

## Continuous Professional Development Program

As mentioned in the EFPA code of ethics:

*“Financial advisers shall take concrete steps to strive continuously to maintain and improve their professional competence.”*

To allow each professional to maintain and improve his/her competences, EFPA Luxembourg has put in place a continuous professional development program (CPD).

### 1. Program rules

Upon the award of the certificate, EFPA certificate holder is obligated to join the CPD validated by the SQC of EFPA Luxembourg.

To validate his/her participation, EFPA certificate holder will sign a register (physically or digitally) or justify his/her participation to the events validated by the SQC of EFPA Luxembourg.

Entering the program requires acceptance of these Rules and submission of a Declaration of Participation to EFPA Luxembourg by mail, fax or e-mail (see annex 1).

EFPA certificate holder can justify his/her professional development through a variety of activities which are defined in the table of qualified activities, presented below. The program accepts many activities, while setting different weights and a maximum limit of points that can be declared under each activity. This is to promote a variety of development activities for each EFPA certificate holder.

EFPA certificate holder is required to report every year:

For EFPA EFP	15 CPD points,
For EFPA EFA	12 CPD points,
For EFPA EIP	9 CPD points,
For EFPA ESG Advisor	3 CPD points.

Having reached CPD requirement, the EFPA certificate holder reports his/her activities in the CPD to EFPA Luxembourg by mail, fax or e-mail, with required supporting documents. The documents are due by 31<sup>st</sup> of September each year. The persons who received EFPA certificate before the end of February, are required to fulfil the full requirement in a given year. The persons who received EFPA certificate after February have until the end of September the next year to fulfil the requirement.

EFPA Luxembourg verifies the reports and confirms the compliance of the participation of each EFPA certificate holder with the certification requirement.

## 2. CPD activities

Each activity should be validated by the EFPA Luxembourg SQC.

- Specialized courses (in-class or e-learning) related to financial planning with a profile which is consistent with the career that the candidate pursues and validated by the SQC.
 

1 training hour:	1 CPD point
Document requirement:	Participation confirmation
Min./Max. CPD points:	5 / 15
  
- Long term professional program, postgraduate studies, without exam.
 

1 training hour:	0.5 CPD point
Document requirement:	Participation confirmation
Min./Max. CPD points:	0 / 15
  
- Long term professional program (post graduate studies or MBA) with a profile which is consistent with the career that the candidate pursues, completed with exam.
 

1 training hour:	1 CPD point
Document requirement:	Diploma, certificate
Min./Max. CPD points:	0 / 15
  
- In-house courses of a development character accepted by the SQC.
 

1 training hour:	0.5 CPD point
Document requirement:	Participation confirmation by supervisor
Min./Max. CPD points:	0 / 15
  
- Participation in specialized conferences, executive seminars etc., with a profile which is consistent with the career that the candidate pursues.
 

1 training hour:	0.5 CPD point
Document requirement:	Participation confirmation
Min./Max. CPD points:	0 / 15
  
- Role of speaker delivering a training, a presentation for a conference related to the area of professional specialization and experience
 

1 training hour:	2 CPD points
Document requirement:	Participation confirmation
Min./Max. CPD points:	0 / 15

### 3. CPD events

To allow each EFPA certificate holder to fulfill its obligations, the EFPA Luxembourg SQC has already validated different programs or events (non-exhaustive list):

- Session of CPD provided by EFPA Luxembourg, 24 sessions per year.
- Farad Financial Forum, annual event.
- Truffle Events, multiple events every year.
- Luxembourg for Finance events, multiple events every year.

## Annex 1 Declaration of Participation

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Birth name: \_\_\_\_\_

Date of birth: \_\_\_/\_\_\_/\_\_\_

Place of birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal code: \_\_\_\_\_

Place: \_\_\_\_\_

Country: \_\_\_\_\_

I acknowledge that I have read the rules specific to the CPD program of EFPA Luxembourg and agree to abide by these rules and thereby the EFPA Europe code of ethics.

In particular, I undertake to collect the number of points required by my level of certification in order to maintain this certification.

I undertake to send EFPA Luxembourg all the supporting documents for my participation in the various education programs or events allowing me to fulfill my obligations in terms of ongoing education program.

At \_\_\_\_\_, the \_\_\_/\_\_\_/20\_\_\_

Signature