



COLLEGE FOR
FINANCIAL PLANNING®
A **KAPLAN** COMPANY

2024-2025 College Catalog

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At the College's discretion, news, updates, and information regarding changes/updates to courses or programs may be posted to the College's website at www.cffp.edu, or you may call the Student Services Center at 1-800-237-9990.



COLLEGE FOR
FINANCIAL PLANNING®
A KAPLAN COMPANY

As the President of the College for Financial Planning, it is my absolute pleasure to extend a warm welcome as we begin our fifty-third academic year!

Since our inception in 1972, the College has remained dedicated to providing exceptional education in the field of financial planning. Our commitment to excellence, coupled with our dedication to fostering growth, has enabled us to cultivate a unique community of aspiring financial advisors and industry professionals.

We firmly believe that education goes beyond merely acquiring knowledge; it's about empowering individuals to make a positive impact in the world. Our comprehensive curriculum and expert faculty are all designed to equip you with the skills and expertise needed to thrive in the dynamic field of financial planning.

As you embark on this exciting journey with us, I encourage you to embrace every opportunity for growth and learning. Maximize your potential by actively engaging in classroom discussion, joining our vibrant financial planners' community, or attending a Thought Leadership Series event to expand your industry knowledge and seize new professional opportunities.

As members of the CFFP community, you are joining a legacy that spans over half a century. Your contributions, ideas, and achievements will shape the future of our college and leave a lasting imprint on the financial planning field.

Your success is our success, and we are fully committed to supporting you every step of the way. So, dare to

Once again, welcome to the College for Financial Planning. Together, let's embark on a journey of discovery, growth, and endless possibilities.

Warm regards,

D W Pantone

Dirk Pantone, CPA, CFP® President

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Introduction to the College for Financial Planning®—a Kaplan Company

The College for Financial Planning®—a Kaplan Company has been the premier provider of financial services education since 1972. In fact, the College created the country's first financial planning education program- the CERTIFIED FINANCIAL PLANNER™ Certification or CFP® Certification Professional Education Program- as well as the CFP® certification.

Today, the College remains at the forefront of the financial planning field by listening and responding to the needs of the industry with professional designation programs and graduate degree programs designed to prepare professionals to create better outcomes for their clients. We continue to expand our role by improving and introducing education programs and learning tools that serve your needs as a professional.

As the only financial education provider with stackable credentials across accredited professional designations, a graduate-level CFP® certification education program, and a Master of Science in Personal Financial Planning degree program, the College for Financial Planning®—a Kaplan Company empowers advisors for their current career stages while earning credit toward their next credential.

The College offers a variety of educational programs, each uniquely suited to assist financial advisors throughout all levels of their careers. Those programs marked below with an asterisk (*) indicate their status as a Registered Program with the CFP Board. Registered Programs satisfy the education requirement to sit for the CFP Board's CFP® Certification Examination.

Certificate Programs

- Accredited Investment Fiduciary®, AIF® Education Program
- ETFs & Portfolio Construction
- Financial Advising Accelerator

Professional Designation Programs

- Accredited Asset Management SpecialistSM or AAMS®
- Accredited Behavioral Finance ProfessionalSM or ABFPSM
- Accredited Domestic Partnership AdvisorSM or ADPA®
- Accredited Portfolio Management AdvisorSM or APMA®
- Accredited Wealth Management AdvisorSM or AWMA®
- Chartered Mutual Fund CounselorSM or CMFC® (*not currently accepting new students*)
- Chartered Retirement Planning CounselorSM or CRPC®
- Chartered Retirement Plans SpecialistSM or CRPS®
- Chartered SRI CounselorSM or CSRIC®
- Financial Paraplanner Qualified ProfessionalSM or FPQP®
- Qualified Personal Finance EducatorSM, QPFESM
- Sports and Entertainment Accredited Wealth Management AdvisorSM or SE-AWMA®
- Wealth Management SpecialistSM or WMSSM

Graduate Certificates

- CFP® Certification Professional Education Program*

Degrees

- Master of Science, Financial Analysis
- Master of Science, Personal Financial Planning*
 - *Client Psychology and Communication pathway**
 - *Traditional pathway**

** indicates a CFP Board Registered Program*

Students are encouraged to review this catalog throughout their studies with the College as a reference for essential program information. Changes in policies, procedures, study materials, tuition, and fees are made at the discretion of the College for Financial Planning. Updated course offerings, policies and procedures, schedules, and topical industry information can be accessed online via the College's website.

College's Mailing Address and Contact Information

College for Financial Planning - a Kaplan Company
9000 E. Nichols Avenue, Suite 200
Centennial, CO 80112
(800) 237-9990

Office hours: Monday through Friday (excluding holidays)
8:00am to 5:00pm Central Time

Mission

The College's mission is to be the education provider of choice for working adults in the financial services industry by enabling student learning through advanced education programs and quality support services.

Accreditation

The College for Financial Planning is accredited by The Higher Learning Commission (HLC), 230 South LaSalle Street, Suite 7-500 Chicago, Illinois 60604-1411 Telephone: 800.621.7400 or 312.263.0456 Fax: 312.263.7462 Email: info@hlcommission.org Website: www.hlcommission.org

Student Code of Conduct

The student code of conduct is in place to encourage student accountability and education by highlighting the processes created to promote a healthy learning environment that supports students' success. These standards describe the expected behavioral conduct that is conducive to the college's overall mission.

Upon enrollment in any of the College's courses or programs or upon the purchase of any product, students agree to the following:

- A. Conduct yourself ethically, honestly, and with integrity as a responsible member of the College's academic community.
 - a. This requires the demonstration of mutual respect and civility in academic and professional discourse.
 - i. Interactions that involve direct and/or indirect threats, bribery, a quid pro quo, and/or abusive language.
 - ii. Disruptive written or verbal communication or willful disobedience, repeated and/or habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, including the use of racial epithets and hate speech;
 - iii. Open and persistent abuse of other students, which includes verbal abuse, racial epithets and hate speech. Engaging in intimidating conduct or bullying against another student through words or actions; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
 - b. Forging, altering, or otherwise misusing any College document or record would be considered a violation.
 - c. Slandering and/or degrading the College. The College encourages students to exercise use of the grievance process so concerns are reviewed in an appropriate and professional manner.
 - d. Expression that is libelous, slanderous, obscene, or which incites students or results in the disruption of the orderly operation of the College.
- B. Refrain from knowingly making a false statement, either orally or in writing, to any faculty member, administrative professional, or agent of the College with regard to a College-related matter.

- C. Perform independently on any examination or assignment
 - a. use of external resources during exams is not permitted unless specifically stated
 - i. External resources include, but are not limited to, textbooks, notes, internet searches, and third-party individuals (including co-workers)
- D. Unauthorized use of intellectual property, including the duplication or printing of test material, is strictly forbidden unless prior written authorization from the College is received.
 - a. Intellectual property of the College includes, but is not limited to, textbooks, quiz questions, final exam questions, and Qbank questions
- E. Stay apprised of all College and program course announcements and deadlines.
- F. Act with competence, exercise due diligence, and use prudent professional judgment in all your professional activities.
- G. Only claim completion of a program or course, or of earning a designation, after the College has formally notified you of such completion.

Failure to abide by these expectations may result in disciplinary action up to and including dismissal from the College and/or denying your right to use the College's designation(s).

The Student Code of Conduct is expected to be followed at all times by prospective, current, and former students of the College. Violations may result in disciplinary action, up to and including dismissal from the course or program, revocation of authorization to use College designation(s), expulsion from the College, and legal proceedings.

Student Expectations

Many of the College's professional designation programs, the CFP® Certification Professional Education Program, and the Master of Science programs are taught at the graduate level.

As a graduate-level institution, the College's expectations of its students, upon enrollment, include the following:

- Willingness to dedicate time and effort to complete your selected program. This includes:
 - Reviewing the course syllabus early and often throughout enrollment
 - Familiarizing oneself with the College Catalog
 - Spending an appropriate amount of time per week studying and completing required coursework
 - Demonstrating respectful and professional behavior when interacting with instructors, College officials, and fellow students
- Willingness to acquire the technology, software, and other skills that will help facilitate the completion of assignments and electronic interaction with instructors and fellow students.
- Abiding by the College's academic integrity policy, which includes, but is not limited to:
 - submitting only original work completed by the enrolled student for the course currently enrolled in
 - copying, screenshotting, sharing, or in any way replicating quiz and exam questions and/or course materials
- Preparing to conduct research appropriate to graduate level coursework.

The learning community at the College for Financial Planning is characterized by mutual respect, civility, and good citizenship. As a community we protect the rights of students, faculty, and staff by treating one another with courtesy and dignity. Students are expected to uphold these standards of personal conduct:

- Fulfill obligations through honest and independent effort and integrity in academic and personal conduct.
- Accept responsibility for actions.
- Maintain professional and respectful dialogue at all times.

History of the College

Founded in 1972, the College for Financial Planning®—A Kaplan Company provides accessible and flexible degree, non-degree, and continuing professional education programs to students nationwide. Shortly after its founding, the College introduced the CERTIFIED FINANCIAL PLANNER™ certification, which is now the world's most recognized and respected financial planning credential with more than 100,000 certified professionals as of 2024.

In addition to its CFP® Certification Professional Education Program, the College also offers Master of Science degrees in Personal Financial Planning and Financial Analysis, and professional designation programs that provide more in-depth knowledge of the finance industry, with specializations ranging from asset management and retirement planning to sustainable, responsible and impact (SRI) investments. More than 192,500 students have graduated from the College's programs.

Notable Moments in College History

- 1984** To provide assistance to financial support staff members, the Foundations in Financial PlanningSM program was created. Today this designation is known as [FPQP™](#).
- 1985** The College and Certified Financial Planner Board of Standards Inc. became separate entities, with the College providing education and CFP Board supporting the CFP® certification itself.
- 1987** An advanced studies program, which became the Master of Science in 1994, was introduced.
- 1994-95** The [AAMS®](#) and CMFC® designation programs were created as part of a partnership with the Investment Company Institute (ICI).
- 1997** The College purchased the American Institute of Retirement Planners and developed the [CRPC®](#) and [CRPS®](#) programs.
- 2003** An all-new Master of Science Degree Program in Financial Analysis in early 2003 and in the fall of 2003, the College introduced the financial industry's first live online course.
- 2005** The College introduced the [AWMA®](#) designation in early 2005.
- 2007** The College launched an alumni association to celebrate its 100,000 graduates and in the summer the Master of Science in Finance was released.
- 2010** The ADPA® and [APMA®](#) designations were introduced in the fall.
- 2014** In September of 2014, the College partnered with NAIFA to unveil an all-new LUTCF® program set to debut in 2015.
- 2017** In January, the College launched digital badges for its professional designation holders.
- 2018** In July of 2018, Kaplan Professional Education closed its acquisition of the College for Financial Planning. Education programs in financial planning, asset management, wealth management and retirement planning including our CFP® certification program, professional designation programs and Master of Science Degree in Personal Financial Planning are offered under the name College for Financial

Planning®—a Kaplan Company.

The College introduced the [CSRIC™](#) designation program in November.

2020 The College introduced the [ABFPSM](#) designation program.

2021 The [ADPA®](#) designation and the Master of Science in Financial Analysis degree program both opened for admission again after each experienced a brief enrollment hiatus to assess and update the curricula.

2022 The College celebrated its 50th anniversary! 1972-2022

The College introduced the [SE-AWMASM](#) designation program for open enrollment.

The College introduced the Client Psychology and Communication pathway in the Master of Science in Personal Financial Planning degree program.

2023 The Financial Advising Accelerator, a certificate program, is introduced.

2024 Expansion of the College's program offerings continues with the QPFESM professional designation program, two new certificate programs: the Accredited Investment Fiduciary® (AIF®) Education Program and ETFs & Portfolio Construction.

The College launches the [FPQP™](#) program in Spanish, becoming the first professional designation program instructed in a language other than English.

Certificate Programs

Certificate programs are stand-alone, transcribable credentials that showcase proficiency in a specific subject area. The objective of these programs is to establish a solid foundation of the material for personal and professional growth.

Certificate programs do not have transferability as a primary goal. Students are encouraged to discuss career goals and educational objectives with the College prior to enrolling in these programs.

Accredited Investment Fiduciary® (AIF®) Education Program

The purpose of the Accredited Investment Fiduciary® certification is to assure that those responsible for managing or advising on investor assets have a fundamental understanding of the principles of fiduciary duty, the standards of conduct for acting as a fiduciary, and a process for carrying out fiduciary responsibility.

The material is divided into five modules, each treating one or several key subject areas:

- **Organize**
 - Fiduciary Roles and Responsibilities Are Clearly Documented and Defined
- **Formalize**
 - The Investment Policy is Consistent with the Portfolio's Objectives and Risk and Return Assumptions
- **Implement**
 - Decisions Regarding Investments and Services are Implemented in Accordance with the Duties of Loyalty and Care
- **Monitor**
 - The Portfolio is Monitored Regularly to Ensure Consistency with Benchmarks and Overall Objectives
- **Review**
 - The content from modules 1-4 is thoroughly reviewed.

Program Learning Objectives

Upon completion of this program, students should be familiar with:

- Fiduciary roles and responsibilities
- The Investment Policy Statement
- Investment management in accordance with the duties of loyalty and care
- The importance of monitoring

Academic Credits

The Accredited Investment Fiduciary® (AIF®) Education Program is a not-for-credit certificate program. Completion of this course does not award academic credits. The certificate cannot be applied to the completion of any education required for professional certification/designations, CFP® education coursework, or Master of Science courses.

Admission Requirements

The Accredited Investment Fiduciary® (AIF®) Education Program is an open enrollment certificate program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

This program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- **OnDemand**
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module

quizzes, and the final exam.

- Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

- **Live Online Classes**

- Live Online classes are best for individuals who prefer a structured schedule of instructor-led classes to stay on track with completing the program and the advantages of active learning features only possible in a live learning community.
- Students enrolled in Live Online courses will have 120 days from the date of enrollment to complete all course requirements.
- Because this option is structured-pace, classes begin at certain scheduled times of the year.

Final Exam

Students will be given an unlimited number of attempts at the final exam prior to the end of the course deadline. To successfully complete the final exam a minimum score of 70% is required.

Graduation Requirements

Students must successfully complete the final exam by the last day of the course to graduate from the Accredited Investment Fiduciary®, AIF® Education Program.

Certificates

Graduates of the Accredited Investment Fiduciary® (AIF®) Education Program and be awarded a digital certificate to recognize their achievement.

Continuing Education (CE)

The Accredited Investment Fiduciary® certification is currently registered with the CFP Board to award 7 hours for Live Online (virtual) and On Demand offerings. The In-Person Capstone Class is worth 15 hours.

