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The publication of the Chartered Institute of Islamic Finance Professionals (CIIF) Professional Standards and Guidelines (collectively, “Standards”) represents a significant milestone for the Islamic finance industry, in particular for the professionals carrying out their duties as Islamic finance practitioners – whether in the Islamic finance industry or within the greater realms of the Halal economy.

The Standards will galvanise the Islamic finance talent ecosystem towards greater convergence in developing high calibre professionals that meet the needs of the industry. They also reflect the industry movement towards greater emphasis on professional values and ethics than ever before – a critical move given the rapidly changing landscape in financial services globally.

Significantly, the Standards provide a much needed reference point for all involved with talent development and professional education in Islamic finance, and as such should be seen as part of the next step towards bridging the gap between the industry and providers of the talent supply. The Standards are developed based on industry requirements, and are subject to periodical review and refinement to ensure that the knowledge requirements of members of the CIIF keep pace with the growth and development of Islamic finance globally.

While the Standards are meant to be adhered to by members of the CIIF and relevant stakeholders, the Standards are also to serve as an important point of reference for the public at large who will have an interest in knowing the values that members of the CIIF are expected to uphold as professionals in a burgeoning industry. Members of the CIIF are expected to serve the industry to the best of their abilities, and it is envisioned that their efforts will in turn support the continued development and growth of the industry towards value creation for their clients and customers.

The CIIF believes that the Standards will help spur the development of the next wave of qualified Islamic finance talents to meet the ever evolving needs of the industry, and ultimately support the sustained growth and development of the global Halal economy.

On behalf of the CIIF, I wish to thank all those involved with the development of the Standards, and it is my fervent hope that we continue to collaborate and deliver the much needed boost to the talent ecosystem and infrastructure for Islamic finance, and beyond.

Dr. Azura Othman
Chief Executive Officer
ABOUT THE CIIF AND ITS MANDATE

Established in 2015, the CIIF is a professional body for qualified practitioners in the Islamic finance industry. Its primary mandate is to set standards for professional education and qualifications in Islamic finance for its members, and to regulate its members through the Code of Ethics and Standards of Professional Conduct.

The CIIF is also mandated to spur the professionalisation of the Islamic finance industry by collaborating with industry associations, regulators, government agencies, education and training providers, and other relevant stakeholders through various activities and initiatives. Through the Standards, the CIIF aims to create value and prestige for the profession by gaining recognition from the industry of the professionalism and the continuous development and elevation of knowledge, skills, and competencies of its members.

A key component of the CIIF is its requirements for its members to undergo mandatory Continuing Professional Development (CPD), designed to empower its members by providing them with the opportunities to be kept abreast with cutting edge developments and knowledge in Islamic finance, as well as to up-skill their capabilities towards becoming highly competent professionals. In achieving this, members of the CIIF are expected to become highly coveted talents both locally and internationally.

ABOUT MEMBERSHIP OF THE CIIF

Knowledge. Integrity. Service. These 3 attributes underpin the very essence of members of the CIIF as qualified professionals that serve the Islamic finance industry. Having Knowledge that is industry-relevant and keeping pace with new developments is an integral part of ensuring that industry best practices are adopted and implemented at every level. As professionals, it is important to maintain the highest degree of Integrity in carrying out duties and responsibilities to the industry and its stakeholders. Moreover, members of the CIIF are committed to delivering the highest quality and standards of Service.

Members of the CIIF are required to adhere to the Standards and, in doing so, are expected to uphold the highest standards of integrity and represent the epitome of professional behaviour. Members will also be expected to observe the strictest levels of confidentiality and to do their utmost to maintain the highest degree of objectivity in carrying out their duties. Finally, members of the CIIF are expected to demonstrate professional competence which befits their standing as highly qualified professionals in their respective fields, roles and disciplines.

Members of the CIIF are encouraged to strive towards reaching the highest echelons of their profession, and to serve the industry and its stakeholders to the very best of their abilities.
ACKNOWLEDGEMENTS

The CIIF wishes to acknowledge the participation of its members as well as industry stakeholders for the feedbacks, recommendations, and views given at the Exposure Draft stage of these Standards and Guidelines for Continuing Professional Development (CPD Standards and CPD Guidelines respectively). Where relevant, the CIIF has taken on-board the feedbacks received, with further refinements and enhancements following the Exposure Draft, resulting in the completed CPD Standards and CPD Guidelines.

The CIIF also wishes to acknowledge the contribution of the Standards Development and Review Committee (SDRC), which has led the development of these CPD Standards and CPD Guidelines from start to finish.

Special thanks goes to Ms. 'Ainin Wan Salleh for crafting the CPD Standards and CPD Guidelines and supporting its development through her diligent research efforts.

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All rights reserved. No part of this work or this publication may be reproduced, stored in a retrieval system of any nature, distributed or transmitted in whole or in part, in any form or by any means, including electronic, mechanical, photocopying, recording or otherwise without the prior written permission of the above copyright holder. Any such permission requests should be addressed to the copyright holder at: info@ciif-global.org.
The Standards are published by the CIIF and are intended solely for the use and reference by its members and related stakeholders for the respective purpose(s) prescribed herein. The CIIF cannot accept responsibility for any errors or omissions or any liabilities arising or resulting from the use or misuse of the Standards. The CIIF reserves the right to amend or change the Standards at any time as may be determined by the Grand Council.

In using and reading the Standards, the reader acknowledges that the Standards are useful in (1) guiding members of the CIIF as to the minimum requirements for membership progression; (2) guiding individuals interested in becoming members of the CIIF as to the minimum requirements for membership entry; (3) guiding institutions interested in becoming “Accredited CPD Providers” as providers of the CPD activities on the relevant accreditation processes and procedures; and (4) providing current and future employers of members of the CIIF a reference point pertaining to the professional standards that CIIF members must adhere to (including minimum requirements on knowledge, work experience, and fulfilment of CPD hours or points).

