



FPA CPD AUDIT FAQ

What is the FPA CPD Audit?

The FPA CPD Audit is a random selection process and it is a requirement that practitioner members - CFP® Professional, Financial Planner AFP® and Associate - comply with the CPD Audit procedure. Audits are conducted in March and September each year.

Practitioner members selected need to submit their record of CPD hours (Continuing Professional Development) and if they use the CFP Marks or AFP professional designation a sample of their business stationery- business card, letterhead and email signature, to ensure their use of these aligns to [FPA Regulation 02/04](#).

Why is the FPA conducting an Audit?

The Audit of CPD hours for all practitioner members has been part of the [FPA CPD Policy](#), since 2008.

The Audit is also a Financial Planning Standards Board (FPSB) requirement relating to the FPA's license to use the CFP® marks.

The Audit provides the opportunity to inform and educate members of their FPA membership obligations.

Why are Financial Planner AFP® and Associate members included?

FPA promotes the professionalism of all its practitioner members who are bound by the [FPA Code of Professional Practice](#). Section 6.1 of the CPD Policy applies to Associate and Financial Planner AFP® members.

What do I have to do?

Practitioner members selected need to submit to cpdaudit@fpa.com.au:

- The [CPD Audit Request](#) — completed and signed.
- A copy of their Professional Development Record with Accreditation Numbers.
- Stationery - business card, letterhead and email signature - displaying their Marks or professional designations. Scanned copies/screen shots of the stationery is acceptable.

How can I find out more about the CPD Audit, Marks and professional designations?

Visit the [FPA CPD policy and Audit webpage](#) where you will find useful resources to help you through the CPD Audit.

CPD SECTION

Can the FPA tell me my accrued CPD hours?

The FPA records the following FPA learning activities – CFP Program, Money and Life Quiz and the FPA Professionals Congress – in your Member Centre. You and your licensee would be keeping records of your other external learning activities.

The [FPA CPD Policy](#) states that you maintain your own records.

How many CPD hours do I need to accrue?

You need a minimum of 40 hours per CPD year, including minimum CPD category areas of nine (9) hours of Professionalism and ethics and five (5) hours each for Technical competence, Client care and practice, and Regulatory compliance and consumer protection. To assist you attain the required ethics hours, the FPA provides ethics learning activities on:

- [FPA learn website](#)
- [Money and Life website](#)

Do I have to use the FPA's Professional Development Record 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 hours, accredited hours and non accredited hours are clear and that you have included your ethics hours.

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

No. You need to keep your Professional Development Plan, evidence of CPD learning activities and professional reading in line with the CPD Policy. Those members selected for the Audit only need to supply a copy of their Continuing Professional Development Record and only need to submit additional records if requested.

What should I do if my CPD hours do not meet the CPD Audit requirements? Will I lose my designation?

You will need to submit your current Professional Development Plan or a proposed plan of learning activities to make up the deficit. This will be assessed and attached to your member file for future Audit selection. A request for special consideration must be in writing with supporting documentation and submitted with your Professional Development Plan, i.e. in the case of illness or other circumstances that have prevented you from meeting the Audit CPD hour requirements.

Where can I find more information on FPA CPD practitioner membership requirements?

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

MARKS SECTION

What are you looking for when you audit the CFP Marks and professional designations?

(i)FPSB's Marks relating to the three (3) CFP Marks (CFP® practitioners only). Common errors relate to the registered trademark symbol ® and non-use of capitals for the CERTIFIED FINANCIAL PLANNER®. See the [Quick Guide to using the CFP® Logo Lock-Up](#)

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

(iii)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 a 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 CFP Marks and professional designations?

All new practitioner members receive guidelines as to how to use the Marks and professional designations.

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

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