

# Guide for Continuing Professional Development (CPD)

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Certified Asset Management Assessor (CAMA) Certificants are required to complete a minimum of fifty (50) hours of Continuing Professional Development (CPD) activities over their three-year certification period (as listed on the CAMA Certificate) to recertify for the following three years. These hours must come from two or more accepted CPD activities.

Accepted activities are detailed in the table on the second page of this document. Examples of how you combine activities to meet your required 50 hours of CPD:

### Example one

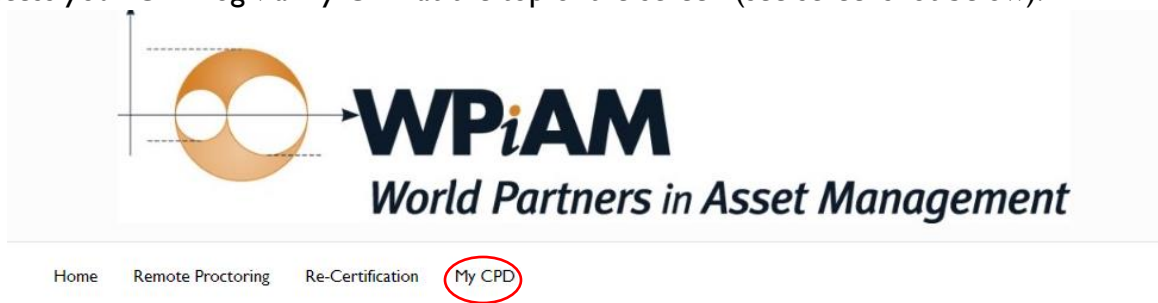
Activity	Description	Hours claimed
Education	Attend a relevant three-day conference	18 hours
Education	Attend two relevant on-line seminars	2 hours
Work experience	Three years full time work in asset management	30 hours
<b>TOTAL</b>		<b>50 hours</b>

### Example two

Activity	Description	Hours claimed
CAMA BoK	Write one new CAMA question	16 hours
Presenting and Publishing	Prepare and present a refereed conference paper	80 hours
<b>TOTAL</b>		<b>96 hours</b>

## Logging CPD

Certificants should log in to their WPIAM account via the WPIAM website: [www.wpiam.com](http://www.wpiam.com) You can access your CPD log via My CPD at the top of the screen (see screenshot below).



**Table of Accepted Activities and Hours Claimable:**

<b>Activity</b>	<b>Description</b>	<b>Hours claimable</b>	<b>Methods of verification</b>
Education	Continuing professional education by training courses, online seminars, professional meetings, conferences and workshops in areas relevant to the subjects described in the CAMA Body of Knowledge (BoK).	Actual hours spent in the educational activity are counted to a maximum of 6 hours per day.	Course certificate of achievement or attendance.
Proctoring	Participate as a CAMA Exam proctor.	Time spent proctoring the exam (2 hours per exam).	WPiAM Database
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; Up to 80 hours to develop and deliver or publish a peer reviewed paper; Actual hours spent writing the book.	Copy of event program; 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. Copy of the book cover, title page and/or page upon which the ISBN data, book title, author's name and contributor's names are listed.
Training	Provide instruction for a course or workshop relevant to subject areas in the BoK	3 ours for development and delivery for each classroom hour (e.g. 6 hour course = 18 hours)	Any formal documentation concerning having scheduled, conducted or completed the course or workshop.
CAMA BoK	Participate in development of questions for the CAMA Exam	8 hours per question submitted or worked on.	WPiAM Question Databank Records
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.	Supporting documentation such as document attesting to work hours.
Standards development	Participate in the development of industry related international standards or international specification (eg ISO550xx or GFMAM)	Up to 20 hours for each year.	Attendance and participation in working groups in the development of such.