ETFs & Portfolio Construction

The ETFs & Portfolio Construction program is designed for financial advisors. The program provides an understanding of ETFs and how they are used within an asset allocation to develop a diversified portfolio of investments that meets client needs. The program covers:

- An Overview of the ETF Market
- An Introduction to ETFs
- ETF Liquidity and Trading
- ETFs: New Ways of Investing
- Choosing the Right ETF
- Portfolio Construction & Management

You will learn about the ETF creation and redemption process, the global market of exchange traded products (including ETFs and ETNs), the different types of ETFs available, how ETFs are used in the context of an overall portfolio, and how to construct a portfolio using ETFs to meet client needs. The program includes applied case studies providing examples of how ETFs can be incorporated in a client portfolio.

This program was developed in collaboration with Blackrock, one of the largest global asset managers and a leading provider of ETFs.

Program Learning Objectives

Upon completion of this program, students should be able to:

- Compare and contrast ETFs to other pooled investment vehicles such as mutual funds.
- Evaluate the use of ETFs in active and passive investment strategies.
- Recommend desirable ETF investments in different asset classes.
- Construct a portfolio using ETFs to meet client needs.

Academic Credits

The ETFs & Portfolio Construction program is a not-for-credit program. Completion of this course does not award academic credits. The certificate cannot be applied for graduate credit to other academic programs. The course is designed to award six (6) hours of continuing education credits.

Admission Requirements

The ETFs program is an open enrollment certificate program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The program is delivered on demand electronically and includes online readings, videos, and end-of-module quizzes. Each module takes approximately one hour to complete for an overall estimated completion time of about 6 hours.

The ETFs & Portfolio Construction program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.
 - Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students must successfully complete all module assessments by the last day of the course to graduate from the ETFs & Portfolio Construction program.

Certificates

Graduates of the ETFs & Portfolio Construction program and be awarded a digital certificate to recognize their achievement.

Continuing Education (CE)

The ETFs & Portfolio Construction program is registered with the CFP Board for 6 hours for the Online On Demand offering.

Financial Advising Accelerator

The Financial Advising Accelerator program is not a typical academic course in which students read content, study it, and take a quiz or exam to assess their learning. Instead, it is meant to provide insight into the skills required and an understanding of the resources needed to build and grow a successful financial services business. This course also stresses the importance of a mentor, and students are given guidance about how to select one.

In the course modules, students learn how to develop an effective business plan, which includes marketing to prospective clients. They will also learn the fundamentals of creating a unique brand and professional image. Students will also explore client engagement skills as they integrate them into the financial planning process. A discussion of practice management is presented, as are important client psychology concepts that will help students better understand their clients and prospective clients.

Delivered 100% online, this course consists of six modules, with each module presenting new material regarding a particular aspect of practice management and professional growth:

- Developing a Business Plan for Your Practice
- Marketing Your Practice
- Managing Your Practice
- Growing Your Practice
- Communicating with Clients During the Financial Planning Process
- Understanding Client Psychology

In lieu of review questions at the end of each module, there are *Putting It into Practice* activities that will allow students to give some deep thought regarding how they will apply the principles in this course to their daily work.

Academic Credits

The Financial Advising Accelerator program is a not-for-credit certificate program. Completion of this course does not award academic credits. The certificate cannot be applied to the completion of any education required for professional certification/designations, CFP® education coursework, or Master of Science courses.

Admission Requirements

The Financial Advising Accelerator program is an open enrollment certificate program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The Financial Advising Accelerator program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

format

- OnDemand
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their individual schedules. The online learning platform will guide students through all their course-related activities, including reading assignments, recorded video lectures, module quizzes, and a final exam.
 - Students enrolled in OnDemand courses will have 120 days allotted from the date of enrollment to

complete all course requirements

Graduation Requirements

Students who successfully complete the final exam by the last day of course access will graduate from the Financial Advising Accelerator program and be awarded a digital certificate to recognize their achievement.

Certificates

Graduates of the Financial Advising Accelerator program are awarded a digital certificate to recognize their achievement.

Continuing Education (CE)

The Financial Advising Accelerator program does not currently fulfill any Continuing Education requirements.

Certificate Programs Policies and Procedures

Add/Drop Policy

Students enrolled in a certificate course/program may drop their course, change their course, and/or cancel their enrollment within fourteen (14) days from the initial date of enrollment. The initial date of enrollment is defined as the date in which access to the course via the College for Financial Planning's Learning Management System was granted. The date in which enrollment in the course/program occurs is considered day "zero" in the add/drop time frame.

In most cases tuition will be paid at the time of registration; however, if a deferment of tuition is approved, the date of enrollment for the course remains the same.

Students may request to drop a course completely or to make changes to their enrollment (change of learning method, for example) during the add/drop period by completing and submitting a [Withdrawal Request Form](#) to enroll@cftp.edu or by contacting the Enrollment Department at 800-237-9990, option #3. All requests must be received by 11:59 pm MT on the fourteenth day of enrollment to remain within the add/drop policy.

Courses dropped during the add/drop period will not be charged tuition and will not be recorded on academic transcripts.

Change of Learning Method/Offering Requests

Change of offering requests (if more than one learning method/offering is available) must be received via phone or email during the add/drop time frame (within the first 14 days of course enrollment). Students must contact the Enrollment Department via email (enroll@cftp.edu) or phone (800-237-9990, option #3) to request a change of offering.

Certificates

Digital certificates are awarded in recognition of a student's academic achievement. The name on the certificate will reflect what is in the student's academic records at the time. Inaccurate or unreceived certificates must be reported to the Registrar's Office.

Replacement Certificates

Replacement certificates can be requested and processed for a fee. Please see the *Collegewide* section of the catalog for more detailed information.

Contact Information

Students and alumni (including designees) are required to keep all contact information (legal name, mailing address, phone number, and email address) on file with the College up-to-date. The College is not responsible for communications (including designation renewal notices), textbooks, and/or certificates not received due to inaccurate contact information.

For questions and/or inquiries, please contact the Student Services Department at 800-237-9990, option #2

during office hours (Monday through Friday 8:00 am - 5:00 pm Central Time).

Course Extensions

Course extensions may be available for a fee. **If eligible, students must request the extension on or before the fourteenth day following the course end date.** Fees are nonrefundable.

If your course offering is eligible for an extension and you have at least one final exam attempt remaining, the following fee(s) will apply:

- 30-day extension for \$50.00 (maximum of 2 extensions per course), OR
- 60-day extension for \$100.00 (maximum of 1 extension per course)

Contact Student Services at 800-237-9990, option #2 for more information and eligibility.

Course/Program Fees

Any fees associated with the certificate courses and/or programs are nonrefundable.

Dates and Deadlines

Upon enrollment in a certificate program, students have 120 days to study all course material and complete the final exam. The date the College grants access to the course via the learning management system is considered “day zero” for deadline calculation purposes.

Time Zones

Course deadlines are reflected in the College’s learning management system in Central Time, regardless of which time zone students are located in. Because of this, students who reside outside of the Central Time zone will need to submit all coursework before the equivalent of 11:59 pm CT. For example, if you reside in Colorado (Mountain Time), coursework will need to be submitted before 10:59 pm MT.

Please refer to the Certificate Programs Policies and Procedures section of the catalog for information on the Add/Drop Policy.

Final Examination

All final exams are time-limited. Please refer to the course syllabus for information regarding specific exam time limitations.

The final exam can be taken at any time on or before the last day of course access. Once launched, the final exam cannot be paused or saved, so students are encouraged to ensure they will have a sufficient amount of uninterrupted time prior to starting the exam. The exam must be submitted prior to 11:59 pm Central Time on the deadline date to prevent time-outs or errors during submission.

Failed First Attempt

Students will be granted a second and FINAL attempt to earn a score of 70% or higher if (1) they were unsuccessful on the first attempt and (2) have time remaining before their course deadline. Failure to pass the final exam after two attempts will result in a final course grade of F (and the highest percentage grade earned on the final exam). Failure to attempt the exam at all during enrollment will result in a final course grade of 0%/F. Students who do not pass the final exam may be eligible to receive a tuition discount to enroll again in the same program.

Grading System

Students enrolled in a certificate program are expected to complete the required course final exam by the last day of course access. Final grades are calculated based on the following grading system:

Numeric Grade	Letter Grade
90.0% - 100%	A
80.0% - 89.9%	B
70.0% - 79.9%	C
0.0% - 69.9%	F
Withdrawn	W

A minimum grade of 'C' (70%) is required to successfully complete the course and receive a certificate of completion.

Reenrollment Policy

There are not any academic eligibility prerequisites associated with reenrolling in a certificate program; however, students must settle any unpaid account balances prior to reenrollment.

Students seeking to reenroll in a certificate program after a withdrawal or course failure are strongly encouraged to contact the College's Enrollment Department (800-237-9990, option #3) prior to registration to discuss course requirements, deadlines, offerings, tuition, and fees.

Reenrollment After Previous Withdrawal and/or Failure

Students who have earned a failing final grade (highest grade earned was a 69.99% or below after the two permitted final exam attempts) during an enrollment in a certificate course are eligible to reenroll in the same program and are subject to the certificate reenrollment policy. The original final course grade will remain on the student's academic transcript regardless of whether or not reenrollment occurs.

Reenrollment Tuition Discount

Students who voluntarily withdraw from or fail a certificate course are eligible to reenroll in the same course at a later date at 50% off the current cost of tuition. Reenrollment must occur within one (1) year of the original course enrollment date in order to apply the 50% tuition discount. The reenrollment discount can only be used one time.

Students who reenroll in a certificate program where an "F" or "W" letter grade was previously earned will be charged as follows:

- **1st Course reenrollment**
 - 50% discount off the current tuition if the student enrolls in the same certificate program within one (1) calendar year (365 days) from the original course access date
- **2nd Course reenrollment**
 - No reenrollment tuition discount

- Full tuition amount will be charged (less any other applicable discounts) for anything beyond the first reenrollment.
- Students who cancel (drop) their enrollment within the refund time frame may reenroll at the current cost of tuition.

Shipping, Handling, and Tax

Shipping, handling, and taxes (if applicable) are nonrefundable.

Textbooks

When applicable, electronic textbooks (eBooks) may be included with course enrollment and used as your primary resource for course content. Students who would like printed textbooks in addition to eBooks may purchase them by contacting the College's Enrollment Department (800-237-9990, option #3).

Please note - Textbooks may not be included with enrollment and tuition in some programs. Students are responsible for obtaining the correct textbook(s) and covering all associated costs when not included with program enrollment.

Tuition

Payment of [tuition](#), course materials (textbooks), shipping and handling (if applicable), and state taxes (if applicable) is due at the time of registration/enrollment, unless a deferment arrangement has been made. Failure to pay may result in registration being suspended or canceled.

Tuition Refund Policy

Eligibility for a refund of tuition paid is determined based on the following chart. Receipt of a [Withdrawal Request Form](#) requesting to drop or withdraw from a certificate course will result in automatic review of tuition refund eligibility. The initial date of enrollment is considered "day zero" for calculation purposes.

Certificate Program	Request	Tuition Refund	Deadlines
AIF® Education Program	Cancel/Drop	100%	Cancellation (Drop) Period: 0-14 days from first date of enrollment
ETFs & Portfolio Construction Financial Advising Accelerator	Withdraw	No refund	Withdrawal Period: 15-120 days from initial date of enrollment

Withdrawing from a Course

Students may request to drop/withdraw from their course and/or program by completing and submitting a [Withdrawal Request Form](#). Processed forms will automatically initiate a refund review based on the *Tuition Refund Policy* for certificate programs.

Withdrawing after Attempted Final Exam

Once the course final exam is attempted, requests to cancel or withdraw are no longer permitted and the course tuition is nonrefundable, regardless of when a request is submitted. The final grade earned for the course will be posted to the student's record.

Professional Certification Programs

Professional credentials, also frequently referred to as *Professional Designations*, equip students with the expertise to tackle complex financial issues, empower them to recommend solution-based strategies, strengthen their knowledge, and help to increase their confidence with clients.

Each Professional Certification Program offers graduates the opportunity to apply for and utilize a professional designation. The College offers designations to assist in the professional development of financial services professionals throughout their entire career.

Professional Certification Programs

Career Entry



Early Career



Mid-Career





Accredited Asset Management SpecialistSM, AAMS[®]

Created in conjunction with many of the country's top investment firms, the AAMS[®] designation is uniquely suited to the needs of today's investment professionals. In this program students will discover a logical progression of topics, enabling them to think in terms of clients' total financial situations, not just their investments. At the conclusion of students' studies, your abilities to identify opportunities and employ strategies is enhanced not only with regard to investments, but also related to planning for insurance, tax, retirement, and estate issues. The result is that students develop stronger, lasting client relationships.

The program provides advisors with a strong fundamental financial knowledge with an additional focus on asset management.

Course Code and Title: AAMS301 Accredited Asset Management Specialist

Academic Credits: zero (0)

Topics covered

- The Asset Management Process
- Risk, Return, and Investment Performance
- Asset Allocation and Selection
- Investment Strategies
- Taxation of Investments
- Investing for Retirement
- Deferred Compensation and Other Benefit Plans
- Insurance Products for Investment Clients
- Estate Planning for Investment Clients
- Fiduciary, Ethical, and Regulatory Issues for Advisors

Admission Requirements

The AAMS[®] program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The AAMS[®] program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Courses are designed for individuals who need the flexibility to complete a professional designation

program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.

- Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.
- Live Online Classes
 - Live Online classes are best for individuals who prefer a structured schedule of instructor-led classes to stay on track with completing the program and the advantages of active learning features only possible in a live learning community.
 - Students enrolled in Live Online courses will have 120 days from the date of enrollment to complete all course requirements.
 - Because this option is structured-pace, classes begin at certain scheduled times of the year.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the AAMS® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the AAMS® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Approval to use the AAMS® professional designation

Designation Application

After the successful completion of the AAMS® education course, individuals may apply for authorization to use the AAMS® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

AAMS® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current AAMS® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the AAMS® Designation

Students approved to use the AAMS® designation will be issued a physical certificate and authorization to use the AAMS® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the AAMS® designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the Marks.

Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The AAMS® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the College Catalog.



Accredited Behavioral Finance ProfessionalSM, ABFP[®]

The Accredited Behavioral Finance ProfessionalSM or ABFP[®] is a unique graduate-level program for advanced financial planners. Blending classic foundational theory with academic experiments and real-life situations, students will learn to recognize and mitigate client financial behaviors.

