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## HKIB – Continuing Professional Development (CPD) Scheme

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### 1. Objectives

- 1.1. Fellow Certified Bankers (Fellow CB) and Professional Members are required to comply with the Continuing Professional Development (CPD) requirements set out by the Hong Kong Institute of Bankers (HKIB). The objective of implementing the CPD requirements is to ensure banking practitioners continue to maintain, upgrade and broaden their knowledge and perspectives throughout their careers. Through individuals pursuing ongoing professional improvement, the standards of the wider industry will continue to rise.
- 1.2. HKIB regards commitment to CPD is vital for opening up a brighter future for individuals and maintaining one's competitiveness in today's knowledge-based and rapidly changing environment.
- 1.3. HKIB Professional Members shall include:

#### **Certified Banker (CB)**

- Fellow CB
- Certified Banker (CB)
- Certified Banker (Stage II)
- Certified Banker (Stage I)
- Certified Banker (CB) Macao (Stage I)

#### **Enhanced Competency Framework (ECF)**

##### Anti-Money Laundering and Counter-Financing of Terrorism

- Certified Anti-Money Laundering Professional (CAMLP)
- Associate Anti-Money Laundering Professional (AAMLPL)
- Associate Anti-Money Laundering Professional (AAMLPL Macao)

##### Compliance

- Certified Compliance Professional – General Compliance Stream (CCOP(GC))
- Certified Compliance Professional – Investment and Insurance Compliance Stream (CCOP(IIC))
- Associate Compliance Professional (ACOP)

##### Credit Risk Management

- Certified Credit Risk Management Professional (Commercial Lending) (CCRP(CL))
- Certified Credit Risk Management Professional (Credit Portfolio Management) (CCRP(CPM))
- Associate Credit Risk Management Professional (ACRP)

##### Cybersecurity

- Associate Cybersecurity Professional (ACsP)

##### Fintech

- Certified Fintech Professional (Management) (CPFinT(M))
- Certified Fintech Professional (Specialist – Artificial Intelligence and Big Data Stream) (CPFinT(S-AIBD))
- Certified Fintech Professional (Specialist – Distributed Ledger Technology Stream) (CPFinT(S-DLT))
- Certified Fintech Professional (Specialist – Open Banking and Application Programming Interface Stream) (CPFinT(S-OBAPI))

- Certified Fintech Professional (Specialist – Regtech Stream) (CPFinT(S-RT))
- Associate Fintech Professional (CPFinT(A))

**Green and Sustainable Finance**

- Certified Green Finance Professional (Green and Sustainable Finance Product) (CGFP(GSF-P))
- Certified Green Finance Professional (Green and Sustainable Finance Investment) (CGFP(GSF-I))
- Certified Green Finance Professional (Sustainability Risk Management) (CGFP(SRM))
- Certified Green Finance Professional (Sustainability Disclosures and Reporting) (CGFP(SDR))
- Certified Green Finance Professional (Sustainability Strategy, Compliance and Control) (CGFP(SSCC))
- Associate Green Finance Professional (Product and Servicing) (AGFP(PS))
- Associate Green Finance Professional (Climate Risk Management) (AGFP(ClimRM))
- Associate Green Finance Professional (Sustainability Disclosures and Reporting) (AGFP(SDR))
- Associate Green Finance Professional (Sustainability Strategy, Compliance and Control) (AGFP(SSCC))

**Operational Risk Management**

- Certified Operational Risk Management Professional (CORP)
- Associate Operational Risk Management Professional (AORP)

**Retail Wealth Management**

- Certified Retail Wealth Professional (CRWP)
- Certified Retail Wealth Professional Macao (CRWP Macao)
- Associate Retail Wealth Professional (ARWP)
- Associate Retail Wealth Professional Macao (ARWP Macao)

**Certified Financial Management Planner (CFMP)**

- Certified Financial Management Planner (CFMP)
- Certified Financial Management Planner (CFMP) (Macao)

