



INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT

GREATER CHINA CHAPTER

Operated by International Project Management Limited

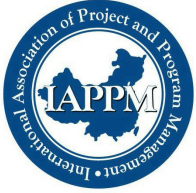
國際項目及專案管理協會（大中華區分會）

IAPPM

Certified Project Manager (CPM) Renewal Guideline

© International Association of Project and Program
Management (IAPPM) Greater China Chapter
Room 2912, Shell Tower, Time Square, 1 Matheson Street,
Causeway Bay, Hong Kong
Tel.: +852 2165 4759
Fax: +852 3016 8159
www.iappm.org.hk

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CONTINUING CERTIFICATION

As a Certified Project Manager, you have demonstrated a solid foundation of project management knowledge that can be readily applied in the workplace. To facilitate further development and growth of CPM credential holders, a Re-certification scheme is implemented. Not only it would help further enhance and strength your practical project experience and knowledge, it also encourages continue learning.

The certification of CPM is valid for 3 years. To maintain the CPM credential, CPMs have to gain the required Professional Development Units (PDUs) within the certification period, and pay the renewal fee:

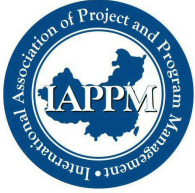
CPM Continuing Credential	Guideline
Professional Development Units (PDUs)	Minimum of 30 PDUs within the certification period, which is typically 3 years . <i>Individuals who have earned more than 30 PDUs within the certification period CANNOT carry forward the remaining PDUs to the next certification period.</i>
Renewal Fee	HKD 600

Certification Cycle

By the time you pass the CPM examination, you are entitled as CPM credential holder and can start to gain PDUs. Within these 3 years, you have to gain 30 PDUs.

The following table shows an example of the certification cycle.

	Date
CPM credential entitlement	15 March 2005
1 st CPM certification cycle start date	15 March 2005
1 st CPM certification cycle end date	14 March 2008
Next certification cycle start date	15 March 2008



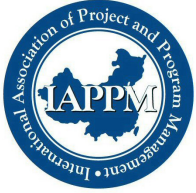
PROFESSIONAL DEVELOPMENT UNITS

The Professional Development Units (PDUs) could be earned with the means stated below.

PDUs Allocation System

Category I: Attendance at Education Programs, Course & Event	PDUs
1. Attendance at educational programs directly related to project & program management offered by professional societies, trade associations, higher education institutions, educational service companies, and government agencies. (This may include sessions dealing with analysis, consulting, reporting and other issues relevant to project issues.)	6 PDUs / day; 12 PDUs maximum per meeting
2. Attendance at internal training courses relevant to the project & program management profession.	
3. Completion of self-study courses applicable to project & program management sponsored by a national association or qualified institution. Must include assessment instrument that is scored.	PDUs determined on review by IAPPM
4. Attendance at university course for full quarter/semester.	10 PDUs per course
5. Attendance at PM related event.	1 PDUs per hour

Category II: Speeches, Instruction, and Other Education Program Participation in Project & Program Management	PDUs
1. Appearance as an instructor or speaker at any project & program-related educational program, course or IAPPM study group requiring preparation of course materials or handouts in addition to presentation. Subject matter must be related to the project profession.	4 PDUs for each hour of instruction
2. Instruction in credit courses related to the project profession sponsored by an accredited university or college requiring lecture and preparation of course materials.	4 points for each hour of instruction; 16 point maximum for each course
3. Participation as a panel member or respondent on regulatory affairs topics and issues not requiring preparation of course materials or handouts.	2 points for each hour of presentation



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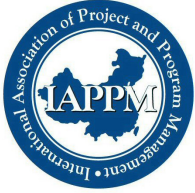
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4. Serving as an organizer and/or chair of an educational program, course, or annual conference track or session related to regulatory affairs. (Additional points can be accumulated when also serving as instructor or panel member at these meetings. Presentations should be noted separately from role as organizer.)	2 points for each program
5. Appearance as an instructor or speaker on regulatory-related presentations or training programs within your organization (if presentations are offered on a single topic throughout a year, list topic and total presentation for the year).	4 points for each hour

Category III: Published Articles and Other Literary Contributions to Project & Program Management	PDU's
1. Each published, peer-reviewed article and/or chapter on topics/issues/advances related to regulatory affairs, including those appearing in newsletters, magazines, journals, books and/or published as monographs or booklets.	5 points per article
2. Author of book addressing issues/topics relevant to the project & program profession.	Based on length and topic; maximum of 15 points
3. Editor, member of editorial or peer-review board of journal, magazine or book related to the project & program profession that requires publication planning, author management and review.	5 points per publication
4. Brief editorials or columns (less than 1 printed page) and/or Letters to the Editor related to the project & program profession published in professional publications.	1 point each.
5. Internet Web site content contributor, manager or editor for sites related to project & program profession.	Points determined on review by IAPPM



