FIMM
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) TRACKER SYSTEM

1. Objectives

4. System Process Flow

2. Background Information on FIMM CPD Tracker System

5. Other Important Information

3. Users of the System

6. Question & Answers

FIMM CPD TRACKER SYSTEM

FIMM CPD TRACKER SYSTEM

1. Familiarize with the Requirements;

2. Familiarize with the Functions; and

3. Familiarize with the Features of FIMM CPD Tracker System.

FIMM CPD TRACKER SYSTEM

What is FIMM CPD Tracker System?

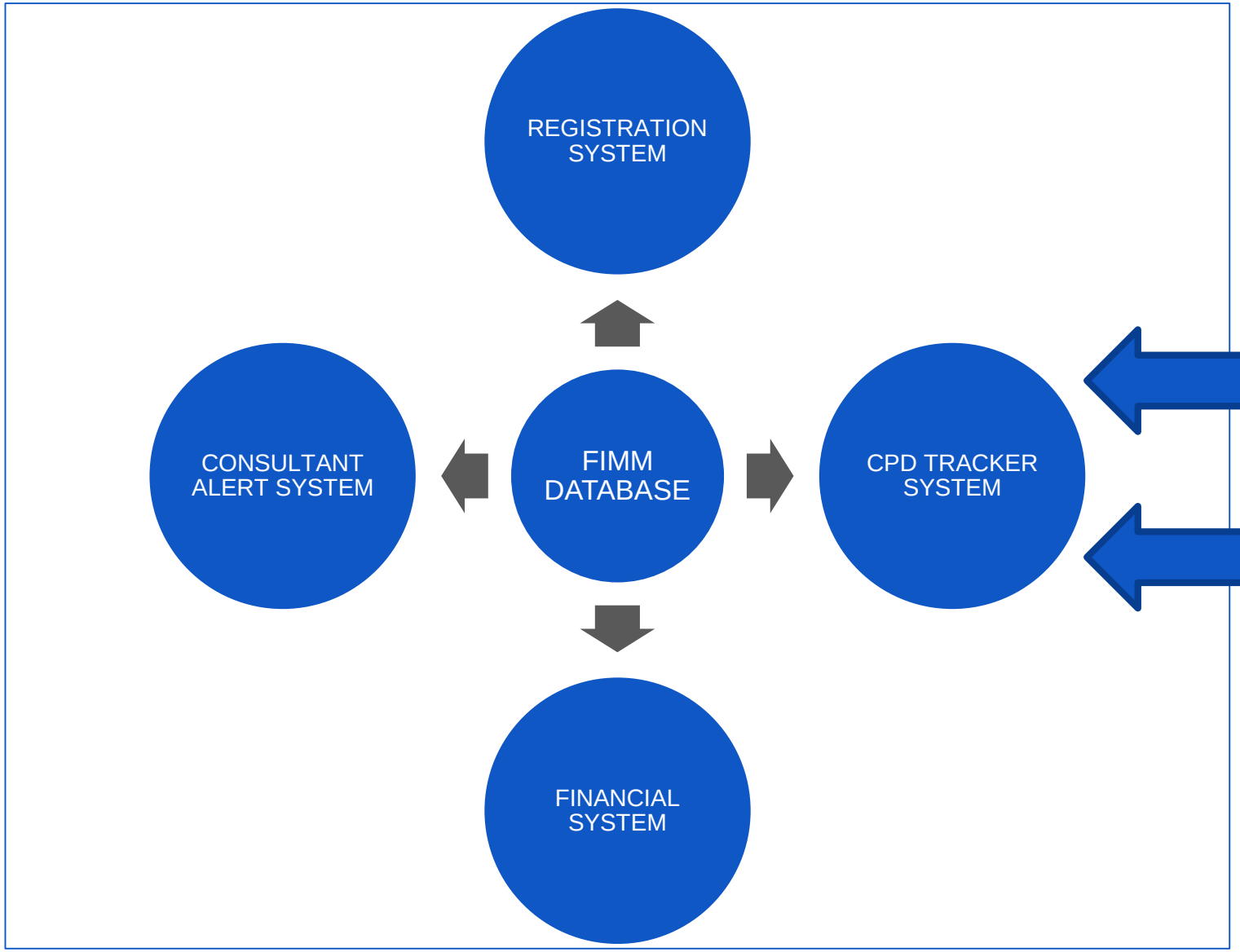
FIMM CPD Tracker System is an online system which facilitates the registration and approval of FIMM CPD programs and allow members and distributors to upload/update CPD Points collected by UTS Consultants/PRS Consultants registered with your company.

Single Platform for FIMM Members to Maintain CPD Points

- This new CPD Tracker will provide a single platform for all FIMM members to maintain the CPD point's records of the consultant.

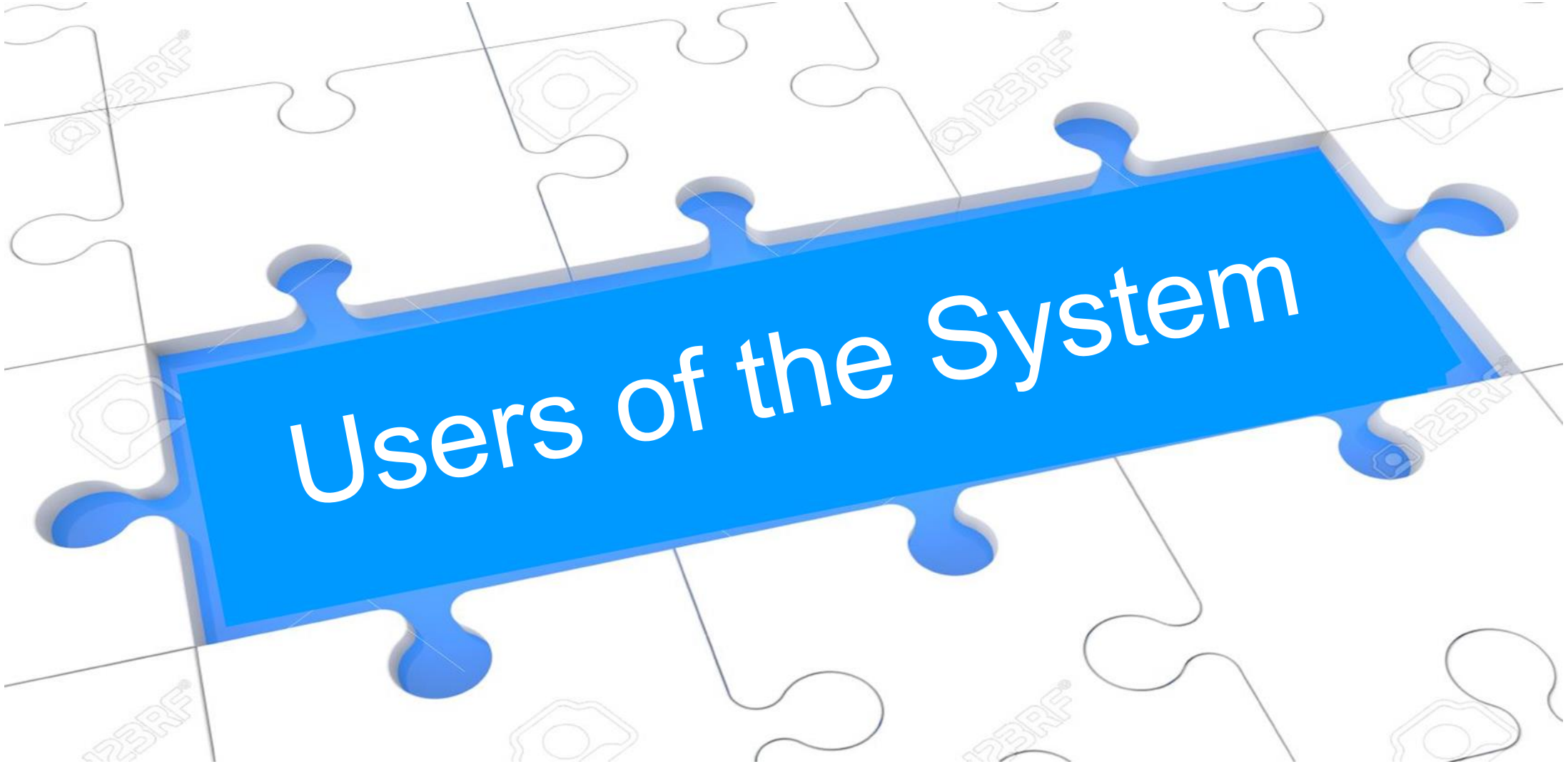
- The new screen has developed to allow user to upload or submit the applications.

