



**PFM**

PROFESSIONAL FINANCIAL MODELLER

# PFM RECERTIFICATION PROGRAM

How To Maintain Your PFM Designation

**IFMI**  
International  
Financial  
Modeling  
Institute

## Overview

Recertification is a process to maintain and renew your PFM Certificate periodically based on the standard and requirements set forth by IFMI. The recertification procedure is required to comply with the global accreditation standard and to ensure that the Designation Holder continues to possess a level of competency acceptable for holding PFM Designation.

Based on PFM Certification Scheme, your PFM Certificate is valid for three years after the issuance date of the certificate. After that, every PFM Designation Holder has to renew the certificate by taking recertification process to renew the PFM Designation for another three years.

After the expiration date of the PFM Certificate, The Certified Person is still given an additional six-month exemption period to complete the recertification process. During the period, the PFM certification of the person remains active, and the profile of the person still can be searched in the person search page.

After completing the recertification process, the PFM Certification will be extended for three years after the expiration date of the certificate. Note that delaying the recertification process by taking the six-month exemption period does not change the expiration date for the next recertification.

For example, if you obtain your certification on 31 December 2017, your certification will expire on 31 December 2020 and you are given an exemption period for six months until 30 June 2020. If you have successfully completed the recertification process, your certification will be renewed until 31 December 2023.

If the Certified Person is unable to complete the recertification process at the end of the six month exemption period, the PFM certification of the person will be suspended, and the person's profile is not searchable in-person search page. The person also may not use his PFM Designation when the certification has been suspended. To activate the suspended certification, the person has to proceed with the reactivation process which is quite lengthy.

If your PFM Certification has been obtained for more than 3 years before 31 March 2019, for example the issuance date of your PFM Certificate was 1 February 2015, that means your certification has already expired under the current PFM Certification Scheme. However, you are given an extension period 6 six months until 30 September 2019 to recertify your PFM Designation. Should you fail to complete recertification before that deadline, you will receive suspension on your PFM Certification and you may not use your PFM Designation.

In PFM Program, the recertification process is designed in such a way that it will require most Certified Persons to undergo a simple process with little hassle while still maintaining the competency requirement of a high quality professional certification.

The recertification program consists of the following activities:

**1. General Recertification Process**

A simple process to determine whether the person is still eligible to hold PFM Designation through basic document review.

**2. Optional Recertification Process**

A process conducted ONLY if the person has not shown the sufficient level of competency during General Recertification Process. The person may choose one among three available options and fulfill it to claim eligibility.

After a Designation Holder has completed recertification program, a new PFM Certificate will be re-issued in the form of softcopy and downloadable in the person's login account.

By taking the recertification process, the Designation Holder must agree that IFMI reserves the full rights to make any decision on the recertification process of the person based on IFMI judgment.

You can see the following diagram to understand the PFM Recertification scheme.

# PFM RECERTIFICATION

The expiration period of PFM Certificate is 3 years

## General Recertification Process

Update personal profile & Submit updated CV (in English) along with the supporting documents

Answer recertification questionnaire

Submit the recertification administration fee

## IFMI Reviews The General Certification Process

When the information provided meets the requirements, Recertification is approved. However, if the certified person cannot meet the requirements, the person needs to proceed with the Optional Recertification Process and choose to complete any of the three alternatives below.

## Optional Recertification Process

### Option 1

Attend training related to financial analysis or financial modeling

### Option 2

Submit 20 multiple-choice problems

### Option 3

Retake and pass any of the PFM Examination modules

## IFMI Reviews The Optional Certification Process

When the action taken is sufficient, Recertification is approved and the new PFM Certificate will be issued in softcopy format and downloadable online.

## General Recertification Process

This process is mandatory for all Certified Persons to ensure that the Certified Person's competency level is in line with the standard set forth IFMI. Under General Recertification Process, IFMI requires the certified person to submit relevant documents to support the competency claim. The process relies on the self-disclosure process, meaning that IFMI will rely on the information submitted by the person. However, the person may be contacted to clarify some information. Note that IFMI will not contact any third party to confirm the validity of submitted information.

To ensure the integrity of the recertification process, IFMI may give sanction to a certified person should the submitted information is proven inaccurate.

The required steps for the General Recertification Process are as follows:

1. Download and read the latest PFM Body of Knowledge
2. Update personal profile
3. Answer Recertification Questionnaire
4. Submit updated Curriculum Vitae in MS Word, text or pdf format (written in the English language)
5. Submit supporting documents (if any considered necessary)
6. Pay the recertification administration fee of USD 250

IFMI will review the certified person competency level based on the information provided by a certified person. IFMI will notify the certified person on whether the submitted information is sufficient or the certified person is required to proceed with the Optional recertification process.