The ABFP[®] program explores the field of behavioral finance – the study of psychological explanations for economic behavior exhibited by individuals, institutions, and nations. Behavioral science is an interdisciplinary body of knowledge with strong ties to the social sciences – psychology, sociology, anthropology, economics, and political science. The role of the scientific method in understanding and applying knowledge regarding topic areas provides the foundation for further exploration. This course is devoted to understanding the nature and role of psychological biases, heuristics, and emotions in influencing financial decision-making under uncertainty. Areas of decision-making behavior that will be thoroughly explored include economic theory, psychological perspectives, and applications to investments or lifetime retirement planning cash flows. This course provides financial advisors and investment professionals with foundational knowledge of behavioral finance history, definitions, trends, and portfolio construction principles, and best practices for integrating behavioral finance theories into real-life situations.

Course Code and Title: ABFP501 Accredited Behavioral Finance Professional

Academic Credits: three (3)

Upon successful completion of the Accredited Behavioral Finance ProfessionalSM course, 3 graduate-level academic credits are earned that can be applied to the Master of Science in Personal Financial Planning degree.

Topics Covered

- Behavioral Finance Theory and Implications
- Emotions in the Financial Markets
- Emotions in Investors
- Risk Detection and Debiasing
- Behavioral Investing
- Investor Bias Mitigation and Neurofinance
- Puzzles and Frontiers in Behavioral Finance

Admission Requirements

The ABFP[®] program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The ABFP® program currently offers the following instructional method(s) for students to select from at the time of enrollment:

- OnDemand Classes
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.
 - Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the ABFP® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the ABFP® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Receive approval to use the ABFP® professional designation

Designation Application

After the successful completion of the ABFP® education course, individuals may apply for authorization to use the ABFP® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

ABFP® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current ABFP® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the ABFP® Designation

Students approved to use the ABFP® designation will be issued a physical certificate and authorization to use the ABFP® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the ABFP® designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the Marks.

Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The ABFP® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the College Catalog.



Accredited Domestic Partnership AdvisorSM or ADPA[®]

The Accredited Domestic Partnership AdvisorSM or ADPA[®] program is the only designation program of its kind that prepares financial professionals to address the unique planning needs specific to unmarried, coupled persons. You'll gain an understanding of how planning differences for domestic partners compared to legally married couples manifest themselves in the individual domains of financial planning. Your skills, augmented with knowledge from this up-to-date program, will help you analyze and evaluate alternative planning techniques pertaining to wealth transfers, federal taxation laws, retirement laws and benefits, and planning for end-of-life needs.

This program is ideal for advisors looking to augment their skills and knowledge to effectively counsel clients in domestic partnerships and help compensate for the adverse effects of financial laws or benefits that are either unavailable or provide less protection to them. It is also beneficial for accountants and attorneys who provide tax and legal services for persons in domestic partnerships.

Course Code and Title: ADPA301 Accredited Domestic Partnership Advisor

Academic Credits: zero (0)

Topics Covered

- Wealth Transfers for Domestic Partners
- Federal Taxation Issues for Domestic Partners
- Retirement Planning and Relationship Issues for Domestic Partners
- Planning for Financial, Medical, and End-of-Life Needs of Domestic Partners
- Qualitative Planning Considerations

Admission Requirements

The ADPA[®] program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The ADPA[®] program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.

- Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the ADPA® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the ADPA® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Approval to use the ADPA® professional designation

Designation Application

After the successful completion of the ADPA® education course, individuals may apply for authorization to use the ADPA® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

ADPA® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current ADPA® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the ADPA® Designation

Students approved to use the ADPA® designation will be issued a physical certificate and authorization to use the ADPA® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the ADPA® designation, designees are encouraged to review the [*Professional Designation*](#)

[Marks Usage Guidelines](#), published by the College online. Designees are solely responsible for accurate use of the Marks.

Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The ADPA® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the College Catalog.



Accredited Portfolio Management AdvisorSM or APMA[®]

The Accredited Portfolio Management AdvisorSM or APMA[®] program, is a graduate-level designation program for experienced financial professionals. The program covers the finer points of portfolio creation, augmentation, and maintenance. Students gain hands-on practice in analyzing investment policy statements, building portfolios, and making asset allocation decisions, to include determining sell, hold, and buy decisions within a client's portfolio.

Course Code and Title: APMA501 Accredited Portfolio Management Advisor

Academic Credits: three (3)

Upon successful completion of the Accredited Portfolio Management AdvisorSM course, 3 graduate-level academic credits will be earned that can be applied to the Master of Science in Personal Financial Planning program.

Topics Covered

- Investment Risk and Return Analysis
- Modern Portfolio Theory and Performance Evaluation of Equities
- Debt and Fixed-Income Features
- Debt and Fixed-Income Valuation and Analysis
- Mutual Funds and Other Pooled Investments
- Investing in Real Assets
- Derivatives and Structured Products
- Taxation of Investments and the Regulatory Environment
- Ethical Considerations, Investment Strategies, and Retirement Needs Analysis
- Behavioral Finance, Client Suitability, and Constructing Portfolios

Admission Requirements

The APMA[®] program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The APMA[®] program currently offers the following instructional method:

- OnDemand Classes
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.
 - Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the APMA® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the APMA® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Approval to use the APMA® professional designation

Designation Application

After the successful completion of the APMA® education course, individuals may apply for authorization to use the APMA® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct;
- acknowledge adherence to the Terms and Conditions governing the use of the designation;

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

APMA® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current APMA® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the APMA® Designation

Students approved to use the APMA® designation will be issued a physical certificate and authorization to use the APMA® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the APMA® designation, designees are encouraged to review the [Professional Designation Marks Usage Guidelines](#), published by the College online. Designees are solely responsible for accurate use of the Marks. Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical

Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The APMA® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the College Catalog.



Accredited Wealth Management AdvisorSM or AWMA[®]

The AWMA[®] program is a designation program designed for experienced advisors who want to better address the unique needs of high-net-worth clients.

The program's unique curriculum contains sections dedicated to behavioral finance, working with small business owners, and succession/exit planning. There is also an entire module specifically dedicated to the fiduciary and regulatory issues facing advisors. With this designation in your arsenal of knowledge you'll be able to help clients capitalize on opportunities to preserve, grow, and transfer their wealth. You will gain the confidence to optimize clients' investments to achieve their goals while minimizing investment volatility.

Course Code and Title: AWMA501 Accredited Wealth Management Advisor

Academic Credits: three (3)

Upon successful completion of the Accredited Wealth Management AdvisorSM course, 3 graduate-level academic credits will be earned that can be applied to the Master of Science in Personal Financial Planning program.

Topics Covered

- Getting to Know Your High-Net-Worth Client
- Investment Risk, Return, and Performance
- Advanced Investment Products and Strategies
- Considerations for Business Owners
- Income Tax Strategies for High-Net-Worth Clients
- Executive Benefits Planning for High-Net-Worth Clients
- Estate Planning for High-Net-Worth Clients
- Fiduciary and Regulatory Issues for Financial Services Professionals

Admission Requirements

The AWMA[®] program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The AWMA[®] program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.

- Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the AWMA® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the AWMA® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Approval to use the AWMA® professional designation

Designation Application

After the successful completion of the AWMA® education course, individuals may apply for authorization to use the AWMA® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

AWMA® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current AWMA® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the AWMA® Designation

Students approved to use the AWMA® designation will be issued a physical certificate and authorization to use the AWMA® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the AWMA® designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the Marks. Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The AWMA® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the College Catalog.



Chartered Retirement Planning CounselorSM or CRPC[®]

The CRPC[®] designation program is for experienced financial advisors who wish to offer more comprehensive retirement advice to individual clients. Financial advisors face an increasingly complex onslaught of retirement planning questions as an aging workforce looks for investments to meet their lifestyle needs in 10 years, 20 years, and beyond, as well as determining when they can actually retire.

This program will help you define a “road map to retirement,” enabling you to focus on clients’ pre- and post-retirement needs, as well as issues related to asset management and estate planning.

Course Code and Title: CRPC501 Chartered Retirement Planning Counselor

Academic Credits: three (3)

Upon successful completion of the Chartered Retirement Planning CounselorSM course, 3 graduate-level academic credits will be earned that can be applied to the Master of Science in Personal Financial Planning program.

Topics Covered

- Maximizing the Client Experience During the Retirement Planning Process
- Principles and Strategies When Investing for Retirement
- Understanding Social Security, Military, and Government Benefits
- Bridging the Income Gap: Identifying Other Sources of Retirement Income
- Navigating Health Care Options in Retirement
- Making the Emotional and Financial Transition to Retirement
- Designing Optimal Retirement Income Streams
- Achieving Tax and Estate Planning Objectives in Retirement
- Fiduciary, Ethical, and Regulatory Issues for Advisors

Admission Requirements

The CRPC[®] program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The CRPC[®] program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.
 - Students enrolled in OnDemand courses will have 120 days from the date of enrollment to

complete all course requirements.

- Live Online Classes
 - Live Online classes are best for individuals who prefer a structured schedule of instructor-led classes to stay on track with completing the program and the advantages of active learning features only possible in a live learning community.
 - Students enrolled in Live Online courses will have 120 days from the date of enrollment to complete all course requirements.
 - Because this option is structured-pace, classes begin at certain scheduled times of the year.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the CRPC® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the CRPC® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Approval to use the CRPC® professional designation

Designation Application

After the successful completion of the CRPC® education course, individuals may apply for authorization to use the CRPC® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

CRPC® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current CRPC® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the CRPC® Designation

Students approved to use the CRPC® designation will be issued a physical certificate and authorization to use the CRPC® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the CRPC® designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the Marks. Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The CRPC® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the Catalog.



Chartered Retirement Plans SpecialistSM or CRPS[®]

As retirement plan options evolve and tax complexities increase, many companies seek professional plan administrators to design, install, and maintain their company retirement plans. Firms of all sizes recognize the unique skills needed to implement and oversee these internal retirement plans—skills within your reach with the CRPS[®] designation. Your CRPS[®] mark will set you apart from other advisors with the knowledge to recommend implementation techniques that can be executed into well-structured, company-appropriate retirement plans. Plus, you'll be able to effectively administer retirement plans for businesses and their employees.

Course Code and Title: CRPS501 Chartered Retirement Plans Specialist

Academic Credits: three (3)

Upon successful completion of the Chartered Retirement Plans SpecialistSM course, 3 graduate-level academic credits will be earned that can be applied to the Master of Science in Personal Financial Planning program.

Topics Covered

- Introduction to ERISA and the Fiduciary Standard
- Employer-Funded Defined Contribution Plans
- Participant-Directed Retirement Plans
- Retirement Plan Solutions for Small Business Owners
- Retirement Plan Selection, Design, and Implementation
- Administering ERISA-Compliant Plans
- Working with Plan Participants

Admission Requirements

The CRPS[®] program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The CRPS[®] program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Classes are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.
 - Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the CRPS® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the CRPS® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Receive approval to use the CRPS® professional designation

Designation Application

After the successful completion of the CRPS® education course, individuals may apply for authorization to use the CRPS® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct;
- acknowledge adherence to the Terms and Conditions governing the use of the designation;

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

CRPS® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education course. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current CRPS® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the CRPS® Designation

Students approved to use the CRPS® designation will be issued a physical certificate and authorization to use the CRPS® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the CRPS® designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the

Marks. Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The CRPS® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the Catalog.



Chartered SRI CounselorSM or CSRIC[®]

The Chartered SRI CounselorSM or CSRIC[®] education program is a unique graduate-level program for advanced financial planners that provides a blend of foundational knowledge and scenario learning to work with sustainable, responsible, and impact (SRI) investments for a variety of clients.

The CSRIC[®] program provides financial advisors and investment professionals with foundational knowledge of the history, definitions, trends, portfolio construction principles, fiduciary responsibilities, and best practices for sustainable, responsible, and impact (SRI) investing, as well as environmental, social, and governance investing.

- The CSRIC[®] designation is the first credential dedicated specifically to sustainable investing and is encouraged by the top financial firms.

Course Code and Title: CSRIC501 Chartered SRI Counselor

Academic Credits: three (3)

Upon successful completion of the Chartered SRI CounselorSM course, 3 graduate-level academic credits will be earned that can be applied to the Master of Science in Personal Financial Planning program.

Topics Covered

- The Foundations and History of Sustainable Investing
- Sustainable Investing Strategies
- Shareholder Advocacy, Stewardship, and Corporate Responsibility
- ESG Performance, Risk, and Rating Metrics
- Portfolio Construction and Incorporating Sustainable Investing into Financial Advising
- The Fiduciary Standard and Communicating the Value of Sustainable Investing
- Current and Future Opportunities in Sustainable Investing

Admission Requirements

The CSRIC[®] program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The CSRIC[®] program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Classes are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module

quizzes, and the final exam.

- Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the CSRIC® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the CSRIC® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Receive written approval to use the CSRIC® professional designation

Designation Application

After the successful completion of the CSRIC® education course, individuals may apply for authorization to use the CSRIC® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

CSRIC® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education course. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current CSRIC® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the CSRIC® Designation

Students approved to use the CSRIC® designation will be issued a physical certificate and authorization to use the CSRIC® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the CSRIC® designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the Marks.

Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewals

The CSRIC® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the Catalog.



Financial Paraplanner Qualified Professional™ or FPQP®

The Foundations in Financial Planning program gives students the opportunity to earn the Financial Paraplanner Qualified Professional™ or FPQP® designation. The program covers the six main areas in personal financial planning, and is an ideal starting point for those new to the financial planning profession, individuals interested in a better understanding of their own finances, or for planners who wish to provide their support staff with additional insights.

Course Code and Title: FPQP301 Foundations in Financial Planning

Academic Credits: zero (0)

Topics Covered

- Principles of Financial Planning
- Cash Management and the Use of Debt
- The Time Value of Money
- Insurance Basics and Property Insurance
- Life and Health Insurance
- Investment Basics and Strategies
- Retirement Planning
- Tax Implications of Financial Decisions
- Estate Planning Basics
- Case Study

Admission Requirements

The FPQP® program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The FPQP® program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Classes are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their individual schedules. An online learning platform will guide students through all their course-related activities, including reading assignments, recorded video lectures, module quizzes, and a final exam.
 - Students enrolled in OnDemand classes will have 120 days from the date of enrollment to complete all course requirements.

- Live Online Classes
 - Live Online classes are best for individuals who prefer a structured schedule of instructor-led classes to stay on track with completing the program. Students participate in active learning through a live learning community.
 - Students enrolled in Live Online classes will have 120 days from the date of enrollment to complete all course requirements.
 - Because this option is structured-pace, classes begin at certain scheduled times of the year.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the FPQP® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the FPQP® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Receive written approval to use the FPQP® professional designation

Designation Application

After the successful completion of the FPQP® education course, individuals may apply for authorization to use the FPQP® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

FPQP® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education course. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current FPQP® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the FPQP® Designation

Students approved to use the FPQP® designation will be issued a physical certificate and authorization to use the FPQP® designation on correspondence, professional online sites, and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the FPQP® designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the Marks. Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The FPQP® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the Catalog.