Features of the System



FIMM MEMBERS

3RD PARTY TRAINING PROVIDER



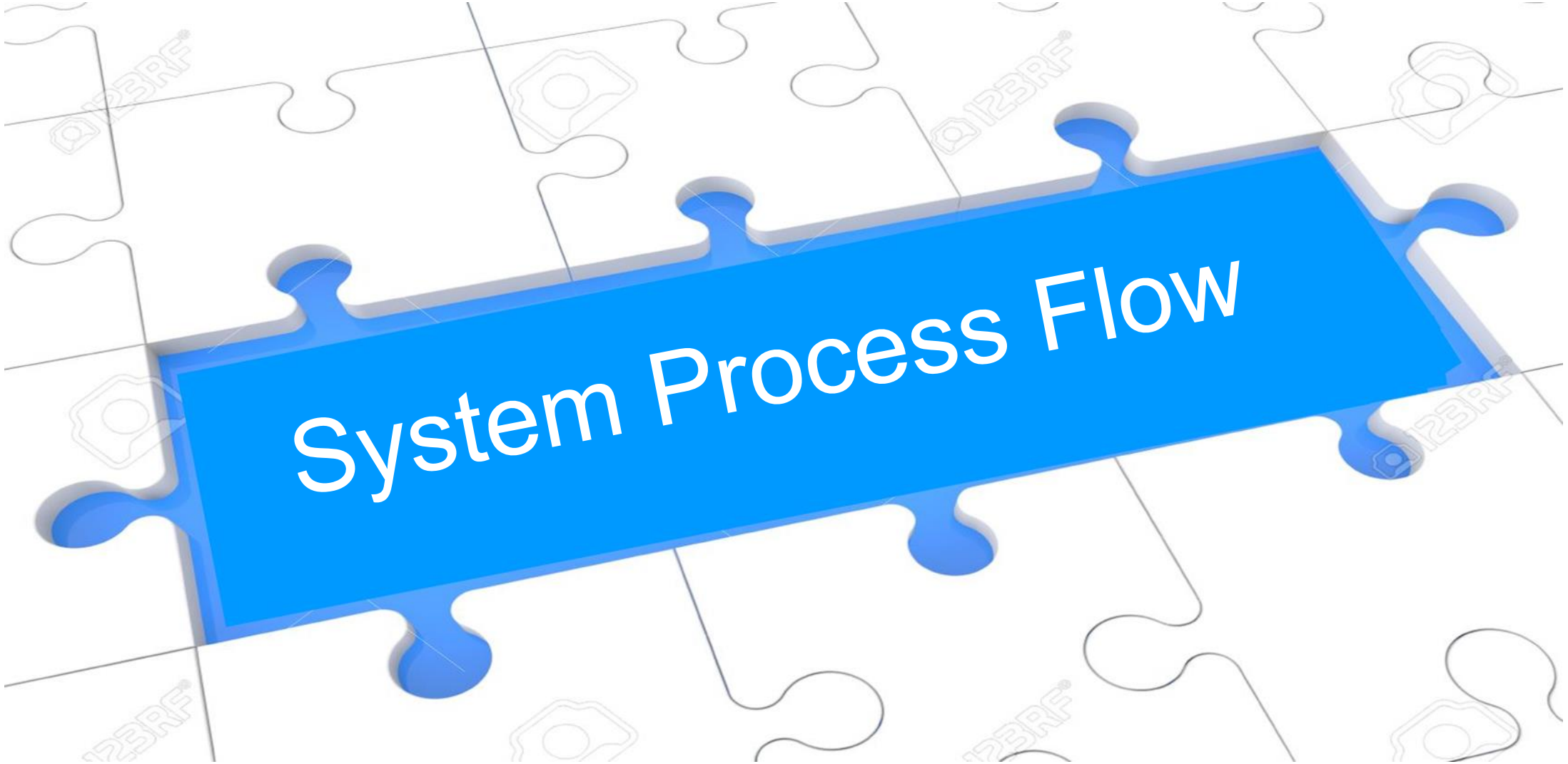
FIMM CPD TRACKER SYSTEM

Users of the System

1. FIMM (CPD Secretariat)
   - Approve/reject information
   - Submit FIMM CPD program and attendance
   - View information

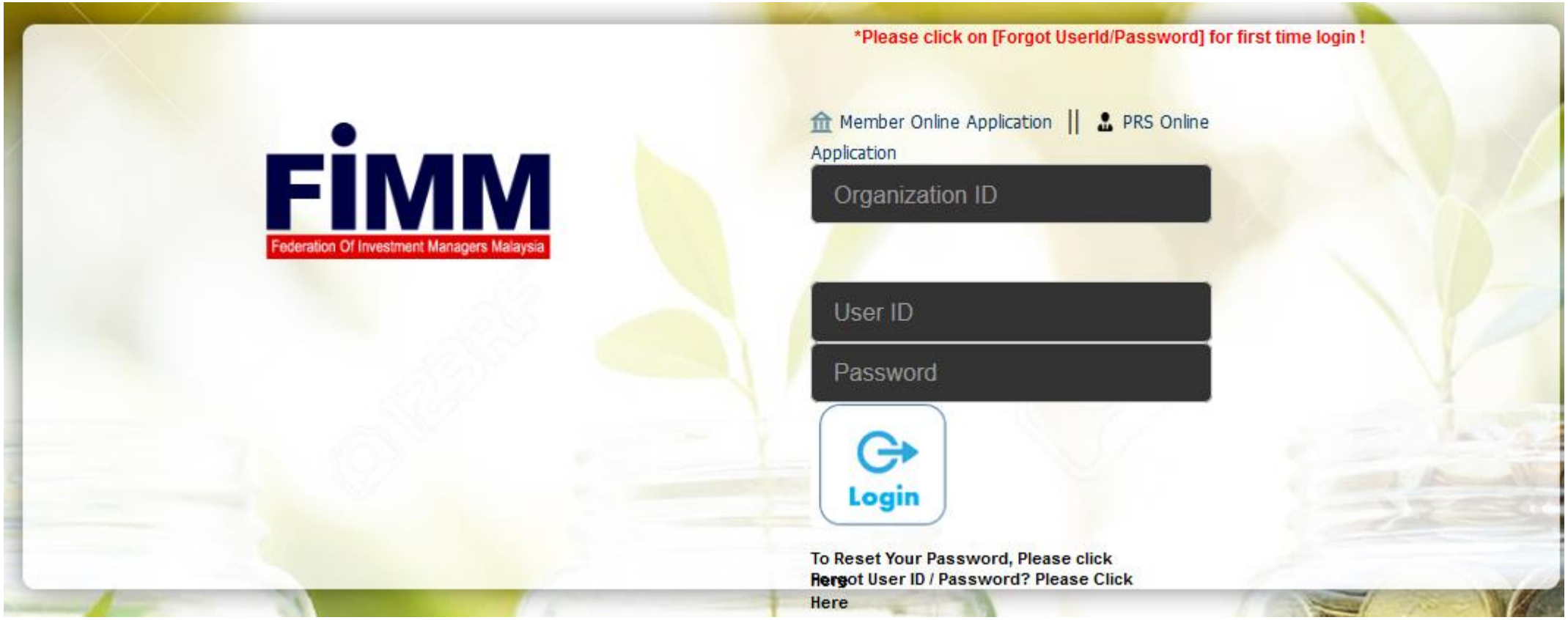
2. FIMM's members (Approved Training Provider – ATP)
   - Submit application for CPD program and attendance
   - View information

3. 3rd Party Training Provider (Approved Training Provider –ATP)
   - Submit application for CPD program and attendance
   - View information



FIMM CPD TRACKER SYSTEM

Login to FIMM Integrated System (FIS)



Click CPD System to Login

Type of Application (CPD Activities)