The requirement to have a successful recertification process under General Recertification Process is simple. To become eligible, the person has to conduct ANY of the eligible activities below within the last three years:

1. The person has worked in an occupation which involves financial analysis or financial modeling activities whether on a full-time basis or as a part of the job role.
2. The person has conducted services, advisory, research or other activities related to financial analysis or financial modeling.
3. The person has taught at least a session for graduate or undergraduate studies, public seminars or public trainings with the topic of financial analysis or financial modeling.
4. The person has written a book or an articles published in scientific journals or publications related to financial analysis or financial modeling. To qualify, the books or articles must have been published and the information of the book is available online.
5. The person has obtained another professional certification in the subjects related to finance, accounting, project management or analysis during the period.
6. The person has taken an education program or a training (offline or online) related to financial analysis or financial modeling within the last 3 years.

The activities mentioned above are only minimum requirement. A certified person needs to mention at least one of the activities above in the submitted curriculum vitae.

For point 3, 4, 5 and 6, the person needs to submit proofs in the form of a certificate, a copy of the publication or other documents. For book, the person needs to submit the cover page of the book, the page containing the ISBN and publisher and also table of content. All documents must be uploaded in softcopy format.

IFMI will check whether the submitted information is sufficient. If the information is insufficient, IFMI may contact the person through email requesting for further information.

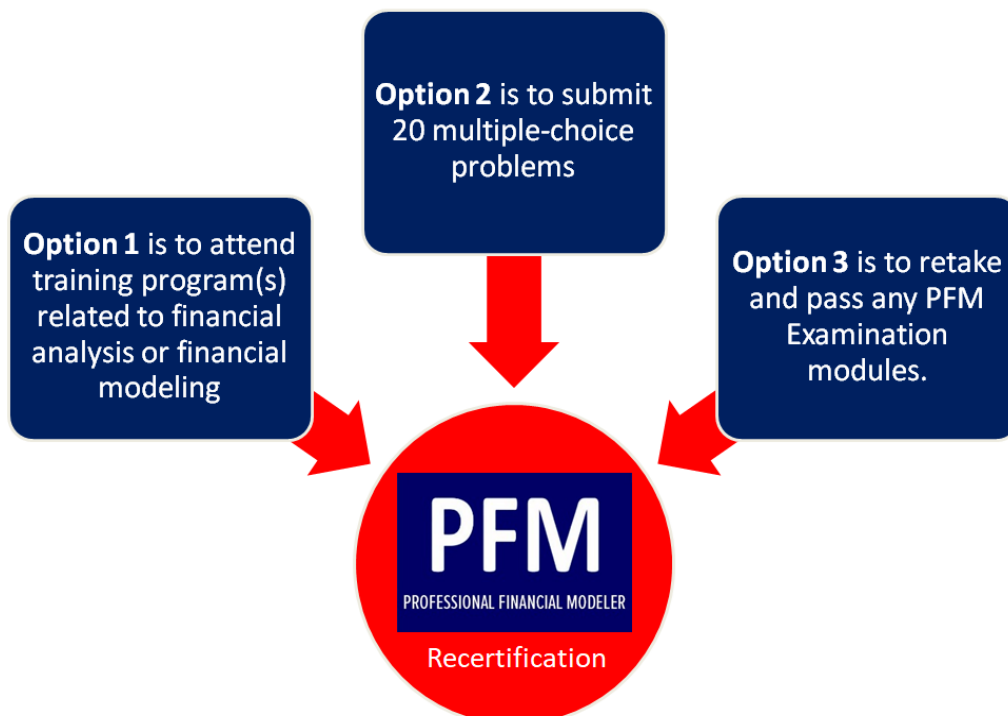
If the submitted information is sufficient, the recertification process is completed and a new PFM Certificate will be issued in softcopy format and available for download online.

## Optional Recertification Process

This process ONLY applies should IFMI has considered that the profile or occupation of the person has not fulfilled the General Recertification requirements.

In that case the person needs to conduct further process through a certain chosen activity under Optional Recertification Process to prove that the person is eligible to continue holding PFM Designation. A certified person need to complete one of three alternatives below:

- **Option 1** is to attend the training program(s) related to financial analysis or financial modeling conducted by a Licensed Training Provider in the form of the classroom or online training; **OR**
- **Option 2** is to submit 20 multiple-choice problems based on the standard set forth by IFMI; **OR**
- **Option 3** is to retake and pass any single PFM Examination module (the Multiple Choice OR the Computer Practice Examination Module). The Certified Person needs to pass the examination. The standard retake examination fee is applied.



Optional Recertification Process

If the person has fulfilled the requirements under Optional Recertification Process, a new PFM Certificate will be issued in softcopy format and downloadable online.

If the information on the submitted activity is insufficient, IFMI may contact the person through email requesting for further action or clarification.

If the person is unable to complete the Optional Recertification Process within the time limit, his/her PFM Designation will be suspended. The person needs to undergo reactivation process to reinstate the certification.

### **Option 1: Optional Recertification by attending a Training Program**

This is the most simple option among the three. The person is required to submit the attendance certificate of the training program related to financial analysis or financial modeling conducted by LTP or by a third party endorsed by IFMI in the form of a classroom or online training. To become eligible, the training program must be approved by IFMI. To determine the eligibility of the program, the person needs to submit the training syllabus of the program. The person must also submit a proof of training attendance.