Qualified Personal Finance EducatorSM or QPFESM

The Qualified Personal Finance EducatorSM (QPFESM) certification program covers fundamental personal finance topics with a goal of increasing educators' proficiency in teaching students how to make sensible decisions that will result in financial well-being throughout their lifetimes.

Course Code and Title: QPFE501 Qualified Personal Finance Educator

Academic Credits: One (1)

Upon successful completion of the Qualified Personal Finance EducatorSM course, 1 graduate-level academic credit is earned.

Topics covered

- Determining Your Needs, Wants, and Money Goals
- Budgeting: Managing What You Spend
- Moving Your Money: Banking, Mobile Payments, and Loans
- Managing Your Credit: Credit Cards, Credit Scores, and Other Money Sources
- Buying a Car
- Getting Your Own Place
- Saving and Investing Your Money
- Building Your Financial Security: Life's Milestones, Retirement and Estate Planning
- Paying Your Taxes
- Planning Your Future: What's Next?
- Funding Your Higher Education
- Making Buying Decisions: The Influence of Social Media, Environmental and Economic Awareness, and Social Responsibility
- Safeguarding Digital Privacy, Cybersecurity, and Other Online Best Practices
- Managing Your Personal Finances: A Capstone Experience

Admission Requirements

The QPFESM program is an open enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Methods

The QPFESM program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Courses are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their individual schedules. An online learning platform will guide students through all their course-related activities, including reading assignments, recorded video lectures, module quizzes, and a final exam.
 - Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the QPFESM program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will one (1) graduate level academic credit
- Submission of the QPFESM professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Receive written approval to use the QPFESM professional designation

Designation Application

After the successful completion of the QPFESM education course, individuals may apply for authorization to use the QPFESM designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

QPFESM designation applications are available online via the student portal within 72 hours of successful course completion.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education course. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current QPFESM program and meet all other initial designation requirements in place at the time of the request.

Approved use of the QPFESM Designation

Students approved to use the QPFESM designation will be issued a physical certificate and authorization to use the

QPFESM designation on correspondence and business cards in accordance with specified guidelines.

Professional Designation Marks Usage Guidelines

Upon approval to use the QPFESM designation, designees are encouraged to review the [Professional Designation Marks Usage Guidelines](#), published by the College online. Designees are solely responsible for accurate use of the Marks. Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

Authorization to use the QPFESM designation is granted indefinitely. Renewal is not required at this time.

For more detailed information, please review the Policies and Procedures for Designees section of the Catalog.



Sports & Entertainment Accredited Wealth Management SpecialistSM or SE-AWMA[®]

The unique financial challenges that sports and entertainment professionals possess over the course of their careers are the very reasons why they need a financial advisor who is qualified to address those issues. From a sudden wealth event to multiple income streams to an unknown career span, these individuals have added complexities in their financial lives and goals.

The Sports & Entertainment Accredited Wealth Management AdvisorSM or SE-AWMA[®] designation program provides advisors with the specialized knowledge to help high-net-worth clients in sports and entertainment capitalize on opportunities to preserve, grow, and transfer their wealth. Your skills, augmented with knowledge gained from this program, will help you analyze and evaluate different planning strategies, including qualitative planning, trusts, investments, employee and retirement benefits, cash flow and tax planning, business planning, and estate planning.

Course Code and Title: SEAWMA501 Sports & Entertainment Accredited Wealth Management Advisor

Academic Credits: three (3)

Upon successful completion of the Sports & Entertainment Accredited Wealth Management AdvisorSM course, 3 graduate-level academic credits will be earned that can be applied to the Master of Science in Personal Financial Planning program.

Topics Covered

- Getting to Know Your High-Net-Worth Client
- Investment Risk, Return, and Performance
- Advanced Investment Products and Strategies
- Considerations for Business Owners
- Income Tax Strategies for High-Net-Worth Clients
- Executive Benefits Planning for High-Net-Worth Clients
- Estate Planning for High-Net-Worth Clients
- Fiduciary and Regulatory Issues for Financial Services Professionals
- Special Issues for Athletes and Entertainers

Admission Requirements

The SE-AWMA[®] program is an open-enrollment program and does not currently have any academic prerequisites required for admission.

Admission Requirements for AWMA[®] Designees

AWMA[®] designees (whose AWMA[®] designation is current and in good standing) who are interested in the SE-AWMA[®] program may be eligible to supplement their current designation by successfully completing the

Sports and Entertainment module of the program. Verification of AWMA® completion and current “active” status is required prior to registration in the supplemental module and must be completed by contacting the College’s Enrollment Department at 800-237-9990, option #3.

Instructional/Learning Method Options

The SE-AWMA® program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Classes are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and the final exam.
 - Students enrolled in OnDemand courses will have 120 days from the date of enrollment to complete all course requirements.
- Live Online Classes
 - Live Online classes are best for individuals who prefer a structured schedule of instructor-led classes to stay on track with completing the program and the advantages of active learning features only possible in a live learning community.
 - Students enrolled in Live Online classes will have 120 days from the date of enrollment to complete all course requirements.
 - Because this option is structured-pace, classes begin at certain scheduled times of the year.

Final Examination for the Supplemental *Sports and Entertainment* module

Students enrolled in the supplemental *Sports and Entertainment* module will have 30 days to pass the final exam. Once the final exam is launched, you will have 60 minutes to complete the exam and earn a score of 70% or higher. The final exam cannot be paused or saved.

Failed Final Exam First Attempt

Students will be granted a second and FINAL attempt to earn a score of 70% or higher if (1) they were unsuccessful on the first attempt and (2) have time remaining before their course deadline. Failure to pass the final exam after two attempts will result in a final course grade of F (and the highest percentage grade earned on the final exam). Failure to attempt the exam at all during enrollment will result in a final course grade of 0%/F.

Students who do not pass the final exam after two attempts may be eligible to receive a tuition discount to reenroll in the supplemental SE-AWMA® module. Please review the *Professional Designation Programs Policies and Procedures* section of the catalog for more information.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the SE-AWMA® program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the SE-AWMA® professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.

- Receive written approval to use the SE-AWMA® professional designation

Designation Application

After the successful completion of the SE-AWMA® education course, individuals may apply for authorization to use the SE-AWMA® designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

SE-AWMA® designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current SE-AWMA® program and meet all other initial designation requirements in place at the time of the request.

Approved use of the SE-AWMA® Designation

Students approved to use the SE-AWMA® designation will be issued a physical certificate and authorization to use the SE-AWMA® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the SE-AWMA® designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the Marks. Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The SE-AWMA® designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the Catalog.



Wealth Management SpecialistSM or WMSSM

The Wealth Management SpecialistSM or WMSSM program equips students with a substantial overview of the most critical concepts in financial planning and wealth management without the rigors of the CFP® certification or a more comprehensive professional designation.

Course Code and Title: WMS101 Wealth Management Specialist
Academic Credits: Zero (0)

Topics Covered

- Fundamental Considerations in the Wealth Management Process
- Time Value of Money Principles
- Measurement of Risk and Return
- The Asset Allocation Process
- Investment Strategies
- Tax Implications and Strategies in the Financial Planning Process
- Credit and Lending
- Insurance Products in Wealth Management
- Education Funding
- Business Ownership and Planning
- Retirement Planning Considerations
- Equity Compensation
- Estate Planning

Admission Requirements

The WMSSM program is an open-enrollment program and does not currently have any academic prerequisites required for admission.

Instructional/Learning Method Options

The WMSSM program may offer the following instructional method(s) for students to select from at the time of enrollment (subject to availability):

- OnDemand Classes
 - Classes are designed for individuals who need the flexibility to complete a professional designation program at their own pace based on their busy schedule. Your online learning platform will guide you through all your course-related activities, including reading assignments, recorded video lectures, module quizzes, and your final exam.

- Students enrolled in OnDemand classes will have 120 days from the date of enrollment to complete all course requirements.

Graduation Requirements

Students who successfully complete the following three requirements will graduate from the WMSSM program and be awarded a certificate to recognize their achievement:

- Completion of the course final exam with a passing score by the last day of course access
 - Students who meet this requirement will receive a final course grade report
- Submission of the WMSSM professional designation application
 - Invitations are sent via email, typically within 72 hours of passing the final exam
 - Applications are open for 6 months following the passing of the final exam. After 6 months, candidacy status for use of the designation will be terminated.
- Approval to use the WMSSM professional designation

Designation Application

After the successful completion of the WMSSM education course, individuals may apply for authorization to use the WMSSM designation. This application requires the candidate to:

- acknowledge adherence to Standards of Professional Conduct;
- disclose any investigations, regulatory actions or legal proceedings relating to their professional or business conduct; and
- acknowledge adherence to the Terms and Conditions governing the use of the designation.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements. Please refer to the section of the catalog entitled *Code of Ethics* for details on this requirement.

How to Access and Submit the Designation Application

WMSSM designation applications are available online via the student portal.

Deadline to Submit the Designation Application

Students must complete the Designation Application within six months of completing the education program. Failure to complete this component within this time frame will result in termination of the individual's candidacy. Once candidacy has been terminated, if an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the current WMSSM program and meet all other initial designation requirements in place at the time of the request.

Approved Use of the WMSSM designation

Students approved to use the WMSSM designation will be issued a physical certificate and receive authorization to use the WMSSM designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designation Marks Usage Guidelines

Upon approval to use the WMSSM designation, designees are encouraged to review the [*Professional Designation Marks Usage Guidelines*](#), published by the College online. Designees are solely responsible for accurate use of the Marks.

Inaccurate and/or inappropriate use of the College's Marks will be reported to the College's Ethical Conduct Committee for review and possible disciplinary action, up to and including revocation of use of the Marks.

Designation Renewal

The WMSSM designation requires renewal every two years. To apply for renewal, designees must complete four requirements on or before their renewal deadline. For specific information and details about the process, please see *Renewal Requirements* in the *Policies and Procedures for Designees* section of the Catalog.

For more detailed information, please review the Policies and Procedures for Designees section of the Catalog.

Professional Certification Programs Policies and Procedures

Academic Credits

Upon satisfying the completion (graduation) requirements of a Professional Designation course, students will earn the following number of academic credits, depending on their program of study. Credits earned may be applicable to another College program.

Not for Academic Credit	Credit-bearing Coursework
Accredited Asset Management Specialist SM , AAMS [®]	Accredited Behavioral Finance Professional SM , ABFP [®] (3 academic credits)
Accredited Domestic Partnership Advisor SM , ADPA [®]	Accredited Portfolio Management Advisor SM , APMA [®] (3 academic credits)
Financial Paraplanner Qualified Professional SM , FPQP [®]	Accredited Wealth Management Advisor SM , AWMA [®] or Sports & Entertainment Accredited Wealth Management Advisor SM , SE-AWMA [®] (3 academic credits)
Wealth Management Specialist SM , WMS SM	Chartered Retirement Planning Counselor SM , CRPC [®] (3 academic credits)
	Chartered Retirement Plans Specialist SM , CRPS [®] (3 academic credits)
	Chartered SRI Counselor SM , CSRIC [®] (3 academic credits)
	Qualified Personal Finance Professional SM , QPFE SM (1 academic credit)

Add/Drop Policy

Students enrolled in a Professional Designation course/program may drop their course, change their course, and/or cancel their enrollment within fourteen (14) days from the initial date of enrollment. The initial date of enrollment is defined as the date in which access to the course via the College for Financial Planning's Learning Management System was granted. The date in which enrollment in the course/program occurs is considered day "zero" in the add/drop time frame.

In most cases tuition will be paid at the time of registration; however, if a deferment of tuition is approved the date of enrollment for the course remains the same.

Add/Drop Process

Students may request to drop a course completely or to make changes to their enrollment (change of learning method, for example) during the add/drop period by:

- completing and submitting a [Withdrawal Request Form](#), or
- contacting the Enrollment Department at 800-237-9990, option #3.

All requests must be received by 11:59 pm MT on the fourteenth day of enrollment to remain within the add/drop policy. Courses dropped during the add/drop period will not be charged tuition and will not be recorded on academic transcripts.

Change of Learning Method/Offering Requests

Change of offering requests (Live Online/OnDemand) must be received via phone or email during the add/drop time frame (within the first 14 days of course enrollment). Students must contact the Enrollment Department via email (enroll@cffp.edu) or phone (800-237-9990, option #3) to request a change of offering.

Certificates

Physical certificates and diplomas are awarded in recognition of a student's academic achievement. Mailings occur once per month to acknowledge new program graduates and designees from the month prior. For more information please visit the *Collegewide Policies* section of the catalog.

Course Extensions

Course extensions may be available for a fee. **If eligible, students must request the extension on or before the fourteenth day following the course end date.** Fees are nonrefundable.

If your course offering is eligible for an extension and you have at least one final exam attempt remaining, the following fee(s) will apply:

- 30-day extension for \$50.00 (maximum of 2 extensions per course), OR
- 60-day extension for \$100.00 (maximum of 1 extension per course)

Contact Student Services at 800-237-9990, option #2 for more information and eligibility.

Course/Program Fees

Any fees associated with the Professional Designation courses and/or programs are nonrefundable.

Dates and Deadlines

Upon enrollment in a Professional Designation program, students have 120 days (Except for the SE-AWMA Supplemental which is 30 days) to study all course material and complete the final exam. The date the College grants access to the course via the learning management system is considered “day zero” for deadline calculation purposes.

Time Zones

Course deadlines are reflected in the College's learning management system in Central Time, regardless of which time zone students are located in. Because of this, students who reside outside of the Central Time zone will need to submit all coursework before the equivalent of 11:59 pm CT. For example, if you reside in Colorado (Mountain Time), coursework will need to be submitted before 10:59 pm MT.

Please refer to the Professional Designation Programs Policies and Procedures section of the catalog for information on the Add/Drop Policy.

Digital Badges

The College for Financial Planning offers a digital badge to all professional designation-holding graduates that allows potential employers, clients, or partners to verify the current status of a credential and be well-informed about the value of the credential and what it certifies.

The digital badges are stored by Credly, an independent third party that provides digital badges of many other reputable organizations, and can be accessed by visiting their website. Credly offers the third-party verification that employers, clients, or partners can rely on to ensure the credential is a valid achievement.

Claiming the Digital Badge

To claim your digital badge, [sign in](#) to your student account. From the designations page, click the "Get Digital Badge" link to begin the process.

Final Examinations

All Professional Designation final exams are time-limited. Please refer to the course syllabus for information regarding specific exam time limitations.

The final exam can be taken at any time on or before the last day of course access. Once launched, the final exam cannot be paused or saved, so students are encouraged to ensure they will have a sufficient amount of uninterrupted time prior to starting the exam. The exam must be submitted prior to 11:59 pm Central Time on the deadline date to prevent time-outs or errors during submission.