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Category IV: Development of Educational Products Directly Related to Project & Program Profession and Other Educational Activities	PDU s
1. Developer, content author of educational products (e.g., self-study guides, videotapes, computer-based training modules, etc.) on issues, topics and/or skills relevant to regulatory affairs	Based on length and topic and review by RACB
2. Content contributor to sections of educational products relevant to regulatory affairs.management profession.	2 points per contribution
3. Writing IAPPM Examination items accepted by IAPPM Examination Committee ¹ .	3 points for each question with correct response and distracters*; 2 points for each question with correct response and no distracters; 1 point for each question without response/distracters
(Attach copy of any summary materials on product, which includes description of content.) ¹ The Exam Committee accepts and reviews questions between December and March. *distractor: alternatives included with correct response for multiple choice questions.	

Category V: Service as an Officer, Executive or Committee Member, Chapter Leader of Professional Association Relevant to the Project & Program profession	PDU s
1. For each year as an officer or governing board member:	2 points
2. For each year as a committee or section chairman:	2 points
3. For each year as a member of a committee, task force, council, board ² :	1 point
² Additional points may be given by the IAPPM for significant contributions and/or exceptional service as a member of a committee, task force, council or board. Written requests with supporting documentation must be submitted to the IAPPM Program Office.	



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Category VI: Other Activities Related to Project & Program or Professional Development.	PDU
Relevant activities not included in previous sections must be described in a written attachment. Include appropriate descriptions, dates and supporting documentation. ³	Points determined on content
³ You are encouraged to submit other activities and/or requests for additional points prior to the recertification submission deadline.	



APPLICATION PROCEDURE

CPM Re-certification Procedure

Step 1: Fill in the Certification Renewal application form

Application form in both Excel and pdf format are available in IAPPM website:

http://www.iappm.org.hk/eng/PD_CAREER/cpm.asp

Step 2: PDU Reporting

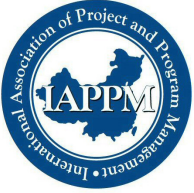
Candidate must earn 30 PDUs within the certification period. They need to fill in a form per each event they joined, and report the number of PDUs of the event. For the cases that need IAPPM to review the number of PDUs, they can keep it as blank. Any supporting documents must be submitted together with the PDU reporting form as evidence.

The PDU reporting form in both Excel and pdf format are available in IAPPM website as indicated in Step 1. The form can be duplicated when necessary.

Step 3: Application Fees

Candidate should settle down the payment with methods indicated in the application form and provide payment evidence or reference number together with the form to IAPPM.

Application Item	Fee
CPM certification renewal fee	HKD 600



IAPPM CODE OF PROFESSIONAL ETHNICS STATEMENT

By signing the CPM renewal application form, you represent and agree to the IAPPM Code of Professional Ethnics statement listed as below:

1. **Client Service.** I will serve my clients with honesty, integrity, competence, and objectivity, establishing a relationship of trust and confidence and furnishing my best skills and judgment consistent with the interests of my client.
2. **Representation of Qualifications.** I will only accept assignments for which I am qualified by my education, training, professional experience and technical competence, and I will assign staff to projects in accordance with their qualifications and commensurate with the services to be provided.
3. **Standards of Practice.** I will furnish my services in a manner consistent with the established and accepted standards of the profession and with the laws and regulations which govern its practice.
4. **Fair Competition.** I will build my professional reputation on the basis of my direct experience and service provided, and I will compete fairly and respectfully with my professional colleagues.
5. **Integrity of the Profession.** I will avoid actions which promote my own self-interest at the expense of the profession, and I will uphold the standards of the project and program management profession with honor and dignity.
6. **Professional Development.** I will continue to develop my professional knowledge and competency as a practitioner, and I will contribute to the advancement of PM practice as a profession by fostering research and education and through the encouragement of subordinates and fellow practitioners.
7. **Public Welfare.** I will not participate in any racial, sexual or political discrimination related to any assignment I may undertake. I will avoid any conduct that would be considered unethical or will interfere or conflict with any laws, statutes or regulations, and I will uphold the safety, health and welfare of the public in the performance of my professional duties.
8. **Release of Information.** I will release public statements that are truthful and objective, and I will keep information and records confidential when appropriate and protect the proprietary interests of my clients and professional colleagues.
9. I hereby certify that the information submitted on or with this form is true and accurate to the best of my knowledge, and I agree to be bound by the terms and conditions set forth herein and by any and all policies and procedures of IAPPM applicable to the CPM as may be amended from time to time.



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CONTACT INFORMATION

For further information or enquiry, please contact us at

Tel: +852 2165 4759
Fax: +852 3016 8159
Email: certificate@iappm.org.hk
Website: <http://www.iappm.org.hk>