

ECF on Credit Risk Management (ECF-CRM) Frequently Asked Questions

General

- 1. Is there any Professional Qualification Programme Scholarship Scheme for the programme?**

Each year, HKIB selects the top two candidates from each competency level (Core/ Professional) and award them with the scholarship as recognition. This is the way for HKIB to promote academic excellence and motivate future students to push themselves to achieve same high level of performance.

The two top candidates in each competency level (Core/ Professional), provided that all other granting requirements are met, can be awarded with a cash incentive (HKD5,000 for Core Level; HKD6,000 for Professional Level), and a study coupon which can provide candidates to study one more professional qualification offered by HKIB with all training and examination fees waived.

- 2. Is it mandatory for Relevant Practitioners (RPs) to take the ECF-CRM (Core/ Professional Level) programme?**

While the ECF-CRM (Core/ Professional Level) programme is not intended to be mandatory, Authorized Institutions (AIs) are encouraged to make use of it to enhance the level of core competence and ongoing professional development of RPs.

- 3. How to define an RP if a staff member is not performing all the key duties specified in the HKMA guidelines?**

The key roles specified in Annex 1 of the HKMA's Guide to ECF-CRM serve as a general guide to assess whether a staff member falls within the scope of RPs. A staff member is not required to perform all the roles specified in Annex 1 in order to be classified as a RP. AIs can adopt a principles-based approach in determining whether a staff member falls within the definition of RPs for the ECF-CRM.

- 4. If I am working in consumer lending (e.g. credit card and personal lending) or some specialised functions such as credit risk modelling, am I a RP of the ECF-CRM?**

No, consumer lending (e.g. credit card and personal lending) and some specialised functions such as credit risk modelling are not included in the scope of application of the ECF-CRM. The ECF-CRM applies to staff members who are performing credit initiation, evaluation, approval and

monitoring of commercial credit business.

Training

5. I do not have any credit risk management background. Can I enrol for the ECF-CRM (Core Level) training programme?

Yes, you may enrol in the ECF-CRM (Core Level) programme which is designed for all learners who meet the entry requirements, including the entry-level and junior level staff working in the credit function of an AI. For details, please refer to the ECF-CRM Programme Handbook which can be found in HKIB website.

6. What documents do I need to submit for enrolment?

Candidates are required to complete the following items for enrolment:

	Membership Application	Training Application	Examination Application
(i) Complete the online application form on MyHKIB	✓	✓	✓
(ii) Upload a copy of your identity card/passport	✓	✓	✓
(iii) Upload relevant documents for Entry Qualification assessment (e.g. academic certificates/reference letters)	N/A	✓	N/A
(iv) Settle payment by credit card / Alipay / WeChat Pay	✓	✓	✓

Applicants can submit the application via [MyHKIB](#).

7. How can I know if I have been successfully enrolled?

An email will be sent to the applicant confirming the class details at least five working days prior to the training commencement date.

8. Is there any arrangement if I am absent from a training session?

There is no make-up session arranged for any absentees. However, they may send the questions to the trainers through HKIB staff for clarification during their studying if any.

9. Is there any completion sequence for taking the module training of ECF-CRM (Core/ Professional Level) programme?

Learners must first complete the module training before attempting the examination of respective

modules..

For ECF-CRM (Core Level), Module 3: Fundamentals of Bank Lending must be the final module that the learners attempt together with:

- (i) the completion of the module training classes (Modules 1 – 2) and a pass in the examination for Modules 1 – 2, OR
- (ii) successful exemption for Modules 1 – 2.

For ECF-CRM (Professional Level), there is no there is no specific completion sequence.

10. What should I do if I need to change the training date due to some unexpected circumstances?

Generally, any change of the training date is NOT allowed. However, if a candidate is sick on the training date and cannot attend the training, he/she should inform the Institute and provide a supporting document (e.g. sick leave certificate) for our reference. The candidate may be permitted to attend the next subsequent training, subject to the availability of seats.

11. Can I apply for a refund if I withdraw the training application?

Once the training application is confirmed, all fees are non-refundable or non-transferrable.

12. What language will be used for training and the study guide?

The training materials of the ECF-CRM (Core/ Professional Level) are offered in English only. Trainers may conduct the trainings in either English or Cantonese.

13. Can I apply for training after the application deadline?

Late training enrolment will be accepted after the stipulated application deadline up to seven working days before course commencement to allow us to administer the application. A late entry fee of HKD200 (in addition to the training fee) will apply.