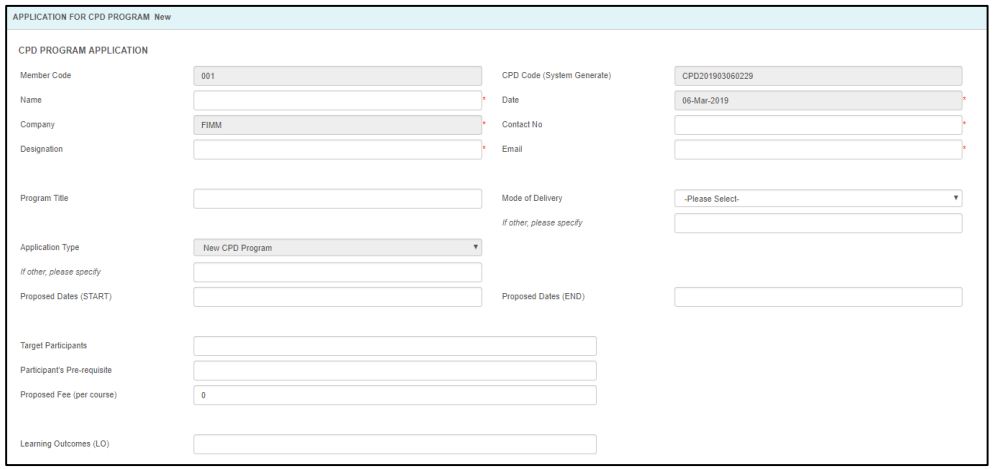
1. CPD Program
2. Writing and Publishing Books/Article
3. Reading Approved Financial Literatures
4. Teaching or Speaking
5. Academic or Professional Qualifications
6. Passing FPAM Modules
7. Waiver for CPD Program

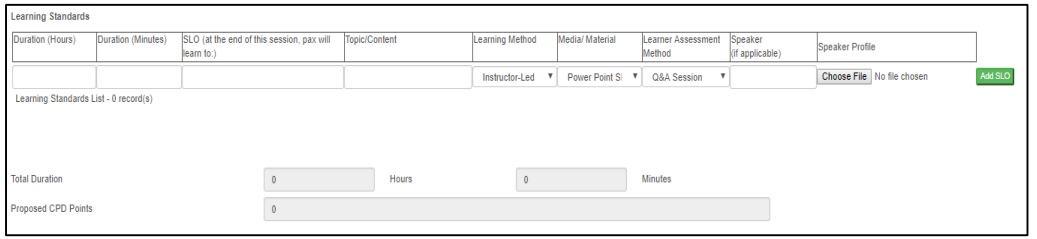
1.0 Apply for New CPD Program (Within 30 days)

Click on button to create CPD Program

New

1





2

Insert requestor's:
- Name
- Contact No
- Email
- Designation

Insert CPD Program's:
- Program Title
- Mode of Delivery
- Proposed Date (START)
- Proposed Date (END)
- Target participants
- Participant's Pre-requisite

- Proposed Fee (per course)
- Learning Outcomes (LO)

3

On Learning Standards, insert/select CPD Program's:
- Duration (Hours)
- Duration (Minutes)
- SLO
- Topic/ Content
- Learning Method
- Media/ Material
- Learner Assessment Method
- Speaker
- Upload Speaker's profile

Click on button to ADD SLO

Add SLO

4

5

Click on button to submit NEW CPD Program

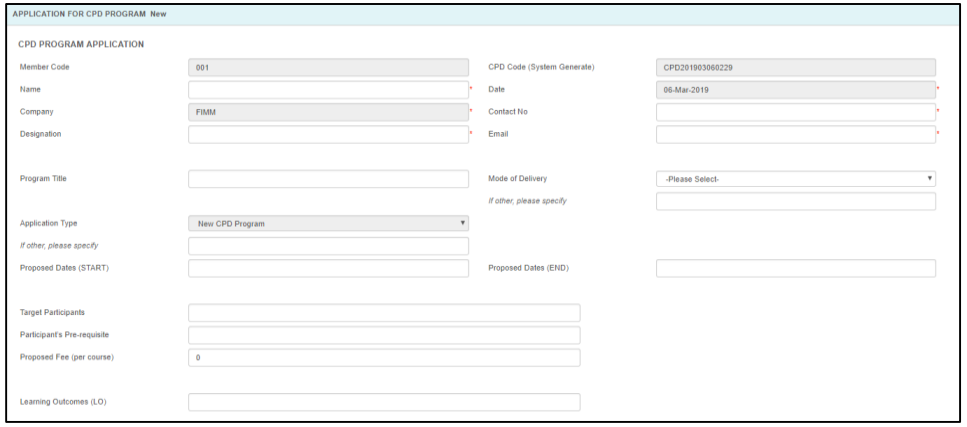
Submit

WAITING APPROVAL

1.1 Apply for New CPD Program (Less than 30 days)

Click on button to create CPD Program

1

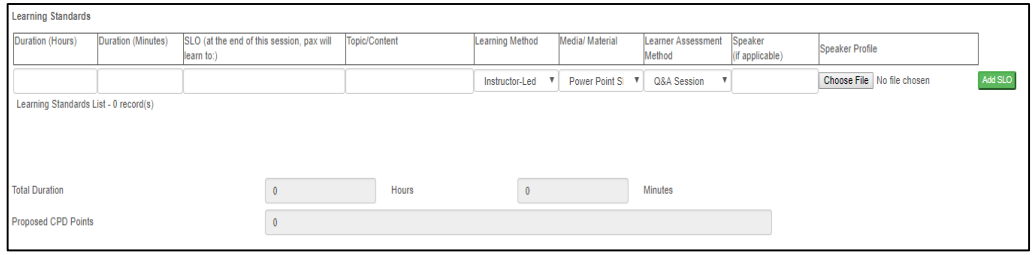


2

Insert requestor's:
- Name
- Contact No
- Email
- Designation

Insert CPD Program's:
- Program Title
- Mode of Delivery
- Proposed Date (START)
- Proposed Date (END)
- Target participants
- Participant's Pre-requisite

- Proposed Fee (per course)
- Learning Outcomes (LO)



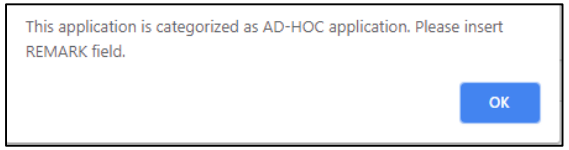
3

On Learning Standards, insert/select CPD Program's:
- Duration (Hours)
- Duration (Minutes)
- SLO
- Topic/ Content
- Learning Method
- Media/ Material
- Learner Assessment Method
- Speaker
- Upload Speaker's profile

4

Click on button to ADD SLO

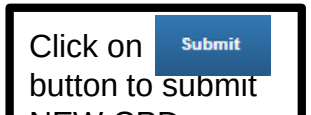
5



Popup to notify user, click on 'OK' button & insert remarks

6

Click on button to submit NEW CPD Program



WAITING APPROVAL

1.2 Repeated Program

1. Tick ☑ CPD Program with status 'Approved'

2. Click on **Repeat** button to repeat CPD Program

3. The Application Type will be displayed as 'Repeated CPD Program', Insert:
   - Proposed Dates (START)
   - Proposed Dates (END)

4. Click on **Edit** button to edit Speaker name

5. Click on ✔ to save

6. Click on **Submit** button to submit REPEATED CPD Program

WAITING APPROVAL

Speaker's Profile – Sample (PDF format)

SPEAKER'S PROFILE

MR A

Mr A is qualified as Chartered Financial Analyst (CFA) charter holder, and holds a Master's in Business Administration ("MBA") from the University of UK. He is a Chartered Financial Analyst (CFA) charter holder and is also a licensed Investment Advisor by the Securities Commission of Malaysia. He is a member of Institute Business Appraiser (IBA).

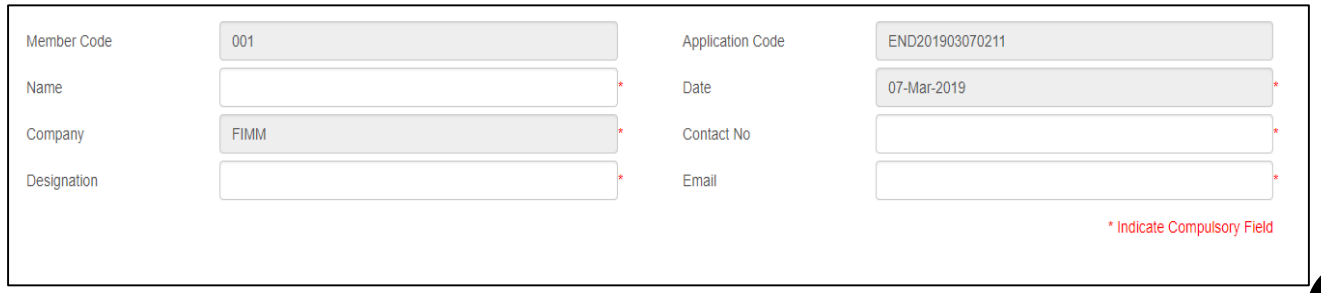
Mr A is a Capital Markets Consultant-cum-Entrepreneur in Corporate Strategy and Investment Education specializing in the Capital Markets Industry. He lectured on Financial Management, Financial Strategy, Money and Banking, Financial Planning and Corporate Strategy related modules.