The training program participated should be completed before the exemption period is over. The person is responsible for paying for the training program fee.

The certificate of attendance of the training program must be submitted online on the PFM website before the end of the exemption period.

If the submitted information is not sufficient (for example, the training attended is irrelevant to financial analysis or financial model), IFMI may notify the person to proceed with the other Optional Recertification process for the recertification.



**Option 2: Optional Recertification by submitting 20 multiple-choice problems**

The PFM Designated person is required to submit 20 multiple-choice problems based on the standard set forth by IFMI. Each multiple choice problem must be relevant to specific DOS in PFM Body of Knowledge. Hence, the person needs to download the latest PFM BOK from PFM website.

Each of the submitted examination problems must be developed as a complete set that consists of:

**The format of each Multiple-choice Problem eligible for recertification**

The submitted complete set of questions must be written in MS Word, Open Office program or similar software and must be editable in the following standard table format:

Question Number	DOS Number	DOS Description	Question, Correct Answer Explanation, and Wrong Alternatives
1			
2			
...			
20			

There are some requirements for the submitted problems:

1. All problems and answers must be written in English language with proper grammar.
2. The problem format is multiple choice consists of a question with four possible answers (A, B, C, and D) where there can only be one correct answer.
3. The problem may require some calculation, understanding of a concept, a case, or a definition of a concept.
4. The submitted problems must have good logic and relevant to the underlying DOS.
5. The problems may not contain rude, obscene or pornographic words or cases, may not present discrimination to any gender, race, religion or others.
6. The problem must be originally developed by the person. The person may not copy and paste an existing problem from the internet or other sources. Modification from the existing problem is allowed.

**Example:**

Question Number	DOS Number	DOS Description	Question, Correct Answer Explanation, and Wrong Alternatives
1	1.7	Understand operating costs	<p><b><u>Question</u></b></p> <p><b>The cost below is more likely to be fixed cost compared to the others:</b></p> <ul style="list-style-type: none"> <li>a. Production Cost</li> <li>b. The cost to check the quality of the goods</li> <li>c. Depreciation of fixed asset</li> <li>d. Raw material cost</li> </ul> <p><b><u>The correct answer is → C</u></b></p> <p><b><u>Explanation of the answer</u></b></p> <p>The cost of depreciation is based on accounting principle which commonly describes a periodic reduction in the value of a company's asset, normally a fixed asset.</p>

The complete set of questions must be submitted in the PFM website before the end of the exemption period.

The person submitting the multiple-choice questions for recertification must confirm and agree that:

1. The person acknowledges that he/she has personally developed the submitted multiple-choice problems and does not plagiarize from other sources.
2. The person will not share or publish the submitted problems in the public domain.
3. IFMI may use the submitted questions for any purpose considered fit, including to become the basis for developing examination questions.

If any of the submitted problems do not meet the required standard, IFMI will notify the person to submit some additional problems.

### **Option 3: Optional Recertification by retaking and passing any of the PFM Examination modules**

This option is certainly the most difficult and risky one compared to the others. The person is required to take ANY PFM Examination module (Multiple Choice or Computer Practice Examination Module) and pass the examination. The standard retake examination fee is applied. The person must ensure that the result announcement of the examination is given before the exemption period is over to avoid suspension. The person is suggested not to take this option unless he/she has strong confidence to pass the examination.

Standard applicable retake fee is applied when the person registers for the examination.

If the person fails on the examination, the person may need to proceed with the other Optional Recertification process.

## The Transition for Certified Person who Has Never Completed Online PFM Account

This transition is available for every Certified Person who has Obtained PFM Designation but has never created or completed online PFM Account.

If you have obtained PFM Designation before 2016, you may not have created an online PFM Account at PFM Website. In that case, To help avoid your PFM Designation to become suspended, IFMI has created a basic personal account for you. You need to reactivate your account and complete all the required information and upload the necessary documents. After that, you need to complete the recertification process.

If you have not completed your account and completed your recertification before **30 September 2019**, you will receive a suspension on your PFM Certification and you may not use your PFM Designation and enjoying the benefits for PFM Designation Holders.

The transition process is as follows:

- 1. Activate your PFM Account.**

IFMI has provided an email with link to activate your PFM account. You are required to proceed to the PFM website by clicking the provided link and immediately change the password. If you have taken PFM Preparation training conducted by a PFM Licensed Training Provider (LTP), IFMI would request the LTP to reasonably try to inform you on the recertification procedure. You are required to update personal profile and upload the required documents. You will receive an email that you need to confirm your email address.

- 2. Proceed with the Recertification Program.**

After that, you may proceed with the recertification process, in which you must select the recertification menu in your account. You must complete the recertification process as explained in this document before the deadline above.

- 3. Recertify every three years.**

You are required to maintain the active status of the PFM Designation by completing the recertification process once every three years.

If you are unable to find your PFM account or unable to reactivate your PFM account, you can email to [info@professionalfinancialmodeler.com](mailto:info@professionalfinancialmodeler.com) with the subject of "Transitional Recertification – [your name]".