FINAL: WPiAM Minimum CPD Requirements for Accreditation of AM Schemes

This compilation will be used to guide the decision on CPD requirements (categories and hours over a 3 year period) as part of the GCS specifications and associated accreditation of Certifying Association's certifications

Note: Each of the respective existing member certifications exceed these minimum proposed CPD requirements in different categories. The objective is for WPiAM to set a minimum CPD required for accredited CTAM, CPAM and CSAM certifications under the GCS Global Certification Scheme.

Note: This was approved by the WPiAM Partner Association Representatives on 2020 Oct 1

Requirements:

CTAM Minimum total of 120 hours over 3 years in at least two (2) of the categories
CPAM Minimum total of 150 hours over 3 years in at least two (2) of the categories
CSAM Minimum total of 180 hours over 3 years in at least three (3) of the categories

Activity		Description	Methods of Verification	Hours Calculation
Formal Education & Training		Attendance at professional association meetings, conferences, AM specific training courses (e.g. short courses, workshops, seminars, and discussion groups), technical meetings and related webinars. Completion of academic course work (e.g. single courses or multiple courses) towards a qualification related to any aspect of AM (e.g. university or college or trade schools level). Completion of training delivered in the workplace that extends knowledge and competence in AM.	Certificate of course completion or achievement or participation; conference or symposium attendance list; academic transcript indicating course completion.	There is no limit to the maximum number of hours that you can claim over a three-year period for these activities. Actual hours spent in this activity. 1 hour per hour of attendance and participation; maximum of 6 hours per day for conference attendance
Informal Education		Self-study of AM-related publications which includes but is not restricted to books, manuals, journals, electronic or computerised material, and on-demand webinars. Study may be in your area of practice and / or in the core areas of asset management.	Self-declared list of publications, webinars, and AM websites that were reviewed. Preference for verified self-study such as access to partner societies' BoK, papers, and on-demand webinars.	There is a maximum of 20 hours per year that you can claim for these activities. Actual hours spent in this activity.
Presenting & Publishing	Develop & deliver presentations and posters	Development and delivery of AM presentations and posters presented at conferences, congresses / poster presentations, symposiums and technical seminars.	Conference brochure or seminar agenda outlining the topic, presentation duration, poster session title, and the contributor's name.	There is a maximum of 40 hours per presentation or poster that may be claimed for the development and delivery of the same / substantially same presentation or poster. Actual hours spent in this activity.
	Develop & publishing of article or papers	Development and publishing of an article or paper in AM journals and conference proceedings and/or for the preparation of material for courses not part of your normal employment function e.g. As a visiting lecturer from industry.	A copy of the article or paper with the title page of table of contents should be retained by the certificants in the event of an audit. In the circumstance where the paper has not yet been published, a copy of the letter of acceptance from the publication may be submitted that indicates the date that the article will be published.	There is a maximum of 80 hours per article or paper that may be claimed for the development and delivery. Actual hours spent in this activity.
	Book or significant chapter publication	Writing and publishing of a book or a significant chapter of a book that contributes to understanding and advancement in the field of AM.	Copy of the book cover, title page and / or page with the ISBN data, book title, author and contributors' name.	There is no limit to hours spent on this activity. Actual hours spent in this activity.
Formal Education & Training Delivery		Provide instruction for a course or workshop relevant to AM subject areas. Examples include but are not limited to part-time or full-time lecturing to trade school, college, and university undergraduate and postgraduate students, or to staff in a workplace environment.	Formal documentation indicating that the course or workshop was scheduled, conducted or completed and that the certificants was the instructor for this formal education or training.	Up to 3 hours for development and delivery for each classroom hour (i.e. 6-hour course = 18 hours)
AM Community Participation		Activities that promote peer interaction and provide exposure to new ideas and technologies to enhance the AM profession and serve the public interest. Examples include but are not limited to: proctoring AM exams (e.g. CAMA), contributing to or reviewing questions for AM-related exams and AM association BoK, mentoring of other AM career professionals to advance their competence in AM, volunteering time to serve on AM association technical committees and boards (e.g. AM certification review panels, AM partner society boards and technical committees, WPiAM, GFMAM, ISO committees, other technical societies), etc.	Formal documentation such as meeting minutes, attendee lists, proof of proctoring attendance, etc. that demonstrate active participation and attendance in activities. Committee leads may be contacted to verify for audit purposes.	There is no limit to hours spent on this activity. Actual hours spent in this activity.
AM Professional Practice and Work Experience		Active professional practice and work experience is a significant factor in maintaining and improving skills in asset management. This work experience may be either involvement in the direct day to day activities of AM, or "influencing" the practice of the profession, which means having some effect on how the profession is practiced in the team, department, organization, or client without necessarily performing the actual work.	Supporting documentation that indicates work hours should be retained by the certificants for audit verification.	There is a maximum of 20 hours for each year of full-time work experience within the three-year certification period. (CTAM) There is a maximum of 25 hours for each year of full-time work experience within the three-year certification period. (CPAM) There is a maximum of 30 hours for each year of full-time work experience within the three-year certification period. (CSAM)