The reader further acknowledges that:

(1) the content of the Standards are current and valid at the time of publication, and the reader is responsible for ensuring the he/she is aware of any subsequent additions, amendments, changes and/or updates to the content as the case may be from time to time;

(2) the Standards are relevant only for members of the CIIF and other stakeholders that have chosen to subscribe to the Standards where applicable (e.g. Accredited CPD Providers delivering CPD activities);

(3) the CIIF does not guarantee or give any warranty that adherence to the Standards, by the reader or any individual who is not yet admitted as a member of the CIIF, will lead to admission to membership of the CIIF;

(4) the CIIF does not guarantee or give any warranty that adherence to the Standards by its members will lead to any specific level of performance or outcome as may be set by their employers independently of the CIIF; and

(5) the Standards must be taken and read as a whole in relation to each other in accordance with the provisions and clauses stated therein; and the CIIF shall not be liable or responsible for any consequences resulting from any reading or use of the Standards separately or independently of each other that may lead to misinterpretation or misunderstanding, or any decisions, actions or outcomes borne out of the improper reading or use, as the case may be, of the Standards.
1. Executive Summary

1.1 These Guidelines aim to provide further clarification, direction and guidance to the CPD Standards, and other Standards, where relevant.

1.2 These Guidelines are to be read together with the CPD Standards, and other Standards where relevant.

1.3 These Guidelines are subject to review and amendment from time to time, and the updated version will be published on the CIIF’s website as and when such review and amendments are made.

1.4 Unless otherwise defined herein or the context otherwise requires, terms used in these Guidelines are defined in the CPD Standards.

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1. **CIIF CPD Requirements**

1.1 These Guidelines provide clarification on the review of CPD, exemptions from fulfillment of CPD, recognition of CPD activities by CPD providers not accredited by the CIIF and other relevant requirements to be fulfilled.

1.2 These Guidelines also outline the standard procedure for accreditation of CPD providers and Accredited Employers.

2. **Accreditation of CPD Providers**

2.1 For the current list of Accredited CPD Providers, please refer to the CIIF.

2.2 To be recognised as an Accredited CPD Provider, an institution must apply to the CIIF for accreditation, who will then conduct the accreditation process based on the Standards and these Guidelines.

2.3 Prior to application, any institution interested to become an Accredited CPD Provider shall first consider whether the activities intended to be conducted for purposes of the CPD fulfil the requirements as set out under the Standards.

2.4 For an institution to be eligible for accreditation, it must comply with the following minimum requirements:

   (i) it must be duly incorporated or established in accordance with the laws of the country of incorporation or establishment (for example, legal firms and companies providing professional training);

   (ii) it must have satisfactory infrastructure and organisation for conducting CPD activities; and

   (iii) it must have been in operation for no less than three (3) consecutive years prior to applying for accreditation.

**Application Process**

2.5 The application process to become an Accredited CPD Provider is as follows:

**Stage 1: Submission of Application & Supporting Documents**

   (i) The applicant shall complete and submit an application as per Schedule A1 hereto, together with the requisite fees as the CIIF may decide.

   (ii) An applicant shall ensure that all its trainers for purposes of the CIIF’s CPD must be certified for training by a body recognised by the CIIF or a regulatory authority and meet such other minimum qualifications as may be prescribed by the CIIF from time to time.

   (iii) All applications must be submitted to the CIIF at least one hundred and twenty (120) days prior to the commencement of any CPD activity. For the avoidance of doubt, any CPD activity conducted by an applicant prior to the delivery of the CIIF’s decision in accordance with Section 2.5(vi) hereunder shall not be regarded as a CPD activity conducted by an Accredited CPD Provider.
Stage 2: Assessment

(iv) Upon receipt of the application, the CIIF shall process the application and assess the suitability of the applicant to be accredited as an Accredited CPD Provider.

(v) In the event the CIIF requests for any supporting information or documents, the applicant must supply such information or documents within seven (7) Working Days of the request.

Stage 3: Accreditation

(vi) The CIIF has the absolute discretion to grant accreditation or otherwise to the applicant and will deliver its decision within twenty (20) Working Days of receipt of the application or any requested supporting documents, whichever is later.

(vii) The accreditation by the CIIF shall be in full force and effect for a period of five (5) years from the date of the decision delivered by the CIIF under Section 2.5(vi) above.

(viii) Accredited CPD Providers shall submit a schedule of the CPD activities it intends to conduct on an annual basis in such form and manner as the CIIF may prescribe.

(ix) Accredited CPD Providers intending to conduct or organise any CPD activity shall submit an application to the CIIF as per Schedule B (CPD Activity Form) hereto, together with the requisite fees as the CIIF may decide, no less than one (1) month prior to the CPD activity for the CIIF’s approval.

(x) The CIIF reserves the right to request for any additional information and/or supporting documents, which must be supplied by the applicant within seven (7) Working Days of receipt of such request, failing which the application will not be processed.

2.6 The diagramme in Appendix 1 hereto provides a simple illustration on the accreditation process.

3. Accreditation of Employers for CPD

3.1 For the current list of Accredited Employers, please refer to the CIIF.

3.2 To be recognised as an Accredited Employer, an institution must apply to the CIIF for accreditation, who will then conduct the accreditation process based on the Standards and these Guidelines.

3.3 Any applicant interested to become an Accredited Employer shall first consider whether the activities intended to be conducted for purposes of the CPD fulfil the requirements set out under the Standards.

3.4 For an institution to be eligible for accreditation, it must comply with the following minimum requirements:

Financial institutions

(i) It must be duly licensed by the respective regulatory authority (for example, in Malaysia, an Islamic banking licence issued by Bank Negara Malaysia; in Singapore, a licence issued by the Monetary Authority of Singapore); and
(ii) It must have at least three (3) business and/or functional departments involved in Islamic finance business, services and/or operations; or

**Non-financial institutions**

(iii) It must be duly incorporated or established in accordance with the laws of the country of incorporation or establishment (for example, legal firms and companies providing professional advisory services); and

(iv) It must have significant involvement in the Islamic finance industry by way of providing ancillary services, complementary services (for example Islamic finance advisory) and other activities that involve Islamic finance business, services and operations;

**All institutions**

(v) There must be significant involvement in Islamic finance business, services and operations in order to provide the necessary environment for CPD activities conducted to be effective and related to the Member’s professional development;

(vi) It must have been in operation for no less than three (3) consecutive years prior to applying for accreditation;

(vii) It must be able to provide a range of development opportunities and activities available to Members employed by the institution relevant to their role and career ambitions;

(viii) It must be able to support Members to identify and complete relevant development activities aligned to their role and career ambitions;

(ix) It may appoint at least one (1) officer ("CPD Officer") to be in charge of CPD activities for Members employed by the institution. The CPD Officer may supervise more than one (1) Member at any time and does not have to be a direct line manager. In the event that an incumbent CPD Officer is no longer able to perform his or her role as a CPD Officer, then the Accredited Employer may appoint a replacement; and

(x) For senior employees to be eligible to be recognised by the CIIF as CPD Officers, they must have at least three (3) years of work experience in Islamic finance.