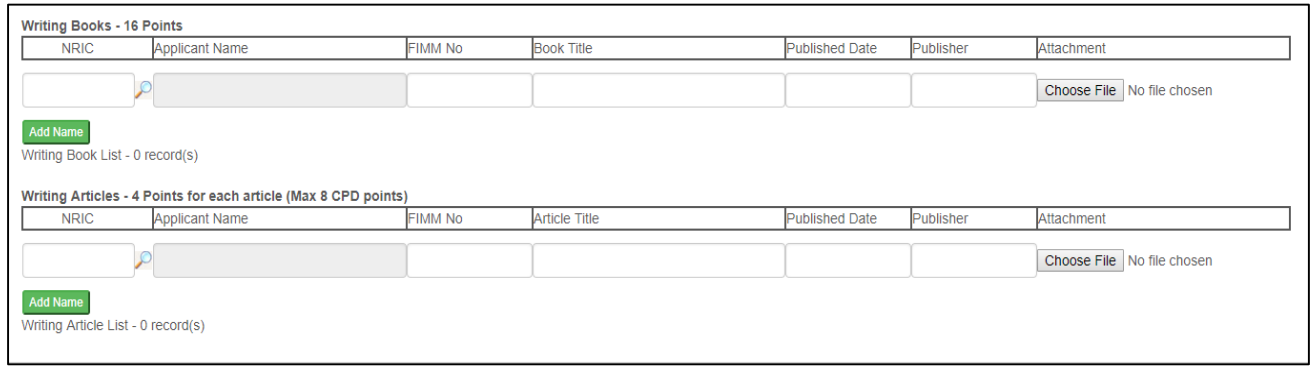
He is a good communicator and brings his practitioner experience to enhance learning and add value in the classroom. He lectures at all three levels of the Chartered Financial Analyst Program on ethics, quantitative methods, fixed income, risk management and portfolio management.

2.0 Writing and Publishing Books/Article

1

Click on New button to create application





2

Insert requestor's:
- Name
- Contact No
- Email
- Designation

3

Insert Consultant's:
- NRIC and click on

Notes:
Only 1 consultant name per transaction

Then, System will auto populate 'Applicant Name'

Follow by inserting:
- FIMM No
- Book/Article Title
- Published Date
- Publisher
- Upload attachment

Click on Add Name button to add.

4

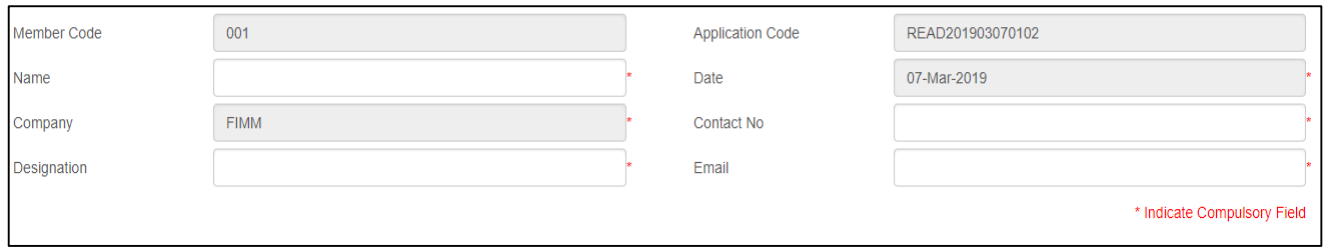
Click on Submit button to submit application

WAITING APPROVAL

3.0 Reading Approved Financial Literatures

1

Click on New button to create application

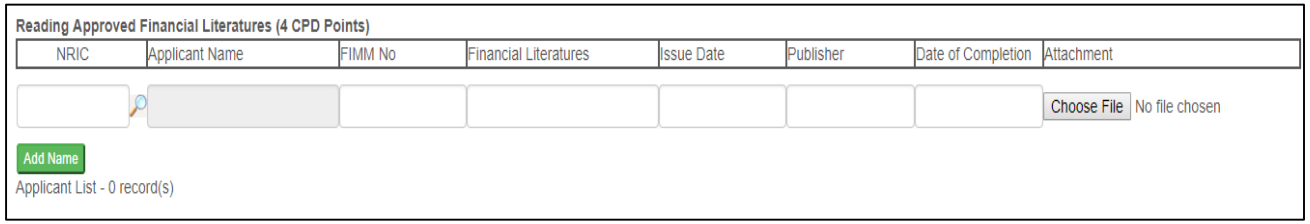


2

Insert requestor's:
- Name
- Contact No
- Email
- Designation

Notes:
Only 1 consultant name per transaction

3



Insert Consultant's:
- NRIC and click on

Then, System will auto populate 'Applicant Name'

Follow by inserting:
- FIMM No
- Financial Literature
- Issue Date
- Publisher
- Date of Completion
- Upload attachment

Click on Add Name button to add.

4

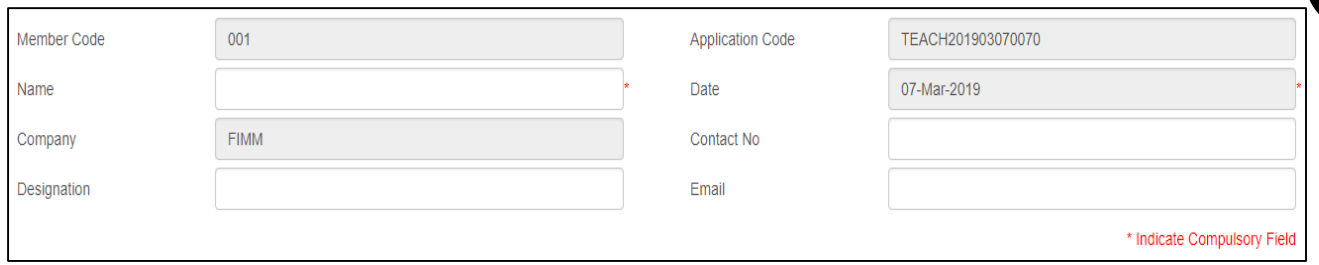
Click on Submit button to submit application

WAITING APPROVAL

4.0 Teaching or Speaking

1

Click on New button to create application

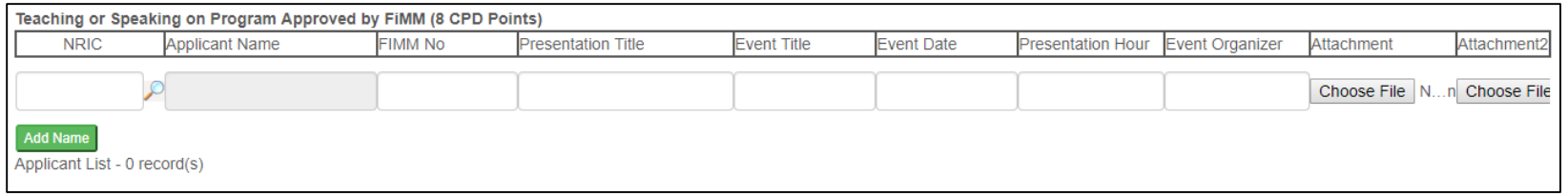


2

Insert requestor's:
- Name
- Contact No
- Email
- Designation

Notes:
Only 1 consultant name per transaction

3



Insert Consultant's:
- NRIC and click on

Then, System will auto populate 'Applicant Name'

Follow by inserting:
- FIMM No
- Presentation Title
- Event Title
- Event Date
- Presentation Hour
- Event Organizer
- Upload attachment

Click on Add Name button to add.

