry date of certificate will not be accepted. The applicant will need to retake and pass the CAMA exam to re-gain certification.
- The WPiAM Certification Administration Office will validate the application. If further information required, the applicant will be notified accordingly and will need to respond as soon as possible, not exceeding 120 days after the certification expiry date.
- The completed application form together with non-refundable fee should be submitted to info@wpiam.com
- The WPiAM Certification Committee is the responsible party that verifies and provides approval on recertification applications.

- Please allow a maximum of 45 days from the date of application is submitted, for recertification to be approved and new certification date to be issued.
- Any extension request or waiver request to meet CPD obligation due to health or medical issue may be considered on individual case basis subject to WPiAM Certification Committee approval. The request must be made in writing. The extension/waiver request may be granted up to three years, limited to two times application. During extension/waiver request, the individual is not certified and unable to claim or use any credential of CAMA.

E. Audit Process

CAMA Recertification program is conducted on an honor system of reporting, however best certification practices specified by the American National Standards Institute and equivalent world wide bodies, require measures in place to verify the accuracy of reporting. Therefore each year WPiAM randomly selects a number of recertification applicants to be audited. The audit methodology process is as follow:

- Five (5) percent of applicants on recertification are randomly selected.
- Verification may be requested as far back as the beginning of the latest recertification cycle.
- If required, the certificant will be requested to submit additional evidence within 60 days. Failure to provide documentation will result the recertification being denied. The certificant need to pass another CAMA exam to maintain the certification.
- Should it be determined that the certificant has provided false or misleading information of CPD hours for recertification purpose, the recertification would be denied and the certificant is subject to disciplinary proceedings in accordance with WPiAM Code of Ethics and procedures.
- Should the certificant whose recertification being denied due to audit, the certificant may apply for an appeal:
 - a. within 30 days of the initial ruling along with reasons requesting the appeal stating the reason for disagreement.
 - b. The appeal request would be viewed by WPiAM Certification Committee and it has the final authority in ruling on all appeals.

F. Complaint process

Any complaint in regards to this recertification policy may be submitted to info@wpiam.com. Complaints must be supported with strong reason and supporting documentation. The WPiAM Executive Director is responsible for receiving, reviewing and initiating investigation of complaints. The outcome of the complaints procedure will be notified within 12 months of the date the complaint is submitted.

G. Fee Schedule (Non-Refundable), 2018-19

- Members of AMC, ABRAMAN, PEMAC and SMRP: USD 90
- Members of GSMR, JAAM and SAAMA : USD 110
- Non Member/General Price : USD 190

H. Application Form

To obtain and submit Recertification Application Form, please email to info@wpiam.com

I. Further Resources:

CAMA Guide for Completing CPD
CAMA Guide for Completing Professional Profile