**Application Process**

3.5 The application process to become an Accredited Employer for CPD is as follows:

*Stage 1: Submission of Application & Supporting Documents*

(i) The applicant shall complete and submit an application as per Schedule A2 hereto, together with the requisite fees as the CIIF may decide.

(ii) All applications must be submitted to the CIIF at least one hundred and twenty (120) days prior to the commencement of any CPD activity. For the avoidance of doubt, any CPD activity conducted by an applicant prior to the delivery of the CIIF’s decision in accordance with Section 3.5(vi) hereunder shall not be regarded as a CPD activity conducted by an Accredited Employer.
PART B
GUIDELINES ON CIIF CPD STANDARDS

Stage 2: Assessment

(iv) Upon receipt of the application, the CIIF shall process the application and assess the suitability of the applicant to be accredited as an Accredited Employer for CPD.

(v) In the event the CIIF requests for any supporting information or documents, the applicant must supply such information or documents within seven (7) Working Days of the request.

Stage 3: Accreditation

(vi) The CIIF has the absolute discretion to grant accreditation or otherwise to the applicant and will deliver its decision within twenty (20) Working Days of receipt of the application or any requested supporting documents, whichever is later.

(vii) The accreditation by the CIIF shall be in full force and effect for a period of five (5) years from the date of the decision delivered by the CIIF under Section 3.5(vi) above.

(viii) Accredited Employers shall submit a schedule of the CPD activities it intends to conduct on an annual basis in such form and manner as the CIIF may prescribe.

(ix) Accredited Employers intending to conduct or organise any CPD activity shall submit an application to the CIIF as per Schedule B (CPD Activity Form) hereto, together with the requisite fees as the CIIF may decide, no less than one (1) month prior to the CPD activity for the CIIF’s approval.

(x) The CIIF reserves the right to request for any additional information and/or supporting documents, which must be supplied by the applicant within seven (7) Working Days of receipt of such request, failing which the application will not be processed.

3.6 The diagramme in Appendix 2 hereto provides a simple illustration on the accreditation process.

4. Submission of CPD

Accredited CPD Providers and Accredited Employers

4.1 Accredited CPD Providers and Accredited Employers shall be responsible for the submission of the following, within sixty (60) days of completion of each CPD activity:

(i) the completed Attendance Form for CPD Activity as per Schedule C hereto to indicate the attendance of participants who are Members;

(ii) the Feedback Forms for CPD Activity as per Schedule D hereto completed by each of the participants of the CPD activity; and

(iii) a copy of the relevant approved CPD Activity Form pursuant to Section 2.5(ix) or Section 3.5(ix) of these Guidelines, as the case may be.

4.2 Members are advised to monitor their CPD records via the CIIF Membership Portal to ensure that their CPD has been properly submitted by the relevant Accredited CPD Provider or Accredited Employer, as the case may be.
4.3 Members are required to retain records of their respective CPD in order to verify the details updated in their membership records by the relevant Accredited CPD Provider or Accredited Employer.

**Non-Accredited CPD Providers**

4.4 Members shall be responsible for the submission of CPD records to the CIIF as per Schedule E (Declaration of Participation in CPD Activity by Non-Accredited CPD Provider) hereto within sixty (60) days of completion of each CPD activity conducted by a Non-Accredited CPD Provider.

4.5 Members must set out in the Declaration of Participation in CPD Activity by Non-Accredited CPD Provider the number of CPD points intended to be declared based on the CPD points prescribed under Appendix 3 hereto.

4.6 As each CPD Cycle is a period of three (3) years, no Member shall submit any Declaration of Participation in CPD Activity by Non-Accredited CPD Provider after 30th September of the 3rd year of each CPD Cycle.

4.7 The CIIF will conduct an assessment upon receipt of the Declaration of Participation in CPD Activity by Non-Accredited CPD Provider and such Member shall supply any supporting documents for confirmation of the Member's participation as may be requested by the CIIF within seven (7) Working Days of receipt of such request.

4.8 The decision to recognise the CPD activity or otherwise will be deliberated by the appropriate committee as appointed by the Grand Council of the CIIF.

4.9 The concerned Member will be informed of the decision within thirty (30) days of receipt by the CIIF of the Declaration of Participation in CPD Activity by Non-Accredited CPD Provider or any requested supporting documents, whichever is later.

4.10 The diagramme in Appendix 3 hereto provides a simple illustration on the declaration process.

**Penalty for Non-Compliance**

4.11 Members subject to compulsory CPD who fail to collect the prescribed minimum CPD points per CPD Cycle as set out under Table A of the Standards, in the absence of any extension or exemption granted under Sections 4.15 and 4.21 of the Standards respectively, shall liable to a fine as penalty, the quantum of which will be defined by the CIIF Executive Committee.

5. **Recordkeeping**

5.1 The CIIF may review Members’ CPD records from time to time, thus Members are expected to retain their CPD records for a period of three (3) years.

5.2 The CPD records required to be retained include:

   (i) date of CPD activity;

   (ii) CPD provider;

   (iii) description of the CPD activity;

   (iv) whether the CPD activity is structured (formal) or unstructured (informal);
(v) method of learning;
(vi) number of CPD hours;
(vii) number of CPD points collected; and
(viii) evidence of attendance, participation or completion such as enrolment records, certificate of attendance, certificate of completion, confirmation in writing of participation by CPD provider and such.

6. Review

6.1 To ensure effectiveness of the CPD programme, the CIIF will review the records of 10% of the total number of Members or such other sample size as may be deemed appropriate on an annual basis.