Failed First Attempt

Students will be granted a second and FINAL attempt to earn a score of 70% or higher if (1) they were unsuccessful on the first attempt and (2) have time remaining before their course deadline. Failure to pass the final exam after two attempts will result in a final course grade of F (and the highest percentage grade earned on the final exam). Failure to attempt the exam at all during enrollment will result in a final course grade of 0%/F.

Students who do not pass the final exam may be eligible to receive a tuition discount to enroll in the same program.

Grading System

Students enrolled in a professional designation program are expected to complete the required course final exam by the last day of course access. Final grades are calculated based on the following grading system:

Numeric Grade	Letter Grade	Definition	Letter Grade
90.0% - 100%	A	Withdrawn	W
80.0% - 89.9%	B	Incomplete	I
70.0% - 79.9%	C		
0.0% - 69.9%	F		

A minimum grade of 'C' (70%) is required to successfully complete the course, be eligible to apply for the use of the Designation Marks, and receive a certificate of completion.

Reenrollment Policy

There are not any academic eligibility prerequisites associated with reenrolling in a Professional Designation program. Students seeking to reenroll in a Professional Designation Program with the College must settle any unpaid account balances prior to reenrollment.

Students seeking to reenroll in a Professional Designation Program after a withdrawal or course failure are strongly encouraged to contact the College's Enrollment Department (800-237-9990, option #3) prior to registration to discuss course requirements, deadlines, offerings, tuition, and fees.

Reenrollment After Previous Withdrawal and/or Failure

Students who have earned a failing final grade (highest grade earned was a 69.99% or below after the two permitted final exam attempts) during an enrollment in a Professional Designation course are eligible to reenroll in the same program and are subject to the Professional Designation Reenrollment Policy. The original final course grade will remain on the student's academic transcript regardless of whether or not reenrollment occurs.

Reenrollment Tuition Discount

Students who voluntarily withdraw from or fail a Professional Designation course are eligible to reenroll in the same course at a later date at 50% off the current cost of tuition. Reenrollment must occur within one (1) year of the original course enrollment date in order to apply the 50% tuition discount. The reenrollment Discount can only be used one time.

Students who reenroll in a Professional Designation Program where an "F" or "W" letter grade was previously earned will be charged as follows:

- **1st Course reenrollment**
 - 50% discount off the current tuition if the student enrolls in the same Professional Designation within one (1) calendar year (365 days) from the original course access date
- **2nd Course reenrollment**
 - No reenrollment tuition discount
 - Full tuition amount will be charged (less any other applicable discounts) for anything beyond the first reenrollment.
 - Students who cancel (drop) their enrollment within the refund time frame may reenroll at the current cost of tuition.

Shipping, Handling, and Tax

Shipping, handling, and taxes (if applicable) are nonrefundable.

Textbooks

Some Professional Designation courses include electronic textbooks (eBooks), which may be used as your primary resource for course content. Students who would like printed textbooks may purchase them for an additional \$150 plus the cost of shipping, handling, and taxes.

Please note - Textbooks may not be included with enrollment and tuition in some programs (ABFPSM, for example, does not include textbooks). Students are responsible for obtaining the correct textbook(s) and covering all associated costs when not included with program enrollment.

Tuition

Payment of [tuition](#), course materials (textbooks), shipping and handling (if applicable), and state taxes (if applicable) is due at the time of registration/enrollment, unless a deferment arrangement has been made. Failure to pay may result in registration being suspended or canceled.

Payment Method

Students should verify their payment method and financial information before each tuition payment. Payment methods cannot be modified more than 30 days after a payment has been made. Tuition refunds (when processed) will be returned to the original payment method unless otherwise approved.

Tuition Refund Policy

Eligibility for a refund of tuition paid is determined based on the following chart. Receipt of a [Withdrawal Request Form](#) requesting to drop or withdraw from a professional designation course will result in automatic review of tuition refund eligibility. The initial date of enrollment is considered “day zero” for calculation purposes.

Professional Designation Program		Request	Tuition Refund	Deadlines
AAMS® ABFP SM ADPA® APMA® AWMA® CRPC®	CRPS® CSRIC® FPQP® QPFE SM SE-AWMA SM WMS SM	Cancel/Drop	100%	Cancellation (drop) period: 0-14 days from first date of enrollment
		Withdraw	No refund	Withdrawal period: 15-120 days from initial date of enrollment

Withdrawing from a Course/Program

Students may request to drop/withdraw from their course and/or program by completing and submitting a [Withdrawal Request Form](#). Processed forms will automatically initiate a refund review based on the *Tuition Refund Policy for Professional Designations*.

Withdrawing after Attempted Final Exam

Once the course final exam is attempted, requests to cancel or withdraw are no longer permitted and the course tuition is nonrefundable, regardless of when a request is submitted. The final grade earned for the course will be posted to the student's record.

CFP® Certification
Professional Education Program

CFP® Certification Professional Education Program

The College was founded in 1972 to formalize the financial planning profession via the CFP® Certification, which is now the nation's premier financial planning credential. Whether you're new to the industry or an experienced financial planner, you know about the prestigious CFP® certification and what it can mean to your future. The CFP® mark inspires confidence consumers need from their advisors.

The College's CFP® Certification Professional Education Program curriculum is based on a client-centered, problem-solving method using case studies to give students a hands-on approach to the material. Each of the courses in the program are offered at the graduate level and may include various open-ended, multiple choice, and case analysis-related questions to help you prepare for the CFP® exam and equip you with knowledge to help your clients.

Graduates of the College for Financial Planning's CFP® Certification Professional Education Program may earn 15 academic credits in graduate-level coursework, which may be applied toward the College for Financial Planning's Master of Science in Personal Financial Planning degree program.

CFP Board Certification Process

Individuals are required to meet certain requirements, put forth by [CFP Board](#), in order to qualify for certification. The CFP Board refers to the requirements as *The 4 E's to CFP® Certification*. These qualifications and other exam details are discussed in further detail below.

1. Education

Each candidate must meet the knowledge criteria (known also as Principle Knowledge Topics) set forth by CFP Board prior to sitting for the exam.

2. Exam

The CFP® exam is administered in a computer-based format and tests the candidate's ability to apply financial planning knowledge to client situations. The exam is currently offered three times a year in March, July, and November and registration can be completed via the [CFP Board's website](#).

3. Experience

Professional experience in relevant personal financial planning activities, or Apprenticeship experience that meets additional requirements, is required to meet the Experience requirement.

4. Ethics

Applicants for CFP® certification must pass the CFP Board's Candidate Fitness Standards, which outlines conduct that prohibits an individual from being certified. A background check is also conducted.

The College for Financial Planning's CFP® Certification Professional Education Program satisfies the Certified Financial Planner Board of Standards, Inc. (CFP Board) **educational requirement** for the CFP® certification. After successfully completing the College's CFP® Certification Professional Education Program, students are eligible to sit for the CFP® Certification Exam. The College does not award the CFP® and CERTIFIED FINANCIAL PLANNER™ certification.

The right to use the marks CFP® and CERTIFIED FINANCIAL PLANNER™ is granted by CFP Board to those persons who have met its rigorous educational standards, passed CFP Board's Comprehensive CFP® Certification Exam, satisfied work experience requirement, and agreed to abide by CFP Board's Code of Ethics and Professional Responsibility. Only persons registered with the CFP Board are permitted to sit for the CFP® Certification Exam. CFP® certificates and licenses are only issued by the CFP Board.

For more information on completing the CFP® certification process, contact CFP Board at CFP Board of Standards, 1425 K Street NW, Suite 800, Washington DC, 20005, or online at www.cfp.net.

Admission Requirements

There are currently no academic admission requirements for the CFP® Certification Professional Education Program. However, prospective students are encouraged to familiarize themselves with the academic requirements typical of a graduate-level education program. Students should expect to spend approximately 10-15 hours per week (135 hours per course) throughout their enrollment in the program.

Instructional/Learning Method Options

The CFP® Certification Professional Education Program may offer the following course instructional method(s) for students to select from at the time of enrollment (subject to availability):

- **Premium (Structured-Pace)**
 - Premium courses include access to live online classes taught by College faculty. These courses are best for individuals who prefer a structured schedule of instructor-led classes to stay on track with completing the program and the advantages of active learning features only possible in a live learning community.
 - Because this option is structured-pace, classes begin at certain scheduled times of the year.
 - Premium courses are not eligible for extensions.
 - Students who enroll in Premium courses will follow the [Premium CFP® Class Schedule](#) posted on the College's website.
- **EssentialPlus (Self-Study)**
 - EssentialPlus courses are designed with individuals in mind who need flexibility to complete their CFP® education courses. The online learning platform will guide you through all your course-related activities, from reading assignments, recorded video lectures, and module quizzes to your final exam.
 - 90 days from the date of enrollment to complete all course requirements.
 - EssentialPlus courses are offered in a self study format and are eligible for course extensions.
- **Essential (Self-Study)**
 - Essential courses are designed with individuals in mind who need flexibility to complete their CFP® education courses. The online learning platform will guide you through all your course-related activities, from reading assignments, and module quizzes to your final exam.
 - *Recorded video lectures are not available in Essential courses.*
 - 90 days from the date of enrollment to complete all course requirements.
 - Essential courses are offered in a self study format and are eligible for course extensions

Maximum Time Frame for Program Completion

Students who pre-pay tuition for the CFP® Certification Professional Education Program (FP511-FP517) in full will be allotted a maximum of two (2) years from the date of enrollment to complete all courses in the program (graduate). Any courses not completed at the end of the two years will require reenrollment and repayment of the current cost of tuition.

*To familiarize themselves with the program's academic progress expectations, students are encouraged to carefully review the **Continuous Enrollment and Academic Status** policy (available in the catalog) for the CFP® Certification Professional Education Program within 14 days of initial program enrollment.*

Program Requirements

To graduate from the CFP® Certification Professional Education Program students are required to complete the following seven courses.

Course Code	Course Title	Prerequisite	Credits
FP511	General Financial Planning Principles, Professional Conduct, and Client Psychology	None	0
FP512	Risk Management, Insurance, and Employee Benefits Planning	None	3
FP513	Investment Planning	None	3
FP514	Tax Planning	None	3
FP515	Retirement Savings and Income Planning	None	3
FP516	Estate Planning	None	3
FP517	Financial Plan Development	None	0
TOTAL CREDITS			15

Program Progression

Upon enrollment, students can select from one of two options how they would like to progress through the CFP® Certification Professional Education Program. This selection is referred to as Program Progression.

- Option #1: Automatic Program Progression
 - Allows the next CFP® education program course to auto-release with the successful completion of the previous course
 - If a CFP® education program course is not completed successfully, the Program Progression process is severed and the remaining courses are moved to Customer Hold.
- Option #2: Student/Customer Hold
 - Requires the student to contact us directly to begin their next course
 - This selection allows students to control when the next course in their program is started and/or, if applicable, if they want to enroll in a course they did not successfully complete before moving forward in their program.

Course Descriptions

FP511 General Financial Planning Principles, Professional Conduct, and Client Psychology

Graduate-level (0 academic credits); Prerequisite(s): none

This course examines basic financial planning concepts for developing client relationships; gathering, analyzing and evaluating financial documents, statements and other information; developing and communicating relevant recommendations to clients; implementing recommendations through the use of a financial planning team; and monitoring the financial plan on a periodic basis, all within CFP Board professional and regulatory standards. Students will develop a pragmatic perspective of the field of financial planning as they learn to analyze personal financial statements, understand time value of money concepts, explore education funding techniques, advise clients regarding the management of debt, apply behavioral finance concepts, gain an understanding of federal and state regulatory requirements, learn the ethical environment of financial planning and integrate the legal and economic aspects of financial planning within a practice.

FP512 Risk Management, Insurance, and Employee Benefits Planning

Graduate-level (3 academic credits); Prerequisite(s): none

This course explores fundamental insurance, annuity, and employee benefit concepts and products. Students will gain knowledge of the principles of risk and insurance; learn how to analyze and evaluate risk exposures; and understand the concepts of personal and business insurance for life, health, disability, long-term care and property insurance. Students will also develop perspectives regarding the integration of social insurance (e.g. Medicare, workers' compensation) within the framework of financial planning. Equity-based compensation, nonqualified deferred compensation, and other employee benefits will also be presented and discussed.

FP513 Investment Planning

Graduate-level (3 academic credits); Prerequisite(s): none

This course examines the characteristics, uses and taxation of investment vehicles: stocks, bonds, cash and cash equivalents, promissory notes, guaranteed investment contracts, real estate, and alternative investments. Students will also develop an understanding of the various types of risk: systematic and unsystematic, purchasing power, interest rate, business, and financial risk. Students are introduced to quantitative investment concepts, measures of investment returns, bond and stock valuation concepts, investment theory, portfolio development and analysis, investment strategies, asset allocation, and asset pricing models.

FP514 Tax Planning

Graduate-level (3 academic credits); Prerequisite(s): none

This course focuses on income tax fundamentals and calculations, tax accounting, characteristics and income taxation of business entities, basis, depreciation and cost recovery concepts. The impact of the alternative minimum tax (AMT), passive activity, at-risk rules, charitable contributions and charitable deductions on a client's financial plan is also studied. Students will gain an understanding of the tax consequences of like-kind exchanges and the disposition of property, and will learn how the loss of a spouse through death or divorce affects a client's tax status.

FP515 Retirement Savings and Income Planning

Graduate-level (3 academic credits); Prerequisite(s): none

This course covers retirement needs analyses, types and characteristics of retirement plans, qualified plan rules and options, provisions of tax-advantaged plans, and deferred compensation arrangements. The effects of ERISA on retirement plans are examined and the impact of Social Security on a client's retirement plan is also discussed. Students will gain an understanding of plan distribution options, rules, alternatives and taxation, and will also explore key factors affecting plan selection for businesses and investment considerations for retirement plans.

FP516 Estate Planning

Graduate-level (3 academic credits); Prerequisite(s): none

This course analyzes the various techniques and strategies used in developing estate plans based on client criteria and needs. Property titling, property transfer at death, gifting strategies, and sources of estate liquidity are discussed. Students will also gain insight on wills, probate, and the types, uses, and taxation of trusts during estate planning.

FP517 Financial Plan Development

Graduate-level (0 academic credits); Prerequisite(s): none

Students participate in a case analysis and evaluation in which the following major areas of financial planning are integrated:

- General Financial Planning Principles, Professional Conduct, and Regulation
- Risk Management, Insurance, and Employee Benefits Planning
- Investment Planning
- Income Tax Planning
- Retirement Savings and Income Planning
- Estate Planning

Credit for Prior Learning

Students who have completed coursework in financial planning may be eligible to apply their previous education to their program with the College. The chart below can be used as a guide to understand which courses in the CFP® Certification Professional Education Program are eligible to be satisfied through the program's *Credit for Prior Learning* policy.