**2. CPD Requirements**

2.1. Respective Fellow CB and Professional Members may refer to the below table for the annual CPD requirement:

| Individual Members                        | Required CPD hours* | Remarks                                                                                                                                                                                                                                 |
|-------------------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fellow CB                                 | 15                  | At least five CPD hours must be earned from topics of<br>- compliance,<br>- code of conduct,<br>- professional ethics, or<br>- risk management                                                                                          |
| CB                                        | 15                  |                                                                                                                                                                                                                                         |
| CB (Stage II)                             | 15                  |                                                                                                                                                                                                                                         |
| CB (Stage I)<br>and<br>CB Macao (Stage I) | 5                   | N/A                                                                                                                                                                                                                                     |
| CAMPLP                                    | 12                  | At least six CPD hours must be earned from topics of AML/CFT and remaining CPD hours should be on:<br>- compliance (including financial crime compliance),<br>- legal and regulatory requirements,<br>- risk management, or<br>- ethics |

| Individual Members          | Required CPD hours* | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AAMLP<br>and<br>AAMLP Macao | 10                  | At least five CPD hours must be earned from topics of AML/CFT and remaining CPD hours should be on: <ul style="list-style-type: none"> <li>- compliance (including financial crime compliance),</li> <li>- legal and regulatory requirements,</li> <li>- risk management, or</li> <li>- ethics</li> </ul>                                                                                                                  |
| CCOP(GC)                    | 12                  | At least six CPD hours must be earned from topic of <ul style="list-style-type: none"> <li>- compliance,</li> <li>- legal and regulatory requirements,</li> <li>- risk management and ethics</li> </ul>                                                                                                                                                                                                                    |
| CCOP(IIC)                   | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ACOP                        | 10                  | At least five CPD hours must be earned from topic of <ul style="list-style-type: none"> <li>- compliance,</li> <li>- legal and regulatory requirements,</li> <li>- risk management and ethics</li> </ul>                                                                                                                                                                                                                   |
| CCRP(CL)                    | 15                  | At least five CPD hours must be earned from topics of <ul style="list-style-type: none"> <li>- compliance,</li> <li>- code of conduct,</li> <li>- professional ethics, or</li> <li>- risk management</li> </ul>                                                                                                                                                                                                            |
| CCRP(CPM)                   | 15                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ACRP                        | 15                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| ACsP                        | 20/120              | A minimum of 20 CPD hours each year and a minimum of 120 CPD hours over every 3 years period                                                                                                                                                                                                                                                                                                                               |
| CGFP(GSF-P)                 | 12                  | At least five hours should be on topics related to GSF                                                                                                                                                                                                                                                                                                                                                                     |
| CGFP(GSF-I)                 | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CGFP(SRM)                   | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CGFP(SDR)                   | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CGFP(SSCC)                  | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| AGFP(PS)                    | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| AGFP(ClimRM)                | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| AGFP(SDR)                   | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| AGFP(SSCC)                  | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CPFinT(M)                   | 12                  | At least four CPD hours must be earned from topics of <ul style="list-style-type: none"> <li>- innovative technology (e.g. artificial intelligence, big data, cloud computing, cybersecurity, distributed ledger technology, and/or open banking and API),</li> <li>- product development,</li> <li>- business strategy and marketing,</li> <li>- finance and investment, and/or</li> <li>- risk and compliance</li> </ul> |
| CPFinT(S-AIBD)              | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CPFinT(S-DLT)               | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CPFinT(S-OBAPI)             | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CPFinT(S-RT)                | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CPFinT(A)                   | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CORP                        | 12                  | At least six CPD hours must be earned from topics of <ul style="list-style-type: none"> <li>- compliance,</li> <li>- legal and regulatory requirements,</li> <li>- risk management and ethics</li> </ul>                                                                                                                                                                                                                   |
| AORP                        | 12                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CRWP<br>and<br>CRWP Macao   | 10                  | At least three CPD hours must be earned from topics of <ul style="list-style-type: none"> <li>- compliance,</li> <li>- code of conduct,</li> <li>- professional ethics, or</li> <li>- risk management</li> </ul>                                                                                                                                                                                                           |
| ARWP<br>and<br>ARWP Macao   | 10                  |                                                                                                                                                                                                                                                                                                                                                                                                                            |
| CFMP                        | 15                  | At least five CPD hours must be earned from topics of                                                                                                                                                                                                                                                                                                                                                                      |

| Individual Members | Required CPD hours* | Remarks                                                                                                                                                   |
|--------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    |                     | <ul style="list-style-type: none"> <li>- compliance,</li> <li>- code of conduct,</li> <li>- professional ethics, or</li> <li>- risk management</li> </ul> |

\* The CPD requirements will be waived for the first calendar year (ending 31 December) of certification and grandfathering.