6.2 If selected for review, Members may be requested to submit supporting documents and/or information and demonstrate the relevance of the selected CPD activity by explaining the following:

(i) the reason for choosing the particular CPD activity;
(ii) the knowledge gained from such CPD activity; and
(iii) how such knowledge has been applied or will be applied in the future.

6.3 If it is found that upon review that any CPD activity participated by a Member does not meet the CIIF’s requirements, then:

(i) the CIIF will contact the Member concerned and explain the reasons;
(ii) the Member may be asked to re-submit his or her records or submit additional supporting documents, as the case may be;
(iii) should a second submission still fail to meet the CIIF’s requirements, and in the absence of any reasonable mitigating circumstances, the CPD activity will not be recognised; and
(iv) if the non-recognition of the CPD activity results in a shortfall of the minimum CPD points required, the Member may, in absence of any extension of time granted under Section 4.15 of the Standards, be fined pursuant to Section 4.14 of the Standards.

7. Exemptions

7.1 Members subject to mandatory CPD may submit a written application to the CIIF for an exemption, fully or partly, from compliance with the CPD requirements in the following circumstances:

(i) the Member is aged sixty (60) years\(^1\) (or such other minimum age of retirement as may be prescribed by the domestic law of the respective Member) and above;\(^2\)
(ii) the Member has retired from gainful employment and business activity;

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\(^1\) This is consistent with the minimum retirement age set out under Section 4(a) of the Minimum Retirement Age Act 2012.

\(^2\) As at the date of assessment.
(iiii) the Member suffers from serious illness which prevents participation in CPD activities (relevant medical documentation to confirm is required);

(iv) the Member has onerous caring duties for an immediate family member;

(v) the Member is on a career break or is unemployed;

(vi) the Member is domiciled in a country which has yet to recognise the CIIF;

(vii) the Member is currently not in a role or profession that is directly or indirectly related to Islamic finance;

(viii) such other circumstances as the CIIF may decide from time to time.

7.2 The CIIF shall reserve the right to grant such exemption or otherwise in its absolute discretion upon consideration of the circumstances and such supporting information and/or documents as the CIIF may reasonably request, for instance a medical certificate or letter from the employer confirming a leave of absence from work.

7.3 Any exemption granted pursuant to Section 7.1(vii) above shall remain in full force and effect for a maximum period of five (5) years only and any subsequent application for exemption made on the same grounds shall be decided by the CIIF based on the merits of the case.

7.4 Save and except for exemptions granted pursuant to Section 7.1(vii) above, any other exemption, once granted, will remain in full force and effect unless there is a change in the circumstances on which it was granted.

7.5 The burden lies on each Member to promptly notify the CIIF in the event the circumstance for exemption ceases to exist.

8. List of CPD Activities

Please refer to Appendix 4 hereto for the list of CPD activities recognised by the CIIF.

9. Additional Guidance on CPD

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3 Such Member may request to be exempted from compliance with the mandatory prescribed minimum CPD requirements (if any) as per Table A of the Standards.

4 Such Member will be required to submit to the CIIF evidence of current employment.
10. Fee Schedule for Accreditation

10.1 The requisite fees applicable for the accreditation of CPD providers shall be decided by the Grand Council of the CIIF from time to time.

10.2 Applicants are advised to request for the latest approved fee schedule from the CIIF.
INSTRUCTIONS:

1. Please submit the soft copy of the application form in MS Word format based instructions below:

   (a) Complete **ALL SECTIONS** of this form. If the required sections are not filled completely and/or any requisite documents are not attached, the application for accreditation will not be processed.

   (b) The CIIF reserves the right to request for any additional information and/or supporting documents, which must be supplied by the applicant within seven (7) Working Days of receipt of such request, failing which the application for accreditation will not be processed.

   (c) Once accredited, an Accredited CPD Provider who wishes to conduct any future CPD activity must submit to the CIIF the CPD Activity Form as per Schedule B of these Guidelines.

2. Kindly send the completed form along with the requisite documents to the CIIF by email at programmes@ciif-global.org

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**PART A - PARTICULARS OF APPLICANT**

| Full name of institution | : |
| Date of establishment / incorporation | : |
| Registration No. | : |
| Registered / Business address | : |
| Registered nature of business / activity | : |
| Name of contact person & designation | : |
| Telephone & facsimile No. | : |
| Email address | : |
| Website | : |

Supporting documents: [ ] All supporting documents to evidence fulfillment of requirements under the Standards and Guidelines are attached:

<table>
<thead>
<tr>
<th>No.</th>
<th>Document</th>
<th>Remarks</th>
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</table>
PART B - PERSONAL DATA PROTECTION ACT 2010 OF MALAYSIA

The personal information that you provide to the CIIF, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the CIIF for the purposes of research, audit, and maintenance of database for communication, and such ancillary services as may be relevant.

PART C - DECLARATION

We have read, understood, and agree that any records held by the CIIF may be accessed and used in considering this application.

We certify that the information I have provided in this application form is accurate and correct.

<table>
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<tr>
<th>Full name</th>
<th>Signature</th>
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1. Please submit the soft copy of the application form in MS Word format based instructions below:

   (a) Please complete ALL SECTIONS of this form. If the sections are not filled completely and/or any requisite documents are not attached, the application for accreditation will not be processed.

   (b) The CIIF reserves the right to request for any additional information and/or supporting documents, which must be supplied by the applicant within seven (7) Working Days of receipt of such request, failing which the application for accreditation will not be processed.

   (c) Once accredited, an Accredited Employer who wishes to conduct any future CPD activity must submit to the CIIF the CPD Activity Form as per Schedule B of these Guidelines.

2. Kindly send the completed form along with the requisite documents to the CIIF by email at programmes@ciif-global.org

PART A - PARTICULARS OF EMPLOYER

| Full name of institution | : |
| Date of establishment / incorporation | : |
| Registration No. | : |
| Registered / Business address | : |
| Registered nature of business / activity | : |
| Name of contact person & designation | : | Telephone & facsimile No. | : |
| Email address | : | Website | : |

Supporting documents: ☐ All supporting documents to evidence fulfilment of requirements under the Standards and Guidelines are attached:

<table>
<thead>
<tr>
<th>No.</th>
<th>Document</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td>E.g. certificate of incorporation, company profile, etc.</td>
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</table>

SCHEDULE A2
APPLICATION FOR ACCREDITATION AS ACCREDITED EMPLOYER
PART B - PERSONAL DATA PROTECTION ACT 2010 OF MALAYSIA

The personal information that you provide to the CIIF, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the CIIF for the purposes of research, audit, and maintenance of database for communication, and such ancillary services as may be relevant.