14. Can I obtain the training materials before the training?

A digital version of training material (i.e. Study Guide and PPT Slides) will be provided to learners together with the training confirmation email which will be sent to learners at least five working days before the training commencement. Printed version will only be available at an additional cost of HKD600 (including delivery fee) on request by learners.

Examination

15. Is there a limit on the number of attempts for the examination?

There is no limitation on the number of attempts for the examination. However, a candidate is not allowed to re-sit the examination if he/ she has already achieved a “Pass” in the examination before. Nonetheless, the completion period for each level is eight years each from the year in which the first module was completed.

16. When can I obtain the examination results?

Candidates may check their examination results online through HKIB online platform. Candidates will receive an email notification once the examination results are available. Results will be released within four weeks after the examination date for all MCQ-type examinations, and around eight weeks after the examination date of the last module in each examination diet for other types of examinations. The online examination results will be removed one month after they are released.

Candidates will receive their results slip by e-mail within two weeks after the examination result is released through HKIB online platform.

17. What should I do if I wish to change the examination date?

Generally, any change of examination date will NOT be allowed. However, if a candidate is sick on the examination date and cannot sit the examination, he/she should inform the Institute and provide a supporting document (e.g. sick leave certificate) for our reference. The candidate may be permitted to sit the next subsequent examination subject to the availability of seats.

18. How can I appeal against my examination results?

By submitting a written request via email to exam@hkib.org, candidates may request a rechecking or remarking of their examination scripts within ONE MONTH after the issue of the examination results. Please note that there is a rechecking fee of HKD500 per module and remarking fee of HKD1,700 per module. Rechecking is only applied to the type of MCQ examination while remarking is applied to other types of examination.

19. Can I enrol on the examination without attending the training programme?

To facilitate candidates' learning and to meet the QF requirement, all candidates are required to enrol and complete the training of the relevant modules before attending the examination.

20. What certificate will be awarded after completion of the ECF-CRM training programme and examination?

After completion of the ECF-CRM (Core Level) training (Module 1 to 3) and passed the examinations, candidates will be awarded the “Professional Certificate for ECF on Credit Risk Management (CRM)”.

After completion of the ECF-CRM (Professional Level) programme (Module 4) and passed the examination, candidates will be awarded the “Postgraduate Certificate in Commercial Lending for ECF on Credit Risk Management (CRM)”.

After completion of the ECF-CRM (Professional Level) programme (Module 5) and passed the examination, candidates will be awarded the “Postgraduate Certificate in Credit Portfolio Management for ECF on Credit Risk Management (CRM)”.

21. How will I know if my examination application has been accepted?

Once the completed application form has been submitted, applicants will receive an Acceptance Notification email within two weeks. An “Examination Attendance Notice” will also be sent two weeks before the examination.

Certification

22. Can I apply for ACRP/ CCRP(CL)/ CCRP(CPM) certifications if I have completed the trainings and examinations, but I am currently not a Relevant Practitioner?

No, you cannot apply for ACRP/ CCRP(CL)/ CCRP(CPM) certification if you are currently not a Relevant Practitioner. However, you are eligible to apply for the ECF Affiliate which is a designation targeted for learners who have yet to fulfil the requirement of Relevant Practitioners or required years of relevant work experience for certification.

For details about ECF Affiliate, please contact HKIB at (852) 2153 7800 or email at cs@hkib.org.

23. What are the requirements for ECF-CRM certification?

Upon attaining the relevant ECF-CRM qualifications and fulfilling the minimum relevant work experience requirement, RPs may apply for certification as ACRP, CCRP(CL) or CCRP(CPM).

The requirements for ECF-CRM certification are as follows:

Professional Qualifications	Requirements
(a) ACRP	<p>(i) Successful completion of all the three Core Level training modules (Modules 1 to 3) and obtained a pass in the relevant examination of each module;</p> <p>(ii) One-year relevant experience in any of the functions as specified in Annex 1 of the HKMA's Guide to ECF-CRM.</p> <p>The one-year relevant work experience required for ACRP certification should be accumulated within the three years immediately prior to the date of application for certification, but does not need to be continuous.</p>
(b) CCRP(CL)	<p>(i) Successful completion of all the three Core Level training modules (Modules 1 to 3) and obtained a pass in the relevant examination of each module;</p> <p>(ii) successful completion of Module 4 of the Professional Level certification;</p> <p>(iii) five-year relevant experience in any of the functions as specified in Annex 1 of the HKMA's Guide to ECF-CRM.</p> <p>The five-year relevant work experience required for CCRP(CL) certification should be accumulated within the ten years immediately prior to the date of application for certification, but does not need to be continuous.</p>
(c) CCRP(CPM)	<p>(i) Successful completion of all the three Core Level training modules (Modules 1 to 3) and obtained a pass in the relevant examination of each module;</p> <p>(ii) successful completion of Module 5 of the Professional Level certification;</p> <p>(iii) five-year relevant experience in any of the functions as specified in Annex 1 of the HKMA's Guide to ECF-CRM.</p> <p>The five-year relevant work experience required for CCRP(CPM) certification should be accumulated within the ten years immediately prior to the date of application for certification, but does not need to be continuous.</p>