- 2.2. All Fellow CB and Professional Members are required to earn the required CPD hours as specified in Section 2.1 for **every calendar year** (1 January to 31 December) according to qualified CPD activities as stated in Section 3.1 below. Any excess CPD hours accumulated within a particular year cannot be carried forward to the following year.
- 2.3. For members holding more than one HKIB professional qualifications, they are only required to earn the maximum required CPD hours for one of his/her professional qualifications in a calendar year.
- 2.4. Unless otherwise specified, one hour of a qualified CPD activity will be counted as one CPD hour under normal circumstances.
- 2.5. CPD activities lacking proof of attendance or assessment record for verification may not be counted.

### 3. Qualified CPD Activities

- 3.1. Unless otherwise stated in Sections 3.3 and 3.4, qualified CPD activities must be relevant to the professional development of a banking and finance professional within the following scopes\*:
  - compliance, code of conduct, professional ethics or risk management
  - banking and financial knowledge
  - economics
  - accounting
  - legal principles
  - business and people management
  - language and information technology
  - subject areas covered in HKIB professional examinations

\* For AAML/CAMLP holders, relevant topics of qualified CPD activities include AML/CFT, compliance (including financial crime compliance), legal and regulatory requirements, risk management or ethics.

- 3.2. HKIB e-learning courses are recognised as qualified CPD activities provided that they are within the relevant scopes specified in Section 3.1.
- 3.3. CPD/CPT courses (including e-learning courses) organised/formally accredited by professional bodies, financial regulatory bodies or authorized institutions for their own CPD/CPT programmes are also recognised as qualified CPD activities provided that they are within the relevant scopes specified in Section 3.1.
- 3.4. Studies for local or overseas university bachelor's degrees or postgraduate degrees in any disciplines that fall within the scopes of qualified CPD activities in Section 3.1 **may be granted 15 CPD hours for each year's studies**, and for **six years at most**, in respect of each university degree programme. It is required that at least five hours of these studies completed in a year should be related to the scopes of compliance, code of conduct, professional ethics or risk management. Evidence of passing the examination of at least one subject in a particular year must be submitted upon request by HKIB in order to be granted the 15 CPD hours for that particular year.

- 3.5. Studies for the following professional qualifications may be granted five or 15 CPD hours for each year's studies, and a total of 15 CPD hours for **three years at most**, in respect of each qualification. It is required that at least five hours of these studies completed in a year should be related to the scopes of compliance, code of conduct, professional ethics or risk management.

Evidence of passing the examination of at least one subject in a particular year must be submitted upon by HKIB in order to be granted the 15 CPD hours for that particular year.

- Associate of The Hong Kong Institute of Chartered Secretaries (ACS/ACIS)
- Chartered Banker of The Chartered Institute of Bankers in Scotland
- Chartered Financial Analyst (CFA)
- Certified Financial Planner (CFP)
- Chartered Life Underwriter (CLU)
- Fellow Member of the Life Management Institute (FLMI)
- Fellow Member of the Life Underwriter Training Council (LUTCF)
- Fellow Member of the Actuarial Society of Hong Kong
- Member of Association of Chartered Certified Accountants (ACCA)
- Member of CPA Australia (CPA)
- Member of Hong Kong Institute of Certified Public Accountants (HKICPA)

Studies for professional qualifications other than above will be assessed on case-by-case basis.