PART C - DECLARATION

We have read, understood, and agree that any records held by the CIIF may be accessed and used in considering this application.

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</tbody>
</table>

INSTRUCTIONS:

1. Please submit the soft copy of the application form in MS Word format based on instructions below:
   
   (a) Please complete **ALL SECTIONS** of this form. If the sections are not filled completely and/or any requisite documents are not attached, the application will not be processed.
   
   (b) The CIIF reserves the right to request for any additional information and/or supporting documents, which must be supplied by the applicant **within seven (7) Working Days** of receipt of such request, failing which the application will not be processed.

2. Kindly send the completed form along with the requisite documents to the CIIF by email at programmes@ciif-global.org

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**PART A – DETAILS OF THE CPD ACTIVITY**

<table>
<thead>
<tr>
<th>Title / Name of activity</th>
<th>Type of activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of activity</td>
<td>Venue of activity</td>
</tr>
<tr>
<td>Registration fees</td>
<td>Target Members</td>
</tr>
</tbody>
</table>

**Details of moderators/speakers/trainers/facilitator:**

| Full name (as per NID* / Passport) | NID / Passport No. | Duration (minutes) | Curriculum vitae attached | Certification attached | Member of the CIIF?
<table>
<thead>
<tr>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of itinerary (with duration), including:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) time of registration</td>
</tr>
<tr>
<td>(b) opening and closing address</td>
</tr>
<tr>
<td>(c) receptions</td>
</tr>
<tr>
<td>(d) meals</td>
</tr>
<tr>
<td>(e) breaks</td>
</tr>
<tr>
<td>(f) question and answer session(s)</td>
</tr>
<tr>
<td>(g) CPD Points allocated for each session</td>
</tr>
</tbody>
</table>

*Note: NID refers to the National Identity Document relevant to the individual. For example, for a Malaysian citizen, the NID refers to the **Malaysian National Registration Identity Card (NRIC)**.
PART B- PERSONAL DATA PROTECTION ACT 2010 OF MALAYSIA

The personal information that you provide to the CIIF, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the CIIF for the purposes of research, audit, and maintenance of database for communication, and such ancillary services as may be relevant.

PART C - DECLARATION

We have read, understood, and agree that any records held by the CIIF may be accessed and used in considering this application.

We certify that the information I have provided in this application form is accurate and correct.

<table>
<thead>
<tr>
<th>Full name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation</td>
<td>Date</td>
</tr>
</tbody>
</table>
**SCHEDULE C**
**ATTENDANCE FORM FOR CPD ACTIVITY**

<table>
<thead>
<tr>
<th>No.</th>
<th>Full name</th>
<th>NID* / Passport No.</th>
<th>Membership No.</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>15</td>
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</tbody>
</table>

*Note: NID refers to the National Identity Document relevant to the individual. For example, for a Malaysian citizen, the NID refers to the Malaysian National Registration Identity Card (NRIC).*
INSTRUCTIONS:

(a) Please complete this anonymous feedback questionnaire to allow the quality of CPD to be monitored and continually improved.

(b) Kindly note that this feedback questionnaire **MUST BE COMPLETED** and returned to the CPD Provider PRIOR to the issuance of any certificate of completion or participation.

The extent to which you enjoyed and valued this learning experience is important. Thank you for your participation.

<table>
<thead>
<tr>
<th>Title / Name of activity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of activity</td>
<td>Venue of activity</td>
</tr>
</tbody>
</table>

### EVALUATION

<table>
<thead>
<tr>
<th>No.</th>
<th>Criteria</th>
<th>Circle your rating from 1 (lowest) to 10 (highest)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The CPD activity met its stated objective.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>2</td>
<td>Overall this CPD activity met my expectations.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>3</td>
<td>The duration and timing were appropriate.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>4</td>
<td>This CPD activity was conducted at an appropriate pace for learning.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>5</td>
<td>The material was presented effectively and with clarity.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>6</td>
<td>The teaching format was appropriate for the subject matter.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>7</td>
<td>The audio-visual materials enhanced my learning experience.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>8</td>
<td>The method of presentation enhanced my learning experience.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>9</td>
<td>The programme content is relevant to my profession.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>10</td>
<td>I have obtained relevant and new knowledge from this CPD activity.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>11</td>
<td>This CPD activity will assist in the improvement of my professional performance.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td>12</td>
<td>This CPD activity will assist in the improvement of my competence.</td>
<td>1 2 3 4 5 6 7 8 9 10</td>
</tr>
<tr>
<td></td>
<td>The content integrated applied examples and real-world context.</td>
<td>1</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>13</td>
<td>The CPD activity was good value for money (if applicable).</td>
<td>1</td>
</tr>
</tbody>
</table>

**Infrastructure**

<table>
<thead>
<tr>
<th></th>
<th>The physical facilities were adequate and appropriate.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>The venue was conducive for learning.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

**Moderators/Speakers/Trainers/Facilitators**

<table>
<thead>
<tr>
<th></th>
<th>The moderator(s) / speaker(s) / trainer(s) / facilitator(s) were knowledgeable on the subject matter.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>The moderator(s) / speaker(s) / trainer(s) / facilitator(s) provided helpful and adequate feedback.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>18</td>
<td>I would recommend the moderator(s) / speaker(s) / trainer(s) / facilitator(s).</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>19</td>
<td>I would attend more CPD activities conducted by the moderator(s) / speaker(s) / trainer(s) / facilitator(s).</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

**Please rate overall effectiveness of the moderator(s) / speaker(s) / trainer(s) / facilitator(s):**

<table>
<thead>
<tr>
<th>Name</th>
<th>Circle your rating from 1 (lowest) to 10 (highest)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**OVERALL**

<table>
<thead>
<tr>
<th></th>
<th>The CPD activity was good value for money.</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>I would recommend this CPD activity.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>23</td>
<td>I would attend more CPD activities of this nature.</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>24</td>
<td>I would attend CPD activities organised by this CPD provider.</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**ADDITIONAL COMMENTS**


INSTRUCTIONS:

1. Please submit the soft copy of the declaration form in MS Word format based on instructions below:

   (a) Members must complete ALL SECTIONS of this declaration form and submit the same to the CIIF within sixty (60) days of participation in the CPD activity conducted by a Non-Accredited CPD Provider.

