American Academy of Financial Management India Pvt. Ltd. Office No – 403, ITL Twin Towers, Plot No. B-9, Netaji Subhash Place, New Delhi – 110034

Board Line: 011-45120800

www.aafmindia.co.in



# <u>Updated CWM® Certification Renewal & Revalidation Policy</u>

### **CWM®** Certification Renewal Policy

#### **Certification Renewal:**

#### **Certification Validity: 1 Year (Renewable every year)**

CWM® Certification is valid for one year, and it needs to be renewed for the following year to maintain your CWM® Certification and the use of CWM® Marks.

The Renewal Date is the last date of the 1-Year Certification Period. For example, if Certification Period is coming to an end on 31st of August 2019, the CWM® Certification Renewal Date is 31st. of August 2019. Upon successful renewal the new Certificate will be issued for the period September 1st 2019 to 31st. August 2020. Any renewals after the due date shall attract penalty.

Any renewals after the due date shall attract penalty and the candidate will not be allowed to use the CWM® Designation during the intermittent period.

### **CWM® Certification Renewal Requirements**

**Certification Renewal Fees:** CWM® Certification Renewal Fees of Rupee Equivalent Amount of USD 100 needs to be paid while submitting the CWM® Certification Renewal Form.

The fees can be paid through Online Payment Gateway or by Demand Draft while filling the CWM® Certification Renewal Form in Online Account.

**CWM® Certification Renewal Process:** A CWM® Certificant needs to fill Certificate Renewal Form online by logging into the Candidate Online Account.

The fees can be paid through Online Payment Gateway or by Demand Draft while filling the CWM® Certification Renewal Form in Online Account.

#### **CWM® Certification Renewal Process:**

CWM® Certificant needs to fill Certificate Renewal Form online by logging into the Candidate Online Account.

The CWM Exam Marksheet along with Certification Renewal Form needs to be sent to the AAFM® India Operations Department at <a href="mailto:operation@aafmindia.co.in">operation@aafmindia.co.in</a>.

Renewed CWM® Certification will be issued within 45 days of the receipt of the complete application.

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#### **CWM® CERTIFICATION RENEWAL PROCESS FLOW CHART**

## **CWM® Certification Renewal** On Certification becoming due for renewal, the Certificant will receive a reminder mail for the Certification Renewal from AAFM India Operations Dept. And the renewal will also be reflected for the remaining period of 60 days As and when certification renewal becomes due, the certificant will apply for Online renewal and is required to fill the Certification Renewal Form (Available in the Download section on Home Page) and pay the requisite fees either through Gateway Online Payment Gateway or Demand Draft as prescibed by AAFM India from time

On receipt of the Certification Renewal Form, Exam Marksheet & Fee, AAFM India Operations Deptt. Will validate the duly filled Certification Renewal Form subject to the fee confirmation from the Accounts Deptt. and verification of the relevant documents

**Payment** 

The Certificant will log in to AAFM India Student Account and pay the requisite fee



### Verification

to time basis

No

On the Non-Receipt of the Fees or any document, the Certificant will be informed to remove the discrepancy



On validation, Certificant details will be sent to AAFM International Board of Standards(IBS) USA for the issuance of CWM renewal certification



On receipt of the Certificate from AAFM USA, AAFM India will dispatch the Certificate to Certificant within the 15 working days from the day of validation.



The Certificant is authorized to use CWM Certificate & Designation again with a validity of 1 year from Issuance date and needs to renew the CWM® Certification for the following year to maintain your CWM® Certification and the use of CWM® Marks.

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Please note the above policy is applicable from 1st of October 2020.

For American Academy of Financial Management **Director Academics** Sd/-Deepak Jain

Dated: 30/09/2020