4

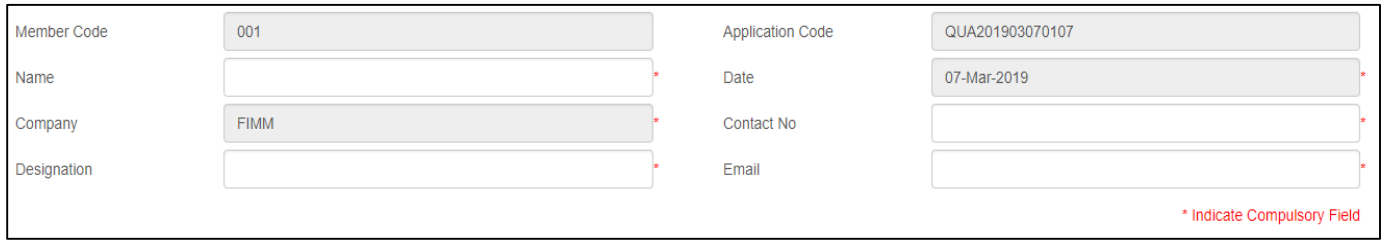
Click on Submit button to submit application

WAITING APPROVAL

5.0 Academic or Professional Qualifications

1

Click on New button to create application

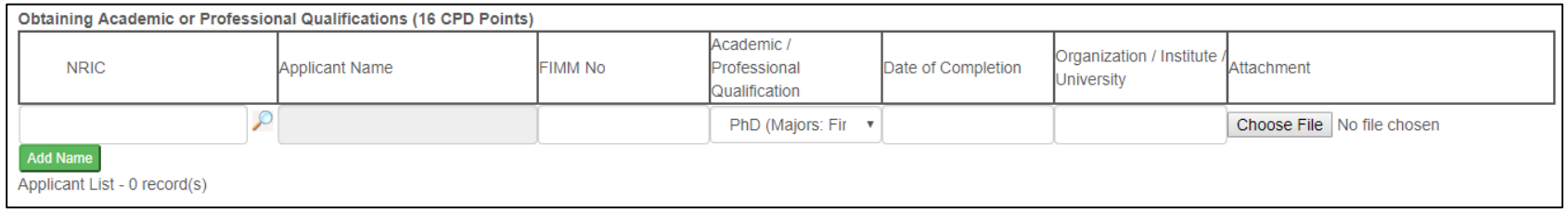


2

Insert requestor's:
- Name
- Contact No
- Email
- Designation

Notes:
Only 1 consultant name per transaction

3



Insert Consultant's:
- NRIC and click on 🔎

Then, System will auto populate 'Applicant Name'

Follow by inserting:
- FIMM No
- Academic/Professional Qualification
- Date of Completion
- Organization/Institute/University
- Upload attachment

Click on Add Name button to add.

4

Click on Submit button to submit application

WAITING APPROVAL

6.0 Passing FPAM Modules

1

Click on **New** button to create application

2

Member Code	001	Application Code	FPAM201903070080
Name *		Date *	07-Mar-2019
Company *	FIMM	Contact No *	
Designation *		Email *	

* Indicate Compulsory Field

Insert requestor's:
- Name
- Contact No
- Email
- Designation

Notes:
Only 1 consultant name per transaction

3

Passing FPAM Modules (10 CPD Points) CFP Module 1, 3 & 4 / IFP Module 1 & 3

NRIC	Applicant Name	FIMM No	Modules	Date of Completion	Attachment
			CFP Module 1		Choose File No file chosen

Add Name

Applicant List - 0 record(s)

Passing FPAM Modules (5 CPD Points) CFP Module 2 / IFP Module 2 & 4

NRIC	Applicant Name	FIMM No	Modules	Date of Completion	Attachment
			CFP Module 2		Choose File No file chosen

Add Name

Applicant List - 0

Insert Consultant's:
- NRIC and click on 🔎

Then, System will auto populate 'Applicant Name'

Follow by inserting:
- FIMM No
- Modules
- Date of Completion
- Upload attachment

Click on **Add Name** button to add.

4

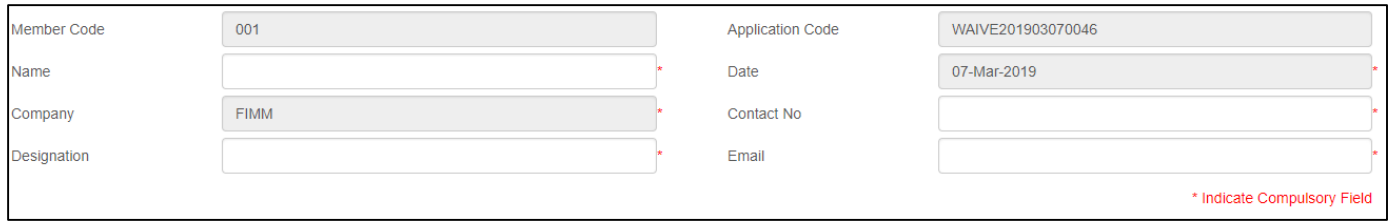
Click on **Submit** button to submit application

WAITING APPROVAL

7.0 Waiver for CPD Program

1

Click on **New** button to create application



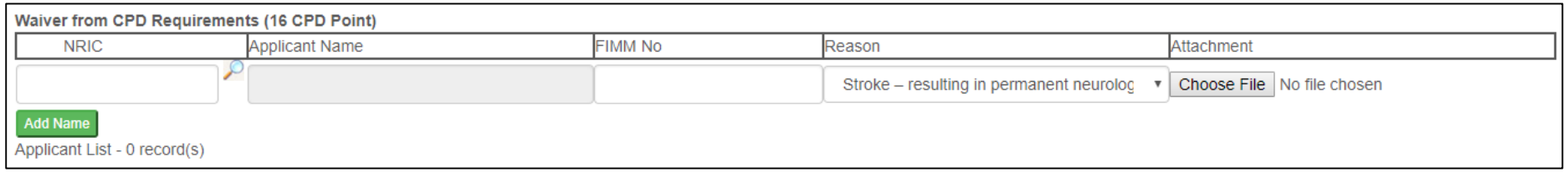
2

Insert requestor's:
- Name
- Contact No
- Email
- Designation

Notes:
Only 1 consultant name per transaction

3

Insert Consultant's:
- NRIC and click o



Then, System will auto populate 'Applicant Name'

Follow by inserting:
- FIMM No
- Reason
- Upload attachment

Click on **Add Name** button to add.

4

Click on **Submit** button to submit application

WAITING APPROVAL

Record and Report

1. Uploading Participant / Attendance Record

2. Uploading Evaluation Report

3. Query

4. Report

1.0 Uploading Participant / Attendance Record

1

Tick ☑ CPD Program with status 'Not Submitted'

2

Click on link to download the participant upload template file

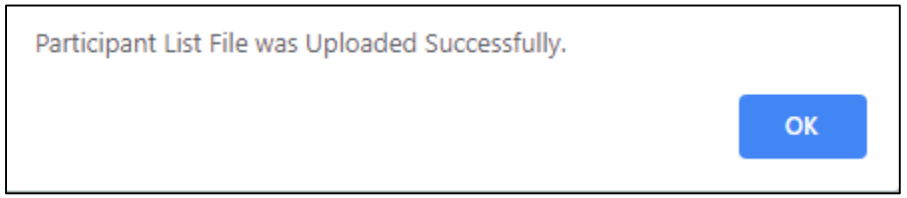
3

Click on Choose File button to select file participant listing

4

Click on Upload To upload participant listing

5



Wait until popup message appear

WAITING APPROVAL

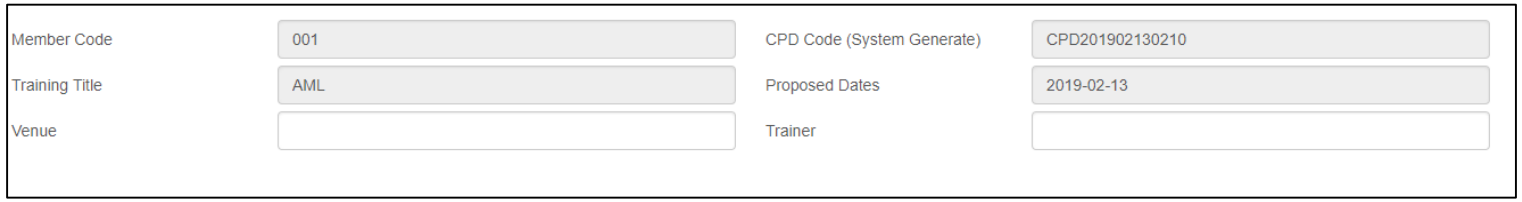
2.0 Uploading Evaluation Report

1

Tick ☑ CPD Program with status 'Not Submitted'