   (b) If the required sections are not filled completely and/or any requisite documents are not attached, the declaration will not be processed and the CPD activity/points will not be recognised.

   (c) The CIIF reserves the right to request for any additional information and/or supporting documents, which must be supplied by the applicant within seven (7) Working Days of receipt of such request, failing which the declaration form will not be processed.

2. Kindly send the completed form along with the requisite documents to the CIIF by email at programmes@ciif-global.org

PART A - PARTICULARS OF MEMBER

<table>
<thead>
<tr>
<th>Member's full name</th>
<th>CPD Cycle (start and end date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NID* / Passport No.</th>
<th>Membership No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: NID refers to the National Identity Document relevant to the individual. For example, for a Malaysian citizen, the NID refers to the Malaysian National Registration Identity Card (NRIC).

PART B - PARTICULARS OF ORGANISER OF CPD ACTIVITY

| Full name of institution | |
|--------------------------||
|                         | |

| Registration No. | |
|------------------||
|                  | |

<table>
<thead>
<tr>
<th>Name of contact person &amp; designation</th>
<th>Telephone &amp; facsimile no.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address</th>
<th>Website</th>
</tr>
</thead>
</table>
### PART C - CPD ACTIVITY

<table>
<thead>
<tr>
<th>Title / Name of activity :</th>
<th>Type of activity :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of activity :</td>
<td>Venue of activity :</td>
</tr>
</tbody>
</table>

**Detailed activity programme (with duration), including:**
- (a) time of registration
- (b) opening and closing address
- (c) receptions
- (d) meals
- (e) breaks
- (f) question and answer session(s)

*Please attach a copy of the activity programme obtained from the organiser.*

<table>
<thead>
<tr>
<th>Number of CPD points declared* :</th>
<th>Evidence of participation (e.g. certificate of completion or participation) :</th>
</tr>
</thead>
</table>

*Please attach a copy of the activity programme obtained from the organiser.*

### PART D - PERSONAL DATA PROTECTION ACT 2010 OF MALAYSIA

The personal information that you provide to the CIIF, whether now or in the future, may be used, recorded, stored, disclosed or otherwise processed by or on behalf of the CIIF for the purposes of research, audit, and maintenance of database for communication, and such ancillary services as may be relevant.

### PART E - DECLARATION

I have read, understood, and agree that any records held by the CIIF may be accessed and used in processing this declaration.

I declare that the information I have provided in this declaration form is accurate and correct.

| Signature : | Date : |
APPENDIX 1

Process for Accreditation – Accredited CPD Providers

1. Submission of Application & Supporting Documents
   - Institution submits application form with payment of requisite fees
   - The CIF processes the application
   - The CIF requests for supporting info / documents

2. Assessment
   - Applicant submits info / supporting documents
   - Not less than 20 working days

3. Accreditation
   - Conduct CPD
   - Submit CPD Activity Form
   - Accreditation Successful
   - Not less than 1 month

- Not less than 120 days
APPENDIX 2

Process for Accreditation – Accredited Employers

1. Submission of Application & Supporting Documents

2. Assessment
   - The CLF requests for supporting info/documents
   - Applicant submits supporting info/documents
   - 7 Working Days

3. Accreditation
   - Employer submits application form with payment of requisite fees
   - The CLF processes the application
   - Not less than 120 days
   - 20 Working Days

4. Accreditation Successful
   - Submit CPD Activity Form
   - Not less than 1 month
   - Conduct CPD

APPENDIX 2
APPENDIX 3

Process for Declaration of Participation in CPD Activities by Non-Accredited CPD Providers

1. Participation in CPD activity
2. Submission of Declaration of Participation in CPD Activity by Non-Accredited CPD Provider
3. The CIIF requests for supporting info / documents
4. Member submits supporting info / documents
5. Declaration Accepted
6. Declaration Rejected

CPD Cycle

Last submission:
30 September of 3rd year of CPD Cycle
<table>
<thead>
<tr>
<th>No.</th>
<th>CPD Activity</th>
<th>Category</th>
<th>Critria</th>
<th>CPD Points</th>
<th>Accredited CPD Provider / Accredited Employer</th>
<th>Non-Accredited CPD Provider</th>
</tr>
</thead>
</table>
| 1   | Attending international or local professional training, courses, in-house training by employers, seminars, workshops | Structured | - Training provider must be accredited by the CIIF  
- Learning programmes must be accredited by the CIIF  
- At least 90% attendance is compulsory  
- Records of assessment of participants (if applicable)  
- Must be endorsed / recognised by a professional body/regulator  
- At least 50% of the total content must relate to Islamic finance  
- Members must submit certificate and proof of attendance/participation | 1 Contact Hour = 1 CPD point | 1 Contact Hour = 0.5 CPD point |
| 2   | Obtaining recognised academic qualifications                                 | Structured | - Academic qualifications include professional papers, masters, and doctorate in philosophy (PhD). The CPD points can only be collected if the academic qualification is obtained after a Member becomes a CPIF.  
- Academic / professional programmes must be accredited by the authorities and/or the CIIF  
- Members must submit certificate / letter of completion from the relevant institution | 10 CPD points for each year the qualification is obtained |  |  |
| 3   | Attending courses via the following platforms: distance learning, computer based learning, audio, video, audio-visual, simultaneous broadcast, or any other formats | Structured | - Training provider must be accredited by the CIIF  
- Learning programmes must be accredited by the CIIF  
- At least 90% attendance is compulsory (if applicable)  
- Members must submit records of assessment (if applicable) and certificate and proof of participation | 1 Contact Hour = 1 CPD point | 1 Contact Hour = 0.5 CPD point |
<table>
<thead>
<tr>
<th>No.</th>
<th>CPD Activity</th>
<th>Category</th>
<th>Critiria</th>
<th>Accredited CPD Provider / Accredited Employer</th>
<th>Non-Accredited CPD Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Conducting presentation as speakers or moderators for CPD courses, workshops, seminars or conferences that are organised or accredited by the CIIF</td>
<td>Structured</td>
<td>- Repeated activity using the same material will not be counted</td>
<td>5 CPD points for every presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Members must submit certificate and proof of completion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Attending the Annual General Meetings (AGMs) or Extraordinary General Meetings (EGMs) of the CIIF</td>
<td>Unstructured</td>
<td>- Members must be present for the entire proceedings of the AGM or EGM</td>
<td>2 CPD points</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Attending international or local conferences relevant to the Member’s current occupation, preferably with topics on or related to Islamic finance</td>
<td>Unstructured</td>
<td>- Training provider must be accredited by the CIIF</td>
<td>1 Contact Hour = 1 CPD point, with a maximum of 5 CPD points per day</td>
<td>1 Contact Hour = 0.5 CPD point, with a maximum of 3 CPD points per day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Learning programmes must be accredited by the CIIF</td>
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<tr>
<td></td>
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<td></td>
<td>- At least 90% attendance is compulsory</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Records of assessment of participants (if applicable)</td>
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<td></td>
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<td></td>
<td>- Must be endorsed / recognised by a professional body/regulator</td>
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<tr>
<td></td>
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<td></td>
<td>- At least 50% of the total content must relate to Islamic finance</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Members must submit certificate and proof of attendance/participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Attending public forums relevant to the Member’s current occupation, preferably with topics on or related to Islamic finance</td>
<td>Unstructured</td>
<td>Members must submit certificate and proof of completion</td>
<td>1 Contact Hour = 1 CPD point</td>
<td>1 Contact Hour = 0.5 CPD point</td>
</tr>
</tbody>
</table>
## APPENDIX 4
### LIST OF CPD ACTIVITIES AND CORRESPONDING CPD POINTS

