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## CPD & MARKS REVIEW

### *What is the CPD and Marks Review?*

The FPA requests a random selection of practitioner members to supply their CPD Register (Continuing Professional Development) and a sample of their stationery eg business card, letterhead and email signature, to show use of marks and logos.

### *Why is the FPA conducting a review?*

A review of CPD for all practitioner members has been part of the FPA's CPD Policy, in place since 2008.

The review is also in line with our requirements from the Financial Planning Standards Board (FPSB) relating to our license to use the CFP® marks.

The review allows us to educate members about their obligations under FPA membership.

### *Why is there another review? Doesn't the review happen every 3 years?*

The FPA Board has approved a change to conducting smaller, rolling reviews. This ensures that we can respond in a timely manner. It also means you only need to provide data from the commencement of the current triennium (3 year period).

### *Why are Financial Planner AFP® members included?*

FPA is promoting the professionalism of all its practitioner members who are bound by the Code of Practice. Section 6.1 of the CPD Policy applies to Financial Planner AFP® members.

### *What do I have to do?*

Those members selected need to send a copy of their Continuing Professional Development Register, clearly showing total of CPD points, accredited, unaccredited and ethics points, and sample stationery eg business card, letterhead and email signature, together with an Review Cover Sheet provided.

Email to: [cpdaudit@fpa.com.au](mailto:cpdaudit@fpa.com.au)

### *How can I find out more about the FPA Member Review of CPD and designations?*

You can visit our [Review of CPD and Marks](#) webpage where you will find useful resources to help you through the review process.

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## CPD SECTION

*Can the FPA tell me my accrued CPD points?*

The FPA provides CPD certificates for events and FPA education courses. The FPA does not collate these. Your licensee would be keeping records for your ongoing obligations under RG146.

The FPA [CPD Policy](#) specifically advises that you keep your own records.

*How many ethics points do I need to accrue?*

You need to accrue 3 ethics points over a triennium (3 year period). You can accrue 1 point each year or all 3 points in any one year. To assist you with your ethics points, the FPA launched the Code of Professional Practice training module in October 2014, worth 1.5 CPD points.

*Do I have to use the FPA's CPD template?*

No. The template is a resource that you can use but you can submit whatever format you are using. You just need to ensure that the total of CPD points, accredited points and unaccredited points are clearly visible and that you have identified ethics points.

*Do I need to supply all the records described in section 5.9 of the CPD Policy?*

No. You need to keep the Professional Development Plan, evidence of CPD activities and details of professional reading claimed in line with the policy. Those members selected for the review only need to supply their Continuing Professional Development Register and only need to send the additional records if separately requested.

*What should I do if my CPD does not meet the review requirements? Will I lose my designation?*

You will need to submit your current CPD Register or a proposed plan of activities to make up the deficit. This will be assessed and attached to your member file for future reviews. Please note any request for special consideration needs to be in writing with supporting documentation and included with your plan, ie. in the case of illness or other circumstances that have prevented you from meeting the CPD requirements to date.

*How can I find out about the rules around CPD?*

The FPA [CPD Policy](#) outlines the CPD requirements.

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## MARKS SECTION

*What are you looking for in the Marks review?*

There are two aspects to the Marks review:

### **Designation Marks**

FPSB's Marks relating to the 3 CFP marks (CFP® practitioners only).

Common errors relate to the registered trademark symbol ® and non-use of capitals for the CERTIFIED FINANCIAL PLANNER® mark. See the [Quick Guide to using the CFP® Logo Lock-Up](#).

Marks for Financial Planner AFP® practitioner members.

We are building awareness around this membership category and the registered trademark: AFP®. See the [Financial Planner AFP® Designation Guidelines](#).

### **FPA Logos**

Use of FPA logos (all practitioner members).

There should be no reference to 'principal members' or any use of the old FPA logo. The only use of an FPA logo should be within the FPA Professional Practice logo for those working in an FPA Professional Practice.

*What should I do if I discover my stationery is not compliant? Do I have to replace my existing stationery? Will I lose my designation?*

The FPA allows you to use up existing stationery supplies and requests you to update marks in your next print run. Websites and email signatures should be fixed within 30 days of non-compliant advice.

*How can I find out about the rules around designations marks?*

All new practitioner members receive guidelines as to how to use the marks.

The FPA Member Centre website contains information to assist you when using the FPA brand. [Click here](#) for more information (you will need your FPA Member ID).

Correct usage of marks by all practitioner members helps to establish brand awareness to the public. This reinforces a consistent message of professionalism.