24. How long does it take to process an application for the ACRP/ CCRP(CL)/ CCRP(CPM) certification?

It will take approximately 60 days under normal circumstances to process an application upon receipt of the completed application form and full set of supporting documents.

25. If there is a change of job or industry, and/ or personal information after being certified as ACRP/ CCRP(CL)/ CCRP(CPM), shall I inform HKIB?

Relevant professional qualification holders should notify HKIB of any change of job or industry, and/ or personal information upon renewal of their certifications. This would serve to re-confirm the status of a qualified RP. All Members are obliged to maintain an updated profile with the Institute.

26. Could I apply for the CCRP(CL)/ CCRP(CPM) certifications at the same time if I can fulfil all the requirements?

Yes, RPs who have sufficient work experience in commercial lending (Role 1) and credit portfolio management (Role 2 and/ or Role 3) are eligible to apply for both the CCRP(CL) and CCRP(CPM) certifications at the same time.

27. What are the relevant job roles for candidates to be considered as Relevant Practitioners?

As specified in the “HKMA’s Guide to ECF-CRM”, it is aimed at RPs performing three different job roles within the credit function:

- Role 1 – Credit Initiation and Appraisal
- Role 2 – Credit Evaluation, Approval and Review
- Role 3 – Credit Risk Management and Control)

For details of the job roles and tasks, please refer to Annex 1 of the “HKMA’s Guide to ECF-CRM”.

28. I have obtained ACRP/ CCRP(CL)/ CCRP(CPM) in July this year. When and how will I be notified to renew my certification?

The certification renewal fee for ACRP/ CCRP(CL)/ (CCRP(CPM) is on an annual basis and runs from 1 January to 31 December. Irrespective of the date of your first certification with HKIB, your certification will expire on 31 December of the same year. You are required to renew your certification annually and a renewal notice will be emailed to all PQ holders in December.

If you fail to renew the certification before 31 January, your certification will be suspended, and your name and status information will not appear on the Certified Individuals (CI) Register published on HKIB website. As a result, you will not be allowed to include the Professional Qualification on your name card or CV.

Continuing Professional Development (CPD)

29. Do I need to fulfil CPD requirements after I have become a Professional Qualification holder of ACRP/ CCRP(CL)/ CCRP(CPM)?

ACRP/ CCRP(CL)/ CCRP(CPM) holders are required to complete a minimum of 15 CPD hours for each calendar year (ending 31 December) of which at least five CPD hours must be earned from topics of compliance, code of conduct, professional ethics or risk management.

The CPD requirements will be waived for the first calendar year (ending 31 December) of certification.

30. What if I fail to meet the annual CPD requirements?

If ACRP/ CCRP(CL)/ CCRP(CPM) holders fail to comply with the CPD requirements, it would result in the suspension of their Professional Qualifications. Their name and Professional Qualification status would not appear on the Certified Individuals (CI) Register published on HKIB website, and they would not be allowed to include the Professional Qualification on their name card or CV.

For cases where there are special reasons to justify the failure to meet the annual CPD requirements, for example, due to an extended sick leave, HKIB may consider reinstating the RP's ACRP/ CCRP(CL)/ CCRP(CPM) certification on a case-by-case basis.

31. Do I need to provide any supporting documents when applying for the ACRP/ CCRP(CL)/ CCRP(CPM) certification renewal?

No, it is not necessary to provide any supporting documents when applying for the ACRP/ CCRP(CL)/ CCRP(CPM) certification renewal. However, the professional qualification holders or HR of AIs are expected to be responsible for keeping records of completion of relevant programmes and CPD trainings undertaken by the PQ holders. HKIB reserves the right to request further documentation for confirmation purposes.