<table>
<thead>
<tr>
<th>No.</th>
<th>CPD Activity</th>
<th>Category</th>
<th>Critiria</th>
<th>CPD Points</th>
</tr>
</thead>
</table>
| 8   | Authoring and co-authoring publications on topics relevant to the Member’s current occupation in the form of research papers, books, journals, newspapers, websites or any other written platforms (either print copy or electronic format), preferably on or related to Islamic finance | Unstructured | - The article must be created for the purpose of professional or community development  
- The topic of the article must be of the Member’s expertise  
- The CPD point for this activity is only claimable during the CPD Cycle in which the publication is released for the first time  
- Members must submit a copy of the published article | These will be reviewed on a case-by-case basis |
| 9   | Conducting coaching, training for or facilitating CPD courses, workshops, seminars or conferences that are organised or accredited by the CIIF | Unstructured | Members must submit certificate and proof of completion  
Note: Members “facilitating” must play an active role in the CPD activity such as moderating and/or organising discussion or activity to merit collection of CPD points. | 1 Contact Hour = 1 CPD point, with a maximum of 5 CPD points per day. |
| 10  | Working as part-time lecturers for undergraduate or postgraduate courses that are accredited by the CIIF | Unstructured | Members must at least have a master’s qualification awarded by an institution duly accredited by their national qualification body/agency. For instance, in Malaysia such body/agency would be the Ministry of Higher Education  
- Members must submit proof of employment and details of module | 1 Contact Hour = 1 CPD point, with a maximum of 10 CPD points per year. |
| 11  | Working as examiners or markers for professional or academic bodies with approval from the CIIF | Unstructured | Members must at least have a master’s qualification awarded by an institution duly accredited by their national qualification body/agency. For instance, in Malaysia such body/agency would be the Ministry of Higher Education  
- Members must submit proof of employment and details of module | 1 CPD point for every 3 questions set with a maximum of 5 CPD points per CPD Cycle and 1 CPD point for every 20 scripts marked with a maximum of 5 CPD points per CPD Cycle |
## APPENDIX 4
### LIST OF CPD ACTIVITIES AND CORRESPONDING CPD POINTS

<table>
<thead>
<tr>
<th>No.</th>
<th>CPD Activity</th>
<th>Category</th>
<th>Criteria</th>
<th>Accredited CPD Provider / Accredited Employer</th>
<th>Non-Accredited CPD Provider</th>
</tr>
</thead>
</table>
| 12  | Self-directed study – reading scholarly articles, books, journals, magazines and other publications | Unstructured | - Materials of study to preferably be on or related to Islamic finance  
- Members must submit summary of materials studied and statement of outcomes achieved  
Note: Self-directed study refers to instances where the members take the initiative and select, manage, and assess their own learning activities, which can be pursued at any time, in any place, through any means, at any age. | 1 CPD point per summary and statement of outcomes, with a maximum of 5 CPD points per year |
| 13  | Self-directed study – electronic media e.g. watching videos, webcasts or podcasts | Unstructured | - Materials of study to preferably be on or related to Islamic finance  
- Members must submit summary of materials studied and statement of outcomes achieved  
Note: Self-directed study refers to instances where the members take the initiative and select, manage, and assess their own learning activities, which can be pursued at any time, in any place, through any means, at any age. | 1 CPD point per summary and statement of outcomes, with a maximum of 5 CPD points per year |
| 14  | Participation in professional associations (e.g. Member of an industry board, council, committee, sub-committee) that contribute to the advancement of Islamic finance | Unstructured | Members must submit written confirmation of appointment as member of the relevant industry board / council / committee / sub-committee, e.g. extract minutes of meeting                                                                 | 5 CPD points per board / council / committee / sub-committee per year |
| 15  | On-the-job training provided by Accredited Employer | Unstructured | - The training must relate to the Member’s development or advancement of professional competencies  
- Employer must be an Accredited Employer for CPD  
- Members must provide statement of outcomes achieved and written confirmation from employer | 5 CPD points per year |
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<th>No.</th>
<th>CPD Activity</th>
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| 16  | Mentoring or coaching        | Unstructured | - The mentoring or coaching must relate to the provision of professional development support   
- Members must provide details of mentee or receiver of coaching and written confirmation by the same | 1 Contact Hour = 1 CPD point with a maximum of 5 CPD points a year             |
| 17  | Receiving mentoring or coaching | Unstructured | - The mentoring or coaching must relate to the provision of professional development support   
- Members must provide details of mentor or coach of coaching and written confirmation by the same | 1 Contact Hour = 1 CPD point with a maximum of 5 CPD points a year             |

Note: The list of CPD activities set out above is non-exhaustive and may be amended from time to time. For any enquiries, please refer to the CIIF.
Q1 Is CPD compulsory for all Members of the CIIF?