- 3.6. In the case of writing of published technical research articles, papers or books relating to the relevant scopes specified in Section 3.1, **one CPD hour will be granted for every 1,000 words published subject to a maximum of 10 CPD hours granted per year**. CPD hours must be claimed in the particular year in which the article, paper or book is published. Evidence of the articles and publications must be submitted upon request by HKIB in order to be granted the CPD hours for that particular year.
- 3.7. In the case of teaching/delivering speeches on topics relating to the relevant scopes specified in Section 3.1, **each hour spent on such for organisations other than HKIB will be counted as 1.5 CPD hours and two CPD hours if such activities are carried out for HKIB. A maximum of 10 CPD hours will be granted per year in either case.**
- 3.8. In the case of serving as a member of committees and working groups of HKIB, government bodies or any other relevant professional bodies relating to the relevant scopes specified in Section 3.1, **each serving hour for organisations other than HKIB will be counted as 1.5 CPD hours; and two CPD hours if such service is carried out for HKIB. A maximum of 10 CPD hours will be granted per year in either case.**
- 3.9. Community/voluntary activities will be counted as claimable CPD activities provided that they are within the scopes specified in Section 3.1 and a **maximum of 10 CPD hours will be granted per year in such case.**
- 3.10. Mentoring scheme appointed by tertiary institutes, government bodies or professional bodies as a Mentor will be counted as claimable CPD activities provided that they are within the scopes specified in Section 3.1 and a **maximum of 10 CPD hours will be granted per year in such case.**
- 3.11. Serving as judge for HKIB awards will be counted as claimable CPD activities and a **maximum of 5 CPD hours will be granted per year in such case.**
- 3.12. Activities, including training programmes, which do not have proof of attendance or assessment record, generally will not be accepted as qualified CPD activities. Other examples include self-study, reading and subscription to professional or business publications, preparing for the presentation or

meeting, mentoring or coaching where such activities are an integral part of your job role, in-house training due to changing or new internal systems, etc.

#### **4. CPD Records**

- 4.1. Fellow CB and Professional Members are required to declare their CPD compliance to HKIB at the time of membership renewal annually, except for those who are granted exemption from CPD requirement. For exemption, please refer to Section 6.
- 4.2. Fellow CB and Professional Members are required to maintain appropriate records (such as date, duration, type of CPD activities, categories covered, etc.) of all CPD activities completed in a calendar year with sufficient supporting documentary evidence such as:
  - HKIB CPD Records Form
  - proof of attendance/assessment record/transcript/result slip/appointment letter with specific roles identified/minutes of meeting/published articles
  - course outlines
- 4.3. Documentary evidence should be kept for at least three years for random audit by HKIB.

#### **5. Non-Compliance**

- 5.1. Failure to comply with the CPD requirements will result in suspension of professional qualification(s) during which the holder must stop using the professional qualification(s) concerned in all business and social contexts, for instance, on name cards and in personal profile, until the necessary documents confirming the fulfilment of CPD requirements are submitted. While Member's professional qualification(s) is being suspended, his/her name and status information will not appear on the Certified Individuals (CI) Register published on HKIB website.

#### **6. CPD Exemption**

- 6.1. Fellow CB and Professional Members who cannot comply with the CPD requirements for health reasons, retirement from employment or other circumstances beyond their control may submit a written request to HKIB to apply for CPD exemption. Apart from the exemption reason of "Retirement", the CPD exemption is eligible for the year of application only.
- 6.2. The request must include an explanatory letter and adequate relevant supporting documentary evidence. Such individual requests will be considered by HKIB Membership and Professional Development Committee on a case-by-case basis. The Committee reserves the right to make the final decision. With the approval of the CPD exemption applications, the holders of different stages of Certified Bankers could still retain their professional membership after retirement.
- 6.3. According to HKMA's guidelines and circular on the Enhanced Competency Framework (ECF), ECF Certification holders must be "Relevant Practitioners" and engaged by an authorized institution (AI) to perform relevant roles in its Hong Kong operation. They will be renewed as Ordinary Members after retirement even though CPD exemption application is approved. Their ECF professional qualification(s) records will be suspended and removed from the Registers of Certified Individuals (CI) on our website.
- 6.4. For retired members:
  - one-off CPD exemption application is available for those aged 55 or above.
  - one-off CPD exemption application is available for those aged between 50-54. However, HKIB reserves the rights to require them to reconfirm their retirement status
  - annual CPD exemption application is required for aged below 50.

## **7. Updates and Changes**

- 7.1. HKIB reserves the right to interpret, update and amend the CPD requirements and policies when necessary. Members, therefore, are advised to pay attention to the latest announcements on HKIB website and notices sent to them by HKIB.