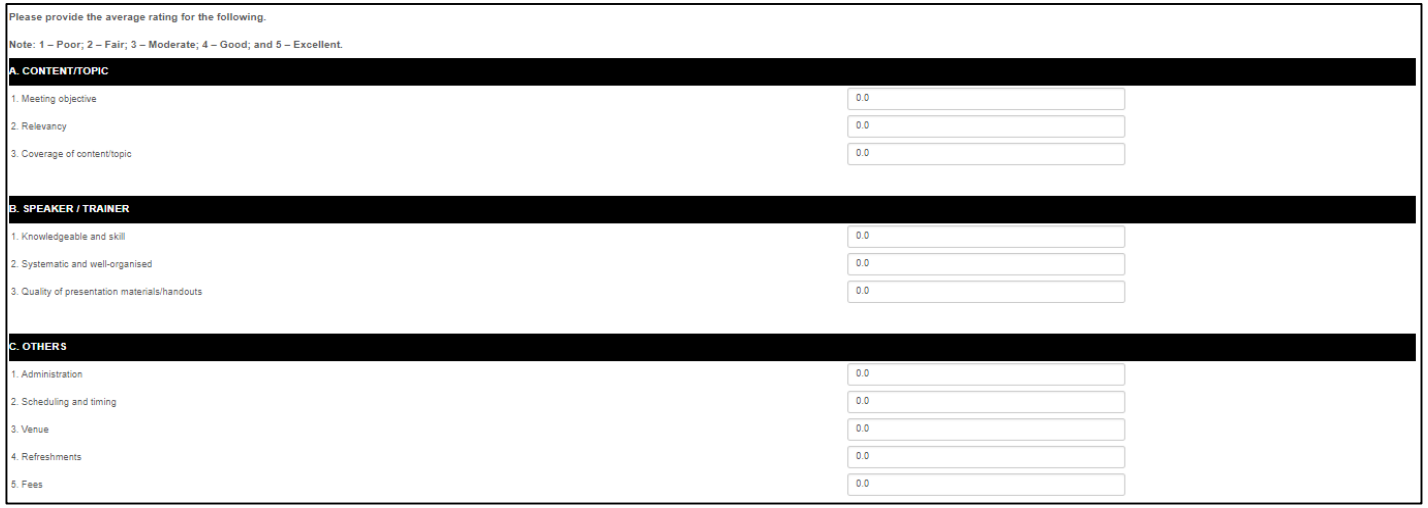
2

Click on **Add New** To insert CPD Program's feedback



3

Insert CPD Program's:
- Venue
- Trainer



4

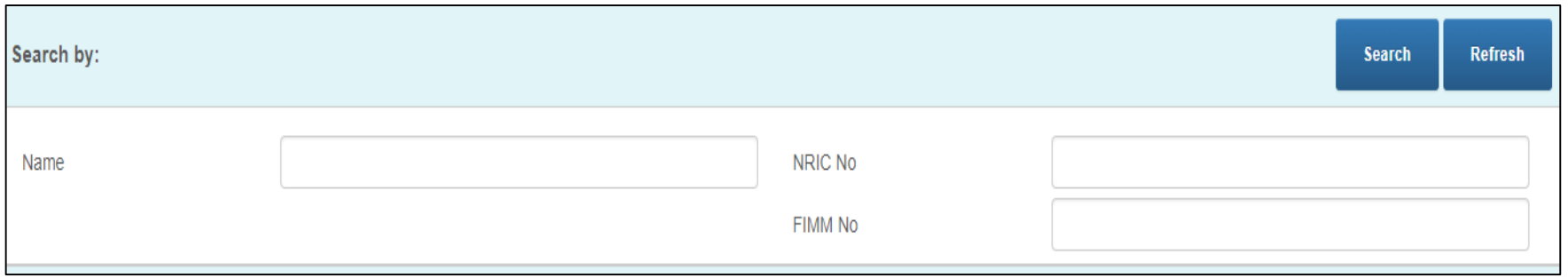
Fill in all the details

5

Click on **Submit** button to submit feedback

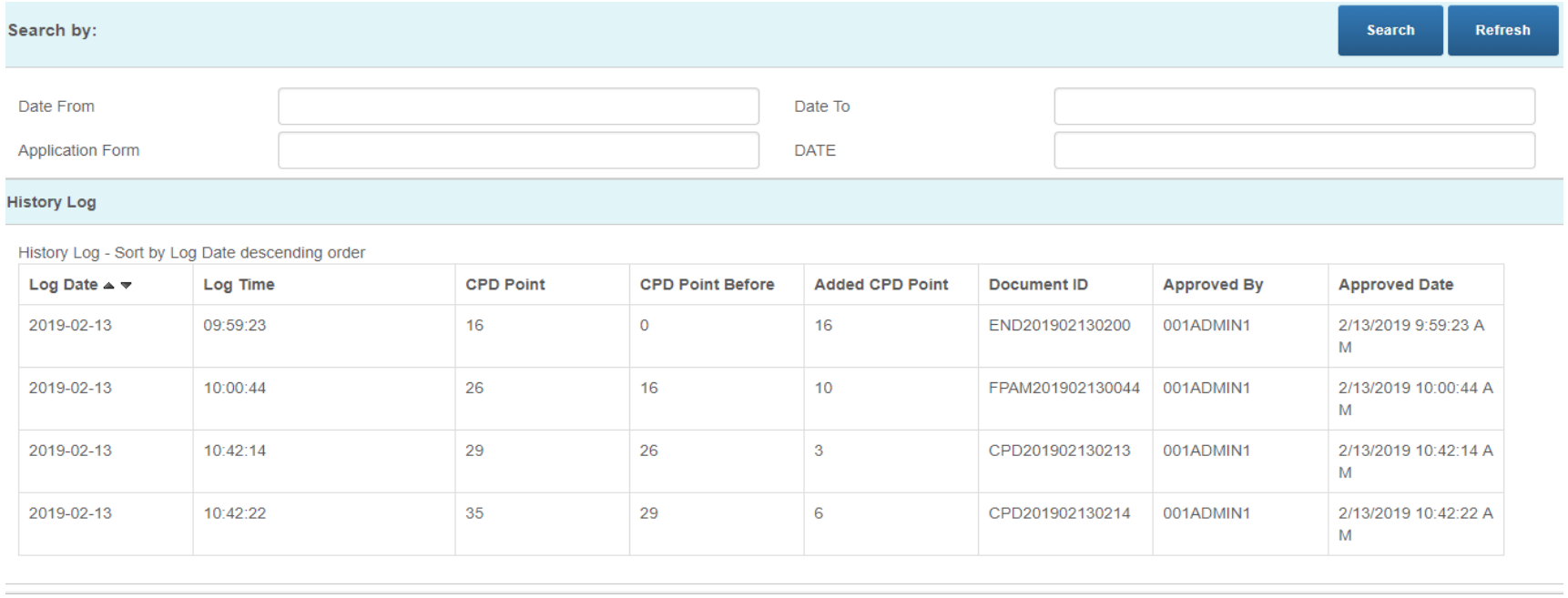
WAITING APPROVAL

3.0 Query



1 Searching criteria:
- Name, or
- NRIC No, or
- FIMM No

2 Tick ☑ under Sel column



History Log - Sort by Log Date descending order

Log Date	Log Time	CPD Point	CPD Point Before	Added CPD Point	Document ID	Approved By	Approved Date
2019-02-13	09:59:23	16	0	16	END201902130200	001ADMIN1	2/13/2019 9:59:23 AM
2019-02-13	10:00:44	26	16	10	FPAM201902130044	001ADMIN1	2/13/2019 10:00:44 AM
2019-02-13	10:42:14	29	26	3	CPD201902130213	001ADMIN1	2/13/2019 10:42:14 AM
2019-02-13	10:42:22	35	29	6	CPD201902130214	001ADMIN1	2/13/2019 10:42:22 AM

3 Consultant's history will appear

4.0 Report - Members

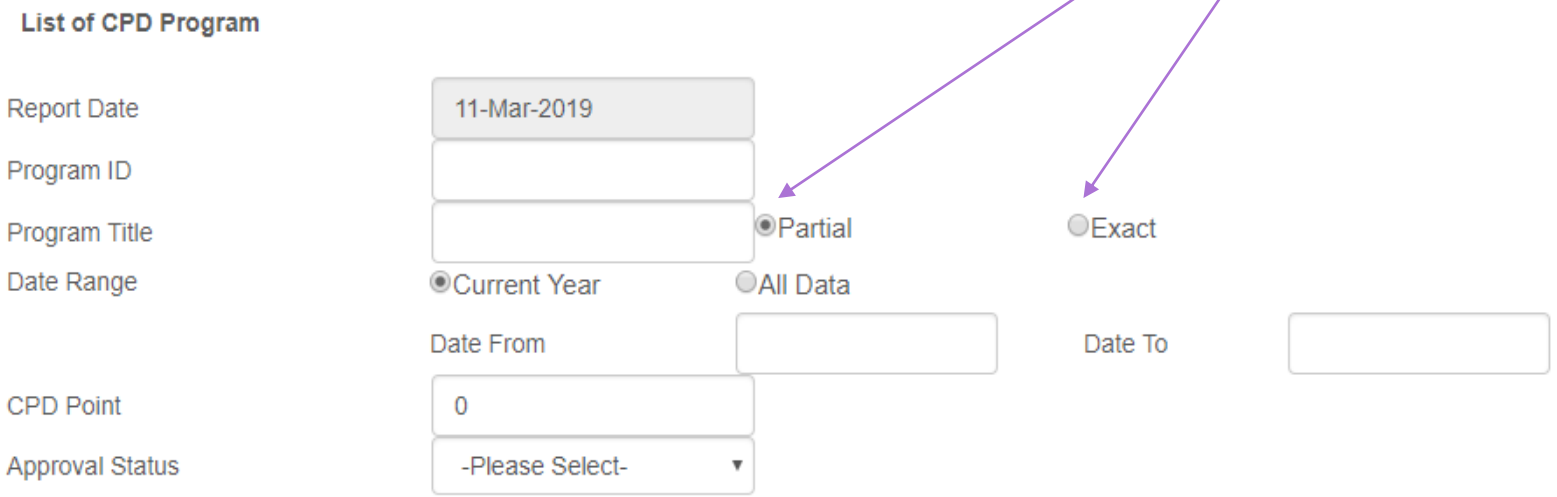
No.	Type of Report	No.	Type of Report
1.	List of CPD Program	7.	List of Waiver for CPD Program
2.	List of Writing and Publishing Books/Article	8.	List of User
3.	List of Reading Approved Financial Literatures	9.	List of Evaluation Report
4.	List of Teaching or Speaking	10.	Participant Record (Consultant)
5.	List of Academic or Professional Qualifications	11.	Participant Record (CPD Program)
6.	List of Passing FPAM Modules		