CPD is compulsory for Fellow and Chartered Members and voluntary for Honorary, Student and Associate Members. Undergoing the CPD will ensure that you have the necessary knowledge and skills to meet the challenges of your profession.

Q2 How should I approach my CPD?

We recommend that effective CPD must include self-reflection and planning. Each Member is encouraged to consider the following steps to help them achieve the desired end-goal:

- Identify the gaps in knowledge and what CPD activities are required to fill such gaps
- Plan the desired outcomes, the measures needed to obtain such outcomes and track the progress
- Implement the plan
- Reflect on the learning and determine how the newly obtained knowledge can be applied
- Apply by creating opportunities to translate theory into practice and put the learning to work
- Measure the overall impact the learning has on roles and responsibilities at work.

Q3 How should I record my CPD?

If you elect to participate in CPD activities conducted by Accredited CPD Providers, the Accredited CPD Providers and Accredited Employers are responsible to submit the necessary details of the CPD activity in accordance with Section 4.1 of the Guidelines. Members must monitor and retain their respective CPD records in order to verify the details submitted by the Accredited CPD Providers and Accredited Employers.

If you elect to participate in CPD activities conducted by Non-Accredited CPD Providers, the responsibility to declare the CPD activity lies with you, the Member, in accordance with Sections 4.4 to 4.6 of these Guidelines.

Q4 How do you select which Member will be audited for purposes of CPD?

We will on an annual basis select a sample of Members for assessment at random and each sample size will be 10% of the total number of Members. Thus, it is vital for Members to keep their CPD records up-to-date throughout the year.

Q5 If I am asked to submit supporting documents for my CPD, how much time will I have to do this?

We ask for records to be submitted within seven (7) Working Days of our request. If records are not received after the CIIF has sent reminders and taken reasonable steps to contact the Member, then, in the absence of any reasonable mitigating circumstances, we reserve the right to not recognise the CPD activity concerned. This may in turn affect the fulfilment of the requisite minimum CPD, which may entail a penalty.

Q6 What happens if my CPD records are assessed as not having met the CIIF’s requirements?

If CPD records submitted do not, in our assessor’s view, meet CIIF’s requirements then we will contact the Member concerned and explain the reasons. The individual may then be asked to re-submit their records or submit additional supporting documents, as the case may be, taking into account the assessor’s feedback. Should a second submission still fail to meet the CIIF’s requirements, and in the absence of any reasonable mitigating circumstances, the CPD activity will not be recognised and the Member will be penalised for non-compliance.
Q7 How will my CPD records be assessed?

Our assessors will firstly look for clear evidence that the activity meets the requirements under the Standards, that the CPD activity:

(i) should be relevant to the immediate or long-term professional development of the Member;
(ii) must comply with the CPD Framework as set out under the Standards; and
(iii) must deal primarily with matters relevant to the Islamic finance profession.

Secondly, the assessor will assess the feedback submitted by the Member to ensure that there is sufficient reflection on the learning done through the CPD activity and how the knowledge obtained has or will be applied in such Member’s work.

Q8 Will I be able to carry forward CPD points from one CPD Cycle to the next?

Yes, you are able to carry forward a maximum of ten CPD points from one CPD Cycle to the next.

Q9 I’ve been ill for three months. How can I comply with the CPD requirements?

For sickness absences shorter than three (3) months, CPD requirements remain unchanged. While it may not be possible (and it is not required) to undertake CPD during the period of absence, it is expected that any shortfall should be able to be made up over the remainder of the CPD Cycle.

Q10 I have been on parental (maternity or paternity) leave for less than 6 months. Can I have an extension to my CPD Cycle?

Yes, the CIIF may grant an extension to your CPD Cycle for a period of time equivalent to the number of days of maternal or paternity leave which you are entitled to take as prescribed by law. If the same is not prescribed by law, the CIIF may grant an extension to your CPD Cycle for a period of up to three (3) months.

Q11 I’ve been ill for over a year. How can I comply with the CPD requirements?

For sickness absences longer than three (3) months, it is recommended that you endeavour to maintain some CPD activity if possible but a pause can be made for the duration of your sickness leave.

Where sickness absence prevents normal CPD activity, an exemption should be applied for and if granted, the reason for your non-participation in CPD activities will be acknowledged.
Q12 30 hours per CPD Cycle - that’s an awful lot of courses to attend – how can I possibly afford the time or the expense?

Contrary to popular belief, CPD does not always equate attending courses. The CIIF recognises that CPD can be accrued in a myriad of different ways which can include, but not restricted to:

- relevant learning from practical experience
- teaching/mentoring of Members
- project specific research
- delivery of lectures
- publication of articles
- reading of journals/technical papers
- post-graduate study

Kindly refer to Appendix 4 on the types of CPD activities acceptable under the CIIF CPD Framework. Members are also reminded to consider the suggested ratio of structured (formal) and unstructured (informal) CPD activities based on the class of membership.

Q13 I am member of a number of professional institutions and already take part in their CPD programmes. Do I have to still have to comply with the CIIF’s CPD requirements?

Yes, you still have to comply with the CIIF’s CPD requirements. Where you have participated in CPD activities under such institutions, you may also use the CPD points obtained therefrom for purposes of the CIIF’s CPD, provided that such CPD activities fulfil the requirements set out under the Standards and if provided by an institution which has not been accredited by the CIIF, you must submit a Declaration of Participation in CPD Activities by Non-Accredited CPD Providers within sixty (60) days of participation in the CPD activity.

Q14 Am I limited by the ratio of structured and unstructured CPD activities in the CIIF CPD Framework?

No, you are not limited by the suggested ratio. We leave it to the Members to gauge the best type of CPD activity required to fill the knowledge gaps and advance themselves in their career.

Q15 How soon before a CPD activity must I apply to the CIIF to obtain accreditation?

All applicants must submit their application to the CIIF for accreditation at least one hundred and twenty (120) days before conducting any CPD activity.