Courses marked with a green checkbox are eligible to be substituted using the pre-approved professional designation (noted in the left column). Only FP511 is eligible to be completed through external transfer coursework.

CFP® Certification Professional Education Credit for Prior Learning Opportunities							
	FP511	FP512	FP513	FP514	FP515	FP516	FP517
AAMS®	✓						
APMA®			✓				
AWMA® or SE-AWMA SM			✓				
CRPC®					✓		
FPQP®	✓						
WMS SM /FPS/FPA SM	✓						
Transfer Credit Eligible	*						

Minimum Requirements for Eligibility

Requests for course substitutions and/or transfer credit are reviewed on a case-by-case basis. Minimum factors considered in the evaluation of coursework include:

- A maximum of three (3) courses in the CFP® Certification Professional Education Program may be satisfied through *Credit for Prior Learning*
- Course content must be comparable in scope; learning and/or program objectives may be considered during the evaluation

The CFP® Certification Professional Education Program permits external transfer credit to be applied toward the completion of the program. Courses eligible for transfer credit are noted as a yellow box with an asterisk in the chart above.

Course Substitutions

The College has pre-approved certain professional designation courses as applicable articulated credit* toward the CFP® Certification Professional Education. Pre-approved professional designation courses are shown as a green box with a check mark (in the chart above) with the corresponding CFP® Certification Professional Education Course.

*Articulated credit is the process of applying only the *earned credits* from one College for Financial Planning program to another. Final grades and quality points are not applied to the incoming program.

Requesting a course substitution

Course substitutions are only applicable within the College's CFP® Certification Professional Education Program. Substitutions will only be applied to the student's record after all remaining CFP® Certification Professional Education Program courses are successfully completed with the College.

Students who complete a pre-approved professional designation course may request their course be substituted for a CFP® Certification Professional Education course (as indicated above) by contacting any of the following departments:

Enrollment Department
enroll@cftp.edu
800-237-9990, option #3

Office of the Registrar
registrar@cftp.edu

Transfer Course Evaluations

Courses completed external to the College for Financial Planning may be applicable to the CFP® Certification Professional Education Program if determined to be equivalent via a Transfer Course Evaluation.

Requesting an evaluation

A Transfer Course Evaluation may be initiated by providing a copy of your official transcript to the Registrar's Office. Students can often choose between physical or electronic delivery when ordering official transcripts and both options are acceptable. All transcripts must be sent directly from the previous college/university. Transcripts submitted to the College by the student or any other third party will be considered unofficial and will not be eligible for use in transfer coursework evaluations.

If ordering a transcript for electronic/digital delivery, please have it sent to: Registrar@cftp.edu

If ordering a transcript for physical delivery, please request it to be sent to:

College for Financial Planning
Attn: Office of the Registrar
9000 E. Nichols Ave., Suite 200
Centennial, CO 80112

CFP® Certification Professional Education Program Course Offerings, Program Policies, and Procedures

Premium Course and Program Policies

CFP Board Registered Program

The Premium program is currently an active CFP Board Registered Program. Students enrolled in the Premium offering should select the CFP® CERTIFICATION PROFESSIONAL EDUCATION PROGRAM - STRUCTURED-PACE offering as their program in their CFP Board account.

Class Schedules

In Premium course offerings, the curriculum is presented in a series of live online classes. Each cohort's [class schedule can be found online](#), or for private offerings by contacting the College's Enrollment office (800-237-9990, option #3).

Faculty guide students through formulas and concepts with a structured and accelerated approach, allowing for the completion of the program in just 9 months. These classes are meant to provide the "big picture" of concepts and formulas, so they can be applied to problems and scenarios throughout the coursework. Each class is recorded and archived, so students can go back and review key areas or catch up if a class is missed.

Dates and Deadlines

Upon enrollment, students are expected to follow their class schedule to study all course material and complete the final exam by the posted *coursework due date*. The date the College grants access to the course ("course access date") via the learning management system is considered "day zero" for add/drop calculation purposes.

Time Zones

Course deadlines are reflected in the College's learning management system in Central Time, regardless of which time zone students are located in. Because of this, students who reside outside of the Central Time zone will need to submit all coursework before the equivalent of 11:59 pm CT. For example, if you reside in Colorado (Mountain Time), coursework will need to be submitted before 10:59 pm MT.

Course Extensions

Students enrolled in Premium education courses (structured-pace) are not eligible for extensions.

Change of Learning Method/Offering Requests

Change of offering requests from Premium (structured-pace) to EssentialPlus (self-paced) must be received via phone or email both (1) prior to attempting the final exam, and (2) prior to the coursework due date outlined in the Premium Program Schedule. Students must contact the Enrollment Department to request a change of offering. Requests received after the final exam has been attempted or after the coursework due date will not be approved. *Any coursework completed in the original course will not be transferred to the new offering.*

Continuous Enrollment (Academic Progress Requirements)

Students who enroll in the CFP® education program are presented the option to select from two course offerings to

support their learning journey: Premium (structured-pace) and EssentialPlus/Essential (self-paced) courses. While both options offer flexible, asynchronous learning environments, students are still expected to progress through the program in a timely manner. For students to select Premium courses, the following academic progress requirements will be enforced:

- Tuition is paid-in-full
 - Students who select to pay their tuition up-front in-full are required to complete the 7-course program within 2 years of their original program start date (first date the course is made available for access via the College's Learning Management System).
 - The structured and accelerated nature of the Premium course schedule, if followed with the original cohort of enrollment, will commence prior to the 2-year deadline date.
- Tuition is paid course-by-course
 - The structured and accelerated nature of the Premium course schedule, if followed with the original cohort of enrollment, will commence prior to the 2-year deadline date.
 - Students who enroll in the 7-course structured-pace CFP® certification education program in which they have chosen to pay course-by-course must remain active in that program to maintain the pricing and program options at the time of their enrollment.
 - A student is considered inactive if they take a break between courses that is **3 months** or longer. The break time is calculated based on the access end date of the student's most recent course and the date the student begins their next course. Students who become inactive must adhere to the policy and pricing in effect at the time of the next course purchase.

Tuition Refund Policy

Eligibility for a refund of tuition paid is determined based on the following chart. Receipt of a [Withdrawal Request Form](#) requesting to drop or withdraw from a CFP® Certification Professional Education course will result in automatic review of tuition refund eligibility. The initial date of enrollment is considered “day zero” for calculation purposes.

Premium (Structured-pace)					
Payment Type	Request	Refund	Deadline	Required Document	Final Grade
Up-front full program payment	Drop (Cancel)	100%	0-14 days from first date of course access	Withdrawal Request Form	N/A
	Withdrawal	50% on any course where access was not given	15-365 days from initial date of enrollment	Withdrawal Request Form	W
		No refund	Requests submitted more than one year after the initial enrollment date	N/A	Grade earned in course
Course-by- Course	Drop (Cancel)	100%	0-14 days from first date of course access	Withdrawal Request Form	N/A
	Withdrawal	No refund	15-90 days from first date of course access	Withdrawal Request Form	W

EssentialPlus & Essential Course and Program Policies

CFP Board Registered Program

The Essential and EssentialPlus programs are both currently CFP Board Registered Programs. Students enrolled in an Essential or EssentialPlus offering should select the CFP® CERTIFICATION PROFESSIONAL EDUCATION PROGRAM - SELF-PACED offering as their program in their CFP Board account.

Continuous Enrollment (Academic Progress Requirements)

Students who enroll in the CFP® education program are presented the option to select from two course offerings to support their learning journey: structured-pace and self-paced courses. While both options offer flexible, asynchronous learning environments, students are still expected to progress through the program in a timely manner. For students to select EssentialPlus and/or Essential courses, the following academic progress requirements will be enforced:

- Tuition paid-in-full
 - Students who select to pay their tuition up-front in-full are required to complete the 7-course program within 3 years of their original program start date (first date the course is made available for access via the College's Learning Management System).
 - Any courses not completed at the end of the 3 year period will require reenrollment, including payment of the current cost of tuition at the time of reenrollment.
- Tuition is paid course-by-course
 - Students who enroll in the 7-course self-paced CFP® certification education program in which they have chosen to pay course-by-course must remain active in that program to maintain the pricing and program options at the time of their enrollment.
 - A student is considered *inactive* if they take a break between courses that is **3 months** or longer. The break time is calculated based on the access end date of the student's most recent course and the date the student begins their next course.
 - If an inactive student opts to continue taking courses after becoming inactive, current tuition and current policies will apply to any and all future courses.

Essential/EssentialPlus (self-study) Course Academic Progress Requirements

	Tuition Payment Option	Class Start Deadline	Course Completion Deadline	Program Completion Deadline
1	Tuition paid-in-full (paid for the entire CFP program up front)	90 days from enrollment to start first the class in series	90 days from access/release date	3 years from purchase of first course
2	Multiple courses purchased at once (on a single order on a single date)	90 days from enrollment to start the first class in series. <i>Must start each subsequent course within 90 days after completion of prior class</i>	90 days from access/release date	3 years from purchase of first course
3	Tuition paid course-by-course	90 days from payment to start	90 days from access/release date	3 years from purchase of first course

Dates and Deadlines

Upon enrollment, students in EssentialPlus and Essential courses have 90 days to study all course material and complete the final exam. The date the College grants access to the course via the learning management system is considered “day zero” for deadline calculation purposes.

Time Zones

Course deadlines are reflected in the College’s learning management system in Central Time, regardless of which time zone students are located in. Because of this, students who reside outside of the Central Time zone will need to submit all coursework before the equivalent of 11:59 pm CT. For example, if you reside in Colorado (Mountain Time), coursework will need to be submitted before 10:59 pm MT.

Students who believe they may not be able to successfully complete their course as planned are encouraged to review the following policies to fully understand their enrollment options: (1) CFP® Certification Professional Education Program’s Add/Drop policy, and (2) CFP® Certification Professional Education Program’s Course Extension policy.

Course Extensions

Course extensions may be available to students enrolled in self-study CFP® education courses (Essential or EssentialPlus) for a fee. **Students enrolled in Premium education courses (structured-pace) are not eligible for extensions.**

To purchase an extension, or for more information and eligibility, students must call Student Services during regular office hours (Monday-Friday during the hours of 8:00 AM- 5:00 PM CST). Extensions cannot be purchased online.

Eligibility

1. Enrolled in an EssentialPlus or Essential course offering
2. No more than 14 calendar days beyond the course deadline/due date
3. At least one (1) final exam attempt remains for the course

Grace Period

If available, students have a 14-day grace period following their course deadline to purchase an extension. The extension fee must be paid on or before the fourteenth day following the course end date (for calculation purposes, the course deadline is “day zero.” Fees are nonrefundable.

Example: Course end date: February 6, 2025
 Extension grace period deadline (14th day): February 20, 2025

If the grace period deadline (14th day) falls on a Saturday or Sunday then students may purchase an extension no later than the Monday immediately following the extension deadline. If the grace period deadline (14th day) falls on a holiday and the College is closed, students may purchase an extension the next immediate business day.

Fee(s)

If eligibility is met, the following fee(s) will apply when initiating a course extension:

- 30 day extension for \$50.00 (maximum of 2 extensions per course), OR
- 60 day extension for \$100.00 (maximum of 1 extension per course)

Tuition Refund Policy

Eligibility for a refund of tuition paid is determined based on the following chart. Receipt of a [Withdrawal Request Form](#) requesting to drop or withdraw from a CFP® Certification Professional Education course will result in automatic review of tuition refund eligibility. The initial date of enrollment is considered “day zero” for calculation purposes.

EssentialPlus (Self-Study)					
Payment Type	Request	Refund	Deadline	Required Document	Final Grade
Up-front full program payment	Drop (Cancel)	100%	0-14 days from first date of course access	None	N/A
	Withdrawal	50% on any course where access was not given	15-365 days from initial date of enrollment	Withdrawal Request Form	W
		No refund	Requests submitted more than one year after the initial enrollment date	N/A	Grade earned in course
Course-by-Course	Drop (Cancel)	100%	0-14 days from first date of course access	Withdrawal Request Form	N/A
	Withdrawal	No refund	15-90 days from first date of course access	Withdrawal Request Form	W

Essential (Self-Study)					
Payment Type	Request	Refund	Deadline	Required Document	Final Grade
Course-by-Course	Drop (Cancel)	100%	0-14 days from first date of course access	Withdrawal Request Form	N/A
	Withdrawal	No refund	15-90 days from first date of course access	Withdrawal Request Form	W

General Program Policies and Procedures

Accelerated Path and Capstone Alternative Eligibility and Requirements

Students who have received prior approval from the CFP Board for the Accelerated Path and/or the Alternative Capstone may enroll directly into *FP517 Financial Plan Development*. Alternative Capstone registrations will be approved after the student provides their Certificate of Eligibility from the CFP Board to the College's Enrollment Department (enroll@cftp.edu / 800-237-9990, option #3).

Accelerated Path and Capstone Alternative Registration

By initiating enrollment into the Accelerated Path or Capstone Alternative *FP517 Financial Plan Development* course, the approved student understands and accepts that based on their education from other advanced degrees or professional certifications they (1) have full knowledge of the CFP Board's required Principle Knowledge Topics (which are covered throughout the College's six CFP® Education courses), and (2) will be able to complete the *FP517 Financial Plan Development* course without additional course materials. Supplemental resources, textbooks, study materials, and/or faculty instruction outside of what is included with the *FP517 Financial Plan Development* course is not available.

***Notice:** Upon completion of the *FP517 Financial Plan Development* course, Alternative Path and Capstone Alternative CFP® candidates must self-report their education directly to the CFP Board. The College is not able to report your education on your behalf.*

Auditing Courses

Students who meet the CFP Board's education requirements may want to refresh their knowledge by auditing some or all of the CFP® Education courses. In such cases, the College permits students to register for an EssentialPlus (Self-Paced) course for a discounted tuition cost. Only the education courses (not the capstone) allow for auditing. Auditing a course provides the same course content as the non-audit offering. However, students do not need to complete coursework, a formal grade will not be recorded, and a completion certificate (grade report) will not be provided.

Add/Drop Policy

Students enrolled in a CFP® Certification Professional Education course/program may drop their course, change their course/Learning Method/Offering, and/or cancel their enrollment within fourteen (14) days from the initial date of enrollment. The initial date of enrollment is defined as the date in which access to the course via the College for Financial Planning's Learning Management System was granted. The date in which enrollment in the course/program occurs is considered 'day zero' in the add/drop time frame.

In most cases tuition will be paid at the time of registration; however, if a deferment of tuition is approved the date of enrollment for the course remains the same.

Students may request to drop a course completely or to make changes to their enrollment (change of offering, for example) during the add/drop period by completing and submitting a [Withdrawal Request Form](#) or by contacting the Enrollment Department at 800-237-9990, option #3. All requests must be received by 11:59 pm Central Time on the fourteenth day of enrollment to remain within the add/drop policy. Courses dropped during the add/drop period will not be charged tuition and will not be recorded on academic transcripts.

Course Fees

Any fees associated with the CFP® Certification Professional Education courses and/or program are nonrefundable.

Enrollment Status Definitions

Enrollment Status	Definition
Active	The student is currently enrolled and actively taking courses in the program.
Inactive	A student who was previously active in the program, but it has been at least 3 months since their last date of enrollment in a CFP® education program course.
Graduate	The student has met all the requirements necessary to complete the program and has graduated from their selected program.
Withdrawn	The student was enrolled in the program but has withdrawn. This status is reserved for student-initiated/voluntary requests.
Dismissed	The student was enrolled in the program but has since been dismissed. This status is reserved for college-initiated/involuntary changes.

Final Examinations

A minimum grade of 'C' (70%) must be earned on the final exam to successfully complete each course in the CFP® Certification Professional Education Program.

Final exams may be taken at any time on or before the Coursework Due Date (for Premium courses) or last day of course access (for EssentialPlus and Essential courses). Students are encouraged to allow themselves enough time to answer all exam questions and submit the exam before 11:59 pm CT on the due date/course deadline to prevent timeouts and/or submission errors.

Academic Integrity Expectations

Students are expected to perform independently on all examinations and assignments. Use of any external resources during exams is not permitted unless specifically stated by the College for Financial Planning in writing. The College considers prohibited "external resources" to include, but is not limited to, physical and electronic textbooks, personal and/or professional notes, internet searches, websites, and third-party individuals (including co-workers). For more information, please refer to the College's Student Code of Conduct.

Should you have questions or concerns regarding a final exam question, please save the Question ID Number to discuss with faculty after completing the exam. Do not take a picture or screenshot of the exam question as doing so will violate the College's Student Code of Conduct.

Maximum Number of Final Exam Attempts

Students who do not pass the final exam on the first attempt will be granted a second and FINAL attempt to earn a score of 70% or higher as long as the course deadline has not already passed. If a passing grade (70% or higher) is earned on the first exam attempt, a second attempt will not be permitted.

Failure to pass the final exam after two attempts will result in a final course grade of 'F' (and the highest percentage grade earned on the final exam). Failure to attempt the exam at all during enrollment will result in a final course grade of 0%/F.

Students who do not pass the final exam may be eligible to receive a tuition discount to reenroll in the same course in the program. Please review the *Reenrollment Policy* in the *CFP® Certification Professional Education Program Policies and Procedures* section of the catalog for more information.

FP517 Financial Plan Development/Capstone Project

A minimum grade of 'C' (70%) must be earned on the capstone project to successfully complete FP517 in the CFP® Certification Professional Education Program.

Capstone projects may be submitted any time before the Coursework Due Date (for Premium courses) or last day of course access (for EssentialPlus and Essential courses). Students are encouraged to allow themselves enough time to thoroughly cover all requirements of the project and proofread for errors before submission.

Academic Integrity Expectations

Students are expected to perform independently on all examinations and assignments. Use of any external resources to complete the capstone project is not permitted unless specifically stated by the College for Financial Planning in writing. The College considers prohibited 'external resources' to include, but are not limited to, physical and electronic textbooks, personal and/or professional notes, internet searches, websites, and third-party individuals (including co-workers). For more information, please refer to the College's Student Code of Conduct.

Resubmission Policy and Guidelines

Students who do not achieve a passing grade on their capstone project may be permitted to revise and resubmit the project for FINAL grading. If a passing grade (70% or higher) is earned on the first submission, a resubmission opportunity will not be permitted.

Failure to achieve a passing grade after resubmission will result in a final course grade of 'F' (and the highest percentage grade earned on the project). Failure to submit a capstone project at all during enrollment will result in a final course grade of 0%/F.

Students who do not pass the course may be eligible to receive a tuition discount to reenroll in the same course. Please review the *Reenrollment Policy* in the *CFP® Certification Professional Education Program Policies and Procedures* section of the catalog for more information.

Grading System

Students enrolled in a CFP® Certification Professional Education course are expected to complete the required coursework, including the final exam, by the Coursework Due Date (for Premium courses) or last day of course access (for EssentialPlus and Essential courses). Final grades are calculated based on the following grading system:

Numeric Grade	Letter Grade	Definition	Letter Grade
90.0% - 100%	A	Articulated Credit	CR
80.0% - 89.9%	B	Incomplete	I
70.0% - 79.9%	C	Transfer Credit	T
0.0% - 69.9%	F	Withdrawn	W

Grade Appeals

Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance. For more information on the process of requesting a grade appeal, please visit the *Student Grievance Policy and Process* section of the catalog.

Reenrollment Policy

There are not any academic eligibility prerequisites associated with reenrolling in the CFP® Certification Professional Education Program. However, students seeking to reenroll in the CFP® Certification Professional Education Program or a CFP® Certification Professional Education course with the College must settle any unpaid account balances prior to reenrollment.

Students seeking to reenroll in the CFP® Certification Professional Education Program or a CFP® Certification Professional Education course after a withdrawal or course failure are strongly encouraged to contact the College's Enrollment Department prior to registration to discuss course requirements, deadlines, offerings, tuition, and fees.

Reenrollment After Previous Withdrawal and/or Failure

Students who have earned a failing final grade (highest grade earned was a 69.99% or below after exhausting all permitted final exam attempts) during an enrollment in a CFP® Certification Professional Education course are eligible to reenroll in the same course and are subject to the CFP® Certification Professional Education Program Reenrollment Policy. The original final course grade will remain on the student's academic transcript regardless of whether or not reenrollment occurs.

Reenrollment Tuition Discount

Students who (a) voluntarily withdraw (after the add/drop time period) from, or (b) fail a CFP® Certification Professional Education Program course are eligible to reenroll in the same course at a later date and receive an automatic 50% discount off the current cost of tuition. Reenrollment must occur within one (1) year of the original course enrollment date to remain eligible to receive the 50% tuition discount. The Reenrollment Discount can only be used one time.

Students who reenroll in a CFP® Certification Professional Education Program course where an 'F' or 'W' letter grade was previously earned will be charged tuition as follows:

- 1st Course Reenrollment
 - 50% discount off the current tuition if the student enrolls in the same CFP® Certification Education Course within one (1) calendar year (365 days) from the original course's access date

- 2nd Course Reenrollment (and any subsequent enrollments)
 - No Reenrollment tuition discount; full tuition amount will be charged (less any other applicable discounts).

Students who cancel their enrollment (drop the course and receive a 100% tuition refund) within the add/drop period may reenroll at the current cost of tuition.

Reenrollment in the FP517 Financial Plan Development Course

Reenrollment in the FP517 Financial Plan Development course will result in the student being assigned a new case study for their capstone project.

Students are encouraged to contact their instructor as soon as they receive access to their course to request the new case study. A new case study will not be present in the course automatically upon reenrollment.

Graduation Requirements and Expectations

To earn a CFP® Professional Education Graduate Certificate, students must satisfy all of the following:

- Complete all seven required courses (or equivalent) in the program
- Meet the College's academic standards
- Be free of any Student Code of Conduct violations
- Resolve any "I" marks from your record
- Account balance is paid in full

It is the student's responsibility to be aware of current requirements and to frequently consult with the College about your progress toward completing them. At any time throughout enrollment, students may request a *progress audit* by contacting the Registrar's office via email (registrar@cftp.edu).

Certificates

Physical certificates and diplomas are awarded in recognition of a student's academic achievement. Mailings occur once per month to acknowledge new program graduates and designees from the month prior. For more information please visit the *Collegewide Policies* section of the catalog.

Students who transfer coursework into their program for FP511 are eligible to receive a certificate if the transfer course was evaluated and accepted by the College.

Reporting Education Completions to the CFP Board

The College will report all CFP® Certification Professional Education Program graduates to the CFP Board. The process may take up to 2 weeks to complete and students will receive a confirmation email from the College once their education has been reported.

Students are encouraged to register with the CFP Board prior to program graduation. To aid in the process of transmitting data, students are encouraged to ensure they have done the following:

1. Provide the College with your CFP Board ID number
 - a. *Students are expected to create an account with the CFP Board prior to attempting their first final exam. Accounts can be created on the [CFP Board's website](#).*

2. Confirm your name on file with the College matches your name with the CFP Board *exactly*
3. Confirm the email address on file with the College matches the email address with the CFP Board *exactly*

If you do not receive an education confirmation from the College within 2 weeks of completing your final course in the CFP® Certification Professional Education Program, please notify the Student Services Department and/or the Registrar's Office.

Please note: Individual course completions are not submitted to the CFP Board. Students who complete individual courses (anything less than the seven (7) required courses to graduate from the College's program) will be required to self-report their education. For more information about self-reporting, please visit the CFP Board's webpage on attending [Multiple Registered Programs](#).

Student Services Department (cffpssc@cffp.edu / 800-237-9990, option #2)
Registrar's Office (registrar@cffp.edu)

CFP Board Exam Cycle Education Deadlines and Internal College Deadlines

The CFP Board posts its education submission deadlines for each cycle on [their website](#). To ensure the College can meet the CFP Board's deadline each cycle, students will be required to submit their final coursework by an earlier internal deadline (approximately two weeks before the CFP Board's deadline). For more information about the College's deadlines each cycle, please (1) check your email often (including your SPAM folder), (2) review your online classroom for messages, and/or (3) contact the College's Student Services at 800-237-9990, option #2.

CFP Board Education Reporting Fees

For all College for Financial Planning CFP® Certification Professional Education program graduates, upon confirmation of program completion the College will cover 100% of the first education reporting fee to the CFP Board.

Students who do not graduate from the College's CFP® Certification Professional Education program will be responsible for the full cost of any and all CFP Board reporting fees payable directly to the CFP Board. The College will not cover fees for individuals who do not graduate from the College's CFP® Certification Professional Education program.

Supplemental Education Reporting Fees

Students who graduated more than three (3) years before their date of request from the CFP® Certification Professional Education Program (or any previous CFP Board Registered Program offered through Kaplan and/or the College for Financial Planning) are required to (1) request in writing that their education be reported by the College, and (2) pay the applicable reporting fee (to the College) for retrieval, verification, and submission of their education completion to the CFP Board.

Procedures and Guidelines

All requests must be initiated by the student on record (no third-party requests) by completing and submitting the [Archived Records: CFP Education Reporting Request](#) form. The reporting fee shall be paid up-front by contacting the College's Student Services at 800-237-9990, option #2.

In the event the education cannot be located, confirmed, and/or reported the student may be eligible for a refund minus the administrative portion of the reporting fee.

Textbooks

Each CFP® Certification Professional Education Course includes electronic textbooks (eBooks). Students who would like both eBooks and physical textbooks may purchase physical books at an additional cost.

Please note: course deadline dates are based on when the course was released to the student, not when physical textbooks are received.

Tuition

Payment of tuition, course materials (textbooks), taxes, and shipping and handling (if applicable) is due at the time of registration/enrollment, unless a deferment arrangement has been made. Failure to pay may result in registration being suspended or canceled.

A current listing of tuition and fees can be found on the [College's website](#).

Students enrolling in the CFP® Certification Professional Education Program will be asked to select their preferred tuition payment method: (1) Pay-up-Front (in full) or (2) Course-by-Course.

Withdrawing from a Course/the Program

Students may request to drop/withdraw from their course and/or program by completing and submitting a [Withdrawal Request Form](#). Processed forms will automatically initiate a refund review based on the *Tuition Refund Policy for CFP® Certification Professional Education*.

Withdrawing after Attempted Final Course Exam

Once a required exam for a course is attempted, requests to cancel/drop or withdraw from the course will no longer be permitted. The course tuition is nonrefundable, regardless of when the request is submitted. The final grade earned for the course will be posted to the student's record.

CFP[®] Exam Prep Review

CFP® Exam Prep Review

Students seeking to prepare for the CFP® exam may find the College's CFP® Exam Prep Review course to be a helpful guide to efficiently practice through highly testable topics and exam techniques. Exam Prep Review aligns your test-taking skills with the objective of the exam—demonstrating the knowledge and competency needed for comprehensive financial planning.

This 10-week Exam Prep Review seamlessly integrates three elements:

- a curation of critical materials and study tools
- choice of live online, on demand, or available onsite classes taught by experienced faculty and
- a learning platform uniquely designed to keep you accountable and on pace to exam day

The CFP® Exam Prep Review aligns your test-taking skills with the objective of the exam- demonstrating the knowledge and competency needed for comprehensive financial planning.

Admission Requirements

There are no academic admission requirements for the *CFP® Exam Prep Review* course.

Enrollment

During the enrollment process, prospective students will be asked which course learning method (offering) they would like to register for:

1. Premium courses, which include Live Onsite classes, Live Online classes, or OnDemand (with instructional videos), or
2. Essential, which is self-paced, self-study courses that do not have class components.

CFP® Exam Eligibility

Enrollment in the CFP® Exam Prep Review **does not** satisfy the CFP Board's education requirement for exam eligibility. Students are encouraged to complete their education coursework (with the College or externally) prior to enrolling in the CFP® Exam Prep Review.

Add/Drop Policy

Students enrolled in the CFP® Exam Prep Review course may drop their course within fourteen (14) days from the initial date of enrollment. The initial date of enrollment is defined as the date in which the course access to the course via the College for Financial Planning's Learning Management System was granted. The date in which enrollment in the course/program occurs is considered "day zero" in the add/drop time frame.

In most cases tuition will be paid at the time of registration; however, if a deferment of tuition is approved the date of enrollment for the course remains the same.

Students may request to drop their course during the add/drop period by completing and submitting a [Withdrawal Request Form](#) or by contacting the Enrollment Department at 800-237-9990, option #3. All requests must be received by 11:59 pm Central Time on the fourteenth day of enrollment to remain within the add/drop policy.

Change of Learning Methods/Upgrade Essential to Premium Review Package

Students can upgrade their Essential enrollment to the Premium Exam Prep Review offering at any time during their original enrollment cycle. Upgrades are recommended to occur no later than 10 weeks before the exam period to ensure students have enough time to complete the 10-week study plan associated with the EPR. *Please note: changes to instructional/learning methods will result in additional costs.*

Textbooks

The CFP® Exam Prep Review course includes electronic textbooks (eBooks). Students who would like both physical textbooks and eBooks may purchase them for an additional cost plus the cost of shipping, handling, and taxes (if applicable).

Tuition

Payment of tuition, course materials (textbooks), and shipping and handling (if applicable) is due at the time of registration/enrollment, unless a deferment arrangement has been made. Failure to pay may result in registration being suspended or canceled.

If a deferred payment is active and the student initiates a course withdrawal, the payment method on file will immediately be charged for the tuition balance. Failure to pay the cost of tuition/materials/etc. and/or comply with the terms of an approved deferment may result in your account being reported to collections.

Tuition Refund Policy

Eligibility for a refund of tuition paid is determined based on the following chart. Receipt of a [Withdrawal Request Form](#) requesting to drop or withdraw from a professional designation course will result in automatic review of tuition refund eligibility. The initial date of enrollment is considered “day zero” for calculation purposes.

Tuition Payment	Request	Tuition Refund	Deadline	Required Documentation
Single Course (not bundled with CFP® Education Program)	Drop (Cancel)	100%	0-14 days from first date of course access	None; students must contact Enrollment Department
	Withdrawal	No refund	15+ days from the first date of course access	Withdrawal Request Form
Bundled (with CFP® Education Program)	Drop (Cancel)	<i>Please reference the refund policy associated with your pre-purchased CFP® Education Program</i>		
	Withdrawal			

Withdrawing from the Course

Students may request to drop/withdraw from the CFP® Exam Prep Review course by completing and submitting a [Withdrawal Request Form](#). Processed forms will automatically initiate a refund review based on the *Tuition Refund Policy for Professional Designations*.

To drop the course during the Add/Drop Period, students may either submit a [Withdrawal Request Form](#) or contact the Enrollment Department via email (enroll@cftp.edu) or phone (800) 237-9990, option #3.

Premium Package Rollover Policy (delay enrollment)

Students enrolled in an Exam Prep Review offering may be eligible to delay their enrollment under the guidelines of the Rollover Policy. A Rollover request allows for a student to delay their Exam Prep Review to a future offering.

Students will be permitted one (1) complimentary rollover of their CFP® EPR enrollment within one year (3 exam cycles) of their original enrollment.

Example: Original CFP® EPR enrollment is November 2023; the student will be eligible to roll over to either (a) March 2024, or (b) July 2024, or (c) November 2024.

Once the complimentary rollover is used, if another CFP® EPR enrollment is requested the student will be required to initiate a new enrollment and pay the current cost of tuition.

If the student requests to enroll in a CFP® EPR offering that occurs more than one year (3 exam cycles) of their original enrollment, the student will be required to reenroll at the current cost of tuition.

Premium CFP® Exam Prep Review PassProtection™

Students who enroll in the Premium Exam Prep Review (EPR) and sit for the CFP® exam automatically qualify for PassProtection™.

With PassProtection™, eligible students* will be permitted one (1) complimentary enrollment in a CFP EPR within one year (3 exam cycles) of their failed CFP exam attempt.

Example: Failed CFP exam in November 2023; the student will be eligible to use PassProtection™ to enroll in either (a) March 2024, or (b) July 2024, or (c) November 2024.

**To be eligible, you must submit your official CFP® Exam Score Report to cffpssc@cffp.edu within 30 days of receiving it from the CFP Board. All exam results will remain confidential.*

Once PassProtection™ is used, if another CFP® EPR enrollment is requested the student will be required to initiate a new enrollment and pay the current cost of tuition.

If the student requests to enroll in a CFP® EPR offering that occurs more than one year (3 exam cycles) after their original enrollment, the student will be required to reenroll at the current cost of tuition.



The Graduate School



Master of Science Degree Program Mission

The mission of the College for Financial Planning's Master of Science degree programs is to develop financial professionals through higher learning and quality student experiences, focusing on critical thinking, ethics, and lifelong learning.

The College for Financial Planning's Master of Science Degree Programs will develop students' skills as highly competent financial professionals. Students will demonstrate this via mastery of the learning objectives within their program. Instructors will use a variety of assessment strategies to develop student competencies.

Graduates of the Master of Science program(s) should be able to:

- Demonstrate expertise in topics associated with financial analysis or personal financial planning.
- Apply quantitative skills to problem solving in the context of financial analysis or personal financial planning.
- Display information literacy by identifying and properly using relevant sources of information.
- Employ ethical, regulatory, and legal guidelines when making financial decisions and recommendations.
- Engage in the process of academic discovery in relation to financial topics.

The Graduate School's Academic Calendar

Master of Science Academic Calendar (2024-2025)					
Term	2024 Fall I	2024 Fall II	2025 Spring I	2025 Spring II	2025 Summer
Start Date	August 12, 2024	October 21, 2024	January 13, 2025	March 24, 2025	June 2, 2025
End Date	October 6, 2024	December 15, 2024	March 9, 2025	May 18, 2025	July 27, 2025
Registration Opens	July 1, 2024	September 9, 2024	December 2, 2024	February 10, 2025	April 21, 2025
Add/Drop Deadline	August 18, 2024	October 27, 2024	January 19, 2025	March 30, 2025	June 8, 2025
Withdrawal Deadline	September 22, 2024	December 1, 2024	February 23, 2025	May 4, 2025	July 13, 2025
Final Grades Post	October 13, 2024	December 22, 2024	March 16, 2025	May 25, 2025	August 3, 2025

Please note: The College reserves the right to change policies and procedures at any time, with careful consideration.

Master of Science, Personal Financial Planning

Master of Science in Personal Financial Planning

About the Program

The Master of Science in Personal Financial Planning (MSPFP) is tailored for financial planners who are interested in expanding their knowledge beyond typical financial licensing and credentials. The curriculum is based on a client-centered, problem-solving method using case studies to give you a hands-on approach to the material.

The Master of Science in Personal Financial Planning is a registered program with the [CFP Board](#). Students who earn 15 credits in core coursework and 3 credits in advanced coursework (PFPL600) will satisfy the [education requirements](#) to sit for the [CFP® Certification Exam](#).

Pathway Options

The program offers two distinct pathways for students to tailor their educational experience: the Traditional Pathway and the Client Psychology and Communication Pathway.

The Traditional Pathway provides flexibility, allowing students to choose from a wide range of elective courses to meet their specific interests and career goals.

Core coursework - 15 credits (5 courses)

Advanced coursework - 9 credits (3 courses)

Elective coursework - 6 credits (2 courses)

In contrast, the Client Psychology and Communication Pathway offers a structured curriculum focused on deepening students' knowledge of behavioral finance, client psychology, and advanced communication techniques, equipping them with the specialized skills needed to excel in client-facing roles.

Core coursework - 15 credits (5 courses)

Advanced coursework - 12 credits (4 courses)

Elective coursework - 3 credits (1 course)

The Traditional Pathway

As a CFP Board registered program, the Master of Science in Personal Financial Planning, Traditional Pathway program is designed to provide a comprehensive, practical education that prepares students for advanced roles in financial planning and for the CFP® Certification Exam. Students who earn 15 credits in core coursework and 3 credits in advanced coursework (PFPL600) will satisfy the education requirements to sit for the CFP® Certification Exam.

Specifically tailored for financial planners who are interested in expanding their knowledge beyond typical financial licensing and credentials, the curriculum is based on a client-centered, problem-solving method using both case studies and research to give students a hands-on approach to the material. Elective courses within the program allow students to customize their studies and concentrate on their specific areas of interest.

The Traditional Pathway Program Requirements

Area	Course Code	Course Title	Prerequisite(s)	Credits
Core	PFPL510 *	Financial Planning Process & Insurance	None	3
	PFPL520 *	Investment Planning	None	3
	PFPL530 *	Income Tax Planning	None	3
	PFPL540 *	Retirement Planning & Employee Benefits	None	3
	PFPL550 *	Estate Planning	None	3
Advanced	PFPL600 *	Case Study in Personal Financial Planning	PFPL510, PFPL520, PFPL530, PFPL540 and PFPL550, <i>or equivalent courses</i>	3
	PFPL560	Pre Retirement Financial Planning Topics	PFPL510 and PFPL540, <i>or equivalent courses</i>	3
	PFPL570	Portfolio Management for Personal Financial Planners	PFPL520	3
Elective	-	Personal Financial Planning Elective #1	<i>See course descriptions</i>	3
	-	Personal Financial Planning Elective #2	<i>See course descriptions</i>	3
Total program credits:				30

*A Graduate Certificate in Personal Financial Planning may be awarded. For more information about the Graduate Certificate in Personal Financial Planning please see page 109 of the catalog.

The Client Psychology and Communication Pathway

The profession of financial planning is expanding beyond the world of sales and product knowledge, and one area receiving a great deal of attention is client psychology, including client bias mitigation strategies, building trust, and improving communication skills. The popularity of behavioral finance research, the growth of financial therapy, new regulations on elder abuse, and the increasing diversity of both planners and clients are moving the qualitative aspects of financial planning to the forefront of the field.

The CFP Board, in recognition of this trend, has introduced new Principal Knowledge Topics in its education requirements and certification exam. To prepare top financial advisors to understand and apply knowledge and techniques in client psychology, the College for Financial Planning has created a track in its Master of Science in Personal Financial Planning Program.

Students who select this pathway will build on their core courses (PFPL510, 520, 530, 540, 550) with advanced coursework (560, 570, and 600). Then, they will gain expertise in behavioral finance in one of two ways: with either the elective course in behavioral finance (PFPL522) or with the Accredited Behavioral Finance Professional (ABFP®) designation. This pathway is particularly innovative because students have the opportunity to earn the increasingly popular ABFP® designation while filling program requirements.

Finally, this pathway has its own capstone course, integrating behavioral finance with client psychology. A specialization in Client Psychology and Communication will set practitioners apart from their colleagues.

Client Psychology and Communication Pathway Program Requirements

Area	Course Code	Course Title	Prerequisite(s)	Credits
Core	PFPL510*	Financial Planning Process & Insurance	None	3
	PFPL520*	Investment Planning	None	3
	PFPL530*	Income Tax Planning	None	3
	PFPL540*	Retirement Planning & Employee Benefits	None	3
	PFPL550*	Estate Planning	None	3
Advanced	PFPL600*	Case Study in Personal Financial Planning	PFPL510, PFPL520, PFPL530, PFPL540 and PFPL550, or equivalent courses	3
	PFPL560	Pre Retirement Financial Planning Topics	PFPL510 and PFPL540, or equivalent courses	3
	PFPL570	Portfolio Management for Personal Financial Planners	PFPL520	3
	PFPL650	Client Psychology and Communications	PFPL600, and one of the following electives: (1) PFPL522, or (2) PFPL587 (ABFP®)	3
Elective (select one)	PFPL522	Behavioral Finance	PFPL520	3
	PFPL587	Behavioral Finance Strategies (ABFP®)	None	
Total program credits:				30

*A Graduate Certificate in Personal Financial Planning may be awarded. For more information about the Graduate Certificate in Personal Financial Planning please see page 109 of the catalog.

Course Descriptions

Core Courses

PFPL510 Financial Planning Process & Insurance

3 credits; Prerequisite(s): None

This course introduces students to the process of financial planning, and insurance needs and planning. The course applies the financial planning process, the time value of money, cash flow and financing strategies, education planning, and the concepts of a variety of insurance needs. This course includes a case study that students study throughout their core courses, which provides scenarios that bring coursework concepts to life, providing invaluable real-world applications for students.

PFPL520 Investment Planning

3 credits; Prerequisite(s): None

This course introduces students to the world of investments; stocks, bonds, and related instruments, their trading markets, factors, forces, and theories; and applies those concepts in a case study. This course also demonstrates the importance of investment risk, quantitative investment concepts, and measures of investment returns.

PFPL530 Income Tax Planning

3 credits; Prerequisite(s): None

The course begins with a fundamental overview of the individual income tax calculation process. The course then delves into investment vehicle taxation including life insurance, annuities, and other securities. Tax reduction techniques such as charitable contributions are subsequently discussed. Next the income tax implications of various types of businesses. The self-employment tax is analyzed. Additionally, property acquisitions and dispositions are discussed in depth.

Passive activity rules will be explored. Finally, several compliance and tax penalty issues are evaluated. This course includes a case study, which provides scenarios that bring coursework concepts to life, providing invaluable real-world applications for students.

PFPL540 Retirement Planning and Employee Benefits

3 credits; Prerequisite(s): None

In this course, students analyze a wide range of issues facing individuals preparing for retirement. Through the course case study, students will learn how to create comprehensive retirement plans tailored to clients' needs. Qualified ERISA plans, IRAs, nonqualified plans, and Social Security retirement benefits will all be covered.

PFPL550 Estate Planning

3 credits; Prerequisite(s): None

Basic estate planning concepts and techniques are covered in this course. Subjects include the estate planning process, client interaction about estate planning, basic legal estate planning documents, trusts, lifetime transfers, gift, estate, and generation-skipping transfer taxation, life insurance planning, and charitable giving. This course includes a case study, which provides scenarios that bring coursework concepts to life, providing invaluable real-world applications for students.

Advanced Courses

PFPL560 Pre-retirement Financial Planning Topics

3 credits; Prerequisites: PFPL510 and PFPL540 (or equivalent courses)

Students will get the chance to apply their knowledge to a case study of a hypothetical couple seeking retirement in 15 to 20 years. Students will be expected to show how they would assist clients and help resolve their retirement issues. Research and writing skills are learned and used in the weekly assignments.

PFPL570 Portfolio Management for Personal Financial Planners

3 credits; Prerequisite: PFPL520 (or equivalent courses)

The investment planning process between a financial planner and a client is covered in detail. The course covers the theory of investment management, security valuation, and portfolio management, including the analysis of investment risk and return and portfolio performance evaluation. The course exposes the student to a balanced presentation of both the theoretical and practical aspects of investment management through analysis of a case study.

PFPL600 Case Study in Personal Financial Planning

3 credits; Prerequisites: PFPL510, PFPL520, PFPL530, PFPL540, PFPL550 (or equivalent courses)

This advanced course completes the requirements for CFP® education through analyzing, synthesizing, and evaluating a case study. Addressed are integrated retirement, investment, income tax, and estate planning issues. Utilizing independent or literature research, students research and create options and a final recommendation for a hypothetical family and present the final plan.

PFPL650 Client Psychology and Communication

3 credits; Prerequisite(s): PFPL600, and either PFPL522 or ABFP®

This course explores client psychology and communication in scholarly research. Topics include behavioral, diversity, and multiple demographic client communications among learning, listening, earning trust, using sensitivity, and other communication skills. Real world examples in an intensive case study are presented as a final project.

Electives

ACCT545 Financial Statement Analysis

3 credits; Prerequisite(s): PFPL510 or PFPL520 (or equivalent courses)

This course covers financial statement analysis starting with the origin of financial data and uses of financial reporting. Topical coverage includes revenue recognition and income determination with in-depth analysis of the income statement. Coverage also includes applied financial statement analysis including cause-of-change, common-size, and trend analyses.

ACCT 550 Advanced Financial Statement Analysis

3 credits; Prerequisite(s): ACCT545