4.1 List of CPD Program

1

Click on button to open List of CPD Program

2



Partial – No need to key-in completes program title
Exact – key-in exact program title

The searching criteria can be based on:

- Program ID
- Program Title
- Date From
- Date To
- CPD Point, or
- Approval Status

3

Click on **Generate Report** button view the report

4.2 List of Writing and Publishing Books/Article

1

Click on
button to open List of Writing Books/Articles

List of Writing Books/Articles

2

Report Date	11-Mar-2019			
Date Range	Current Year	All Data		
	Date From		Date To	
NRIC				
Name				
FIMM No	i3		PRS	

Insert date, followed by
Insert NRIC and click on
, the Name and FIMM no
will be auto populated

3

Click on **Generate Report**
button view the report

4.3 List of Reading Approved Financial Literatures

1

Click on
button to open List of reading

2

List of Reading

Report Date 11-Mar-2019

Date Range ◉Current Year ○All Data

Date From Date To

NRIC

Name

FIMM No i3 PRS

Insert date, followed by Insert NRIC and click on , the Name and FIMM no will be auto populated

3

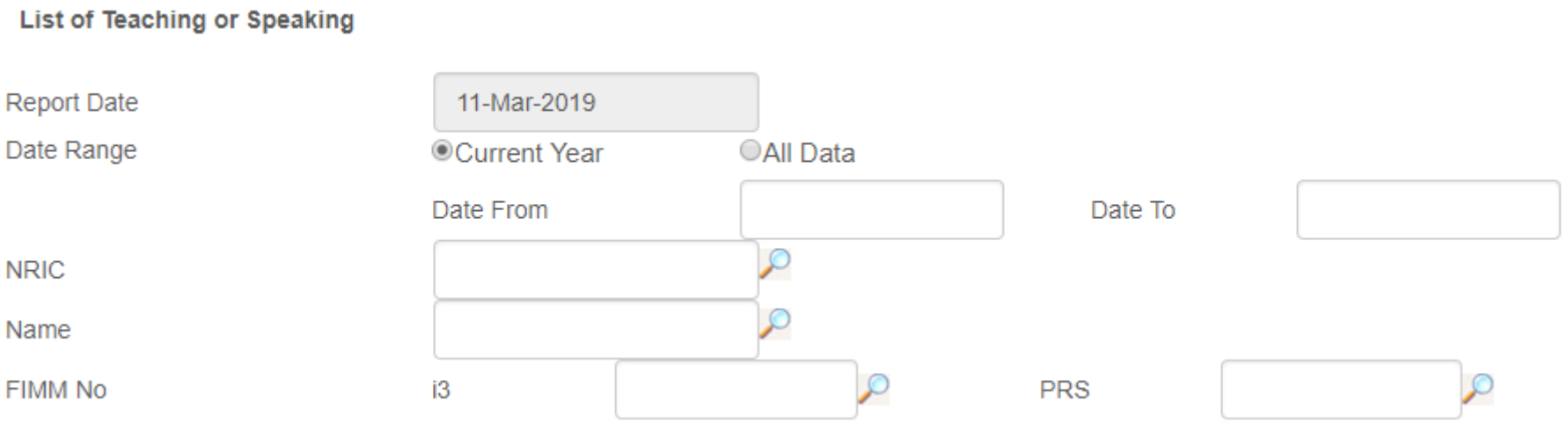
Click on **Generate Report**
button view the report

4.4 List of Teaching or Speaking

1

Click on
button to open List of Teaching or Speaking

2



Insert date, followed by
Insert NRIC and click on
, the Name and FIMM no
will be auto populated

3

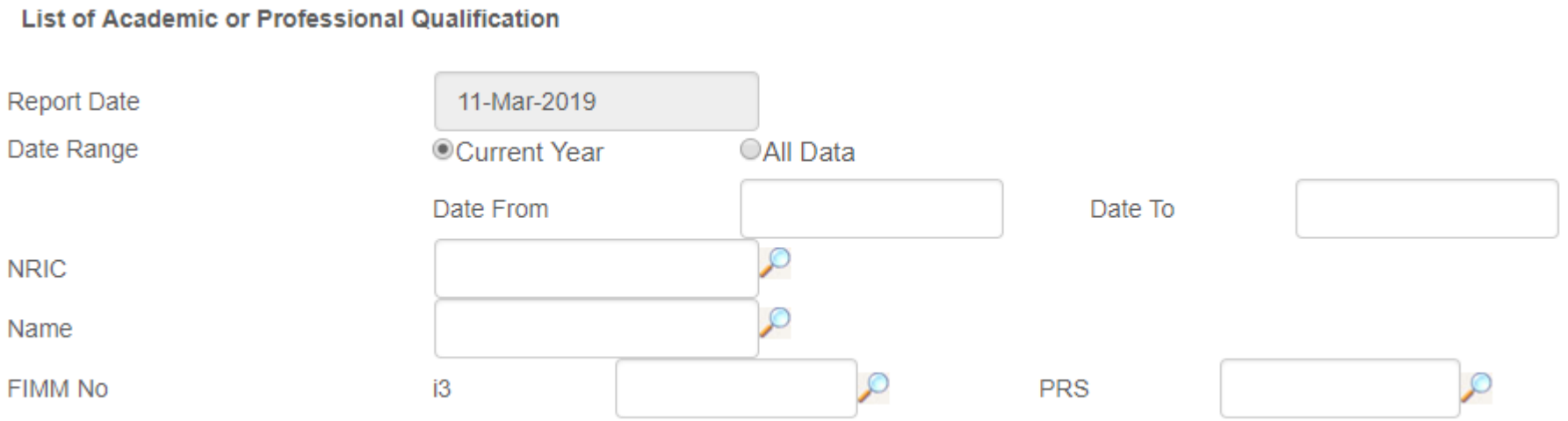
Click on **Generate Report**
button view the report

4.5 List of Academic or Professional Qualifications

1

Click on 🔍 button to open List of Qualification

2



Insert date, followed by Insert NRIC and click on 🔍, the Name and FIMM no will be auto populated

3

Click on **Generate Report** button view the report

4.6 List of Passing FPAM Modules

1

Click on button to open List of FPAM Modules

List of FPAM Modules

2

Report Date	11-Mar-2019			
Date Range	Current Year	All Data		
	Date From		Date To	
NRIC				
Name				
FIMM No	i3		PRS	

Insert date, followed by Insert NRIC and click on , the Name and FIMM no will be auto populated

3

Click on **Generate Report** button view the report

4.7 List of Waiver for CPD Program

1

Click on
button to open List of Waiver

2

List of Waiver

Report Date 11-Mar-2019

Date Range (•) Current Year ( ) All Data

Date From Date To

NRIC

Name

FIMM No i3 PRS

Insert date, followed by
Insert NRIC and click on
, the Name and FIMM no
will be auto populated

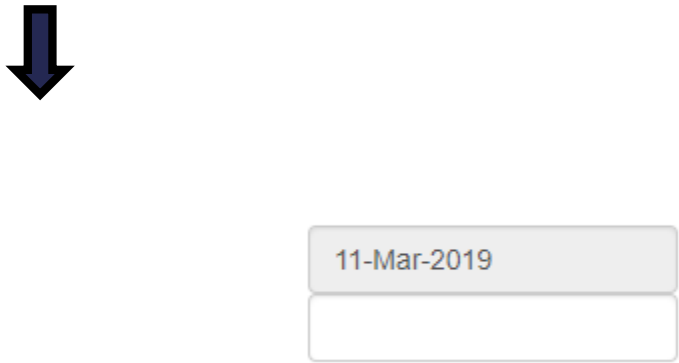
3

Click on **Generate Report**
button view the report

4.8 List of User

1

Click on 🔎
button to open List of User



Insert User ID

2

3

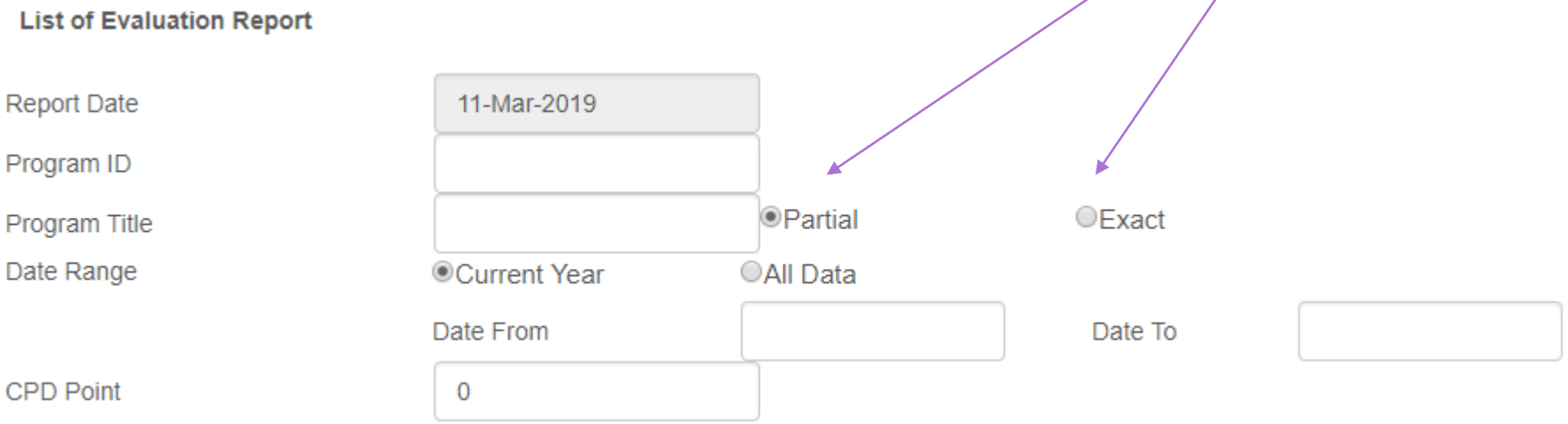
Click on **Generate Report**
button view the report

4.9 List of Evaluation Report

1

Click or 🔎
button to open List of Evaluation report

2



Partial – No need to key-in completes program title
Exact – key-in exact program title

The searching criteria can be based on:
- Program ID
- Program Title
- Date
- CPD Point

3

Click on **Generate Report** button view the report

4.10 List of Participant Record - Consultant

1

Click on
button to open Participant Rec. (Consultant)

List of Participant Record - Consultant

2

Report Date	11-Mar-2019			
Date Range	Current Year	All Data		
	Date From		Date To	
NRIC				
Name				
FIMM No	i3		PRS	

Insert date, followed by
Insert NRIC and click on
, the Name and FIMM no will be auto populated

3

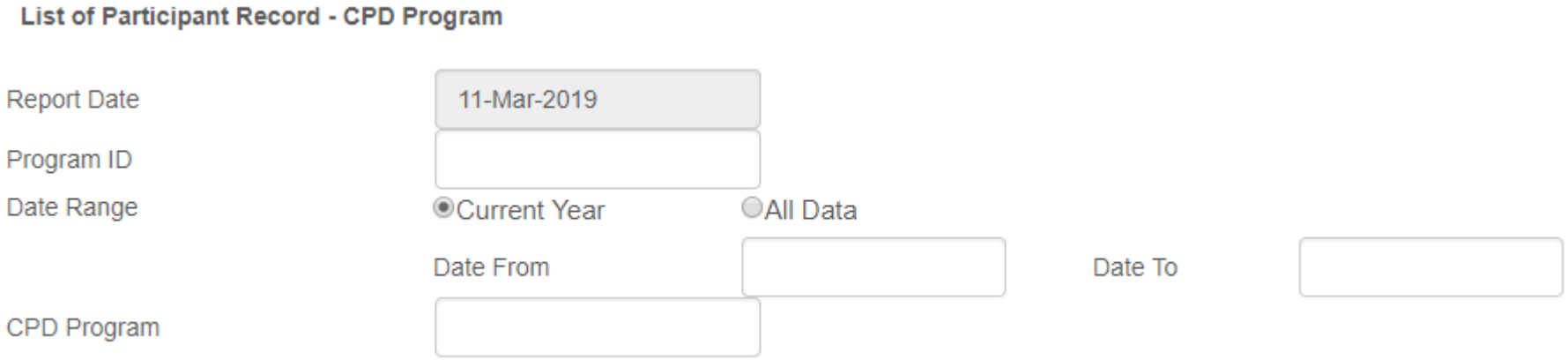
Click on **Generate Report**
button view the report

4.11 List of Participant Record – CPD Program

1

Click on 🔎
button to open Participant Rec. (CPD Prog.)

2



Insert
- Program ID
- Date
- CPD Program

3

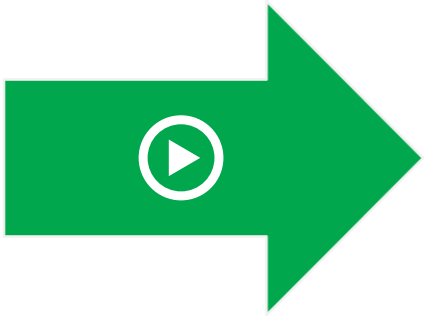
Click on Generate Report
button view the report

FIMM CPD TRACKER SYSTEM

Targeted Date

FIMM CPD Tracker System is targeted to be ready for members/distributors' submissions by 15 March 2019.

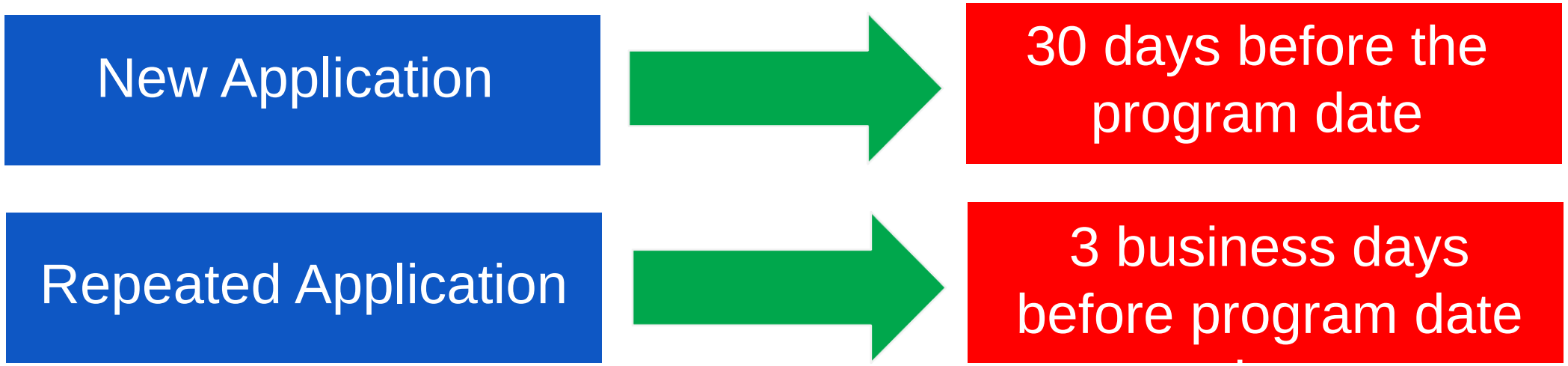
CPD Tracker System



15 March 2019

Program Application and Approval

The CPD Program application should be made 30 days before the program date for first time program and 3 business days before program date for repeated program. System will auto block the submission if the submission less than 30 days from program date.



Person in Charge

Should you require further information or clarification, please do not hesitate to contact the following:

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FIMM

QUESTION
ANSWER

FIMM
Federation of Investment Managers Malaysia

Thank you