

# Frequently Asked Questions

## AAFM<sup>®</sup> Trainer Empanelment

### Q1. Who is eligible for the being empanelled as trainer for AAFM<sup>®</sup>?

All trainers having relevant experience of delivering financial trainings to Professionals, Post Graduates or pursuing Post Graduate students can apply for trainer empanelment with AAFM<sup>®</sup>.

Applicants clearly need to list down the area of expertise with AAFM<sup>®</sup> in the filled application and furnish related documents.

Trainers with industry experience would be preferred.

Trainers holding AAFM<sup>®</sup> Designations or charters get an added advantage in awarding of training assignments.

### Q2. What are the Certifications/Trainings that AAFM<sup>®</sup> Offers?

**AAFM<sup>®</sup> currently offers:**

- Chartered Wealth Manager<sup>®</sup> (CWM<sup>®</sup>) Designation Program
- Accredited Financial Analyst<sup>®</sup> (AFA<sup>®</sup>) Designation Program
- Chartered Trust & Estate Planner (CTEP<sup>®</sup>) Designation Program

### Q3. What is the process of empanelment as trainer?

1. To become an AAFM<sup>®</sup> Trainer, you need to fill out the Trainer Empanelment Form.
2. Mail the Empanelment Form along with your updated resume, relevant document and passport size photographs to us.
3. Your application would be reviewed by AAFM<sup>®</sup> Knowledge Management Department and if approved, you would be empanelled by AAFM<sup>®</sup>.

### Q4. What is the eligibility to become an empanelled trainer?

**To become an empanelled trainer with AAFM<sup>®</sup>, you need to have:**

- A Professional Qualification in the Chosen Domain
- A minimum of three years of recent training, facilitation and/or presentation experience
- A background with unique, personal business experiences at all levels
- Experience in coaching and/or facilitating for all levels of audiences
- Strong interpersonal skills
- A high-energy personality
- Expert presentation skills
- Flexibility, adaptability and capability to “think on their feet”
- A commitment to providing an outstanding learning program

### Q5. How are training assignments allocated?

Trainings are assigned on the basis of:

- Domain Expertise
- Geographical Location
- Industry Experience

- AAFM® Certification Status
- Participant Feedback of previous trainings

On the basis of the above criteria, we select the trainer and the training assignment is allotted after finalising and agreement on all terms and condition of delivery and commercials involved.

**Q6. What are the remunerations for trainings?**

Remunerations are subject to type of training, level of participants, training hours, participant feedback of previous trainings. Usually remuneration is decided on per hour basis and can vary from Rs. 1000 to Rs. 2500 per hour. Special consideration would be given on case to case basis after close scrutiny by the management, if required according to the work/training, expertise and the parties involved.

**Q7. Is there any certificate issued to Empaneled Trainer?**

Acknowledgement of empanelment of trainer is issued to the trainer after completing the application procedures fulfilling the terms & conditions of AAFM®.

Additionally if a trainer wants to have “AAFM Certified Trainer” Status, one needs to submit an application form, updated Resume and a fees of Rs. 10,000/- on acceptance of the application as Certification Fee.

An “AAFM Certified Trainer” would be issued a Certificate from AAFM®.

**Q8. How is an empaneled trainer selected for a particular training?**

Trainers are selected on the basis of

- Domain Expertise
- Geographical Location
- Industry Experience
- AAFM® Certification Status
- Participant Feedback of previous trainings

**Q9. In what other ways an empanelled trainer can be associated with AAFM®?**

Trainers can opt to be associated with us as “Channel Partners” where trainers help AAFM® in Business Development by promoting AAFM certificate courses and referring students for enrolment in various AAFM® certificate courses.

Channel Partners are paid on the students admitted through them. More details for channel partner and remuneration related will be shared on signing the agreement for the same. To know more about Channel Partners, you are advised to contact [admissions@aafm.co.in](mailto:admissions@aafm.co.in)

**Q10. Can I publicise that I am an empanelled trainer with AAFM®?**

Yes, you can mention that you are associated with AAFM® as an “Empanelled Trainer”. But you cannot claim any part time or full time employment with AAFM®.

Trainers who have received the “Certified Trainer” status from AAFM® can also publicise the same.

**Q11. Do I get some benefit if I wish to pursue an AAFM® Certification?**

Empanelled Trainers wishing to pursue AAFM® Certifications are given a waiver of 20% on the Registration Fees subject to prior approval from the Knowledge Management Department.

**Q12. How can I become a “Certified Trainer” with AAFM®?**

An “AAFM Certified Trainer” is a trainer whose training skills are certified by AAFM®. Certified Trainer Certification is issued by AAFM® on the basis of evaluation of training skills by our Training Experts.

A Certification fees of Rs. 10000 is payable for the grant of AAFM Certified Trainer Status.

**Q13. Can I become a Channel Partner with AAFM®?**

Yes, you can become a Channel Partner of AAFM® where you get incentive on referring students to AAFM® and for other business development related activities.

What is the difference between Channel Partner and Authorised Education Provider?

A Channel Partner is only incentivised on the admission of a student for AAFM® Certifications through an Authorised Education Provider. All student admissions are routed through an Authorised Education Provider only. Authorised Education Providers are allowed to offer trainings for the certifications and also free to decide and charge training fees for the training.

**Q14. Can I become an “Authorized Education Partner” with AAFM®?**

Subject to fulfilment of Authorized Education Provider terms and conditions you can become an AEP.

**Q15. What is the validity period of the Empanelment?**

Empanelment is initially for a period of 1 Year which is renewed yearly on the basis of the performance of the trainer.

**Q16. How can I remove my name from Empaneled Trainer?**

If you do not want to continue as an empanelled trainer, you need to inform AAFM® about the same and your name would be removed from the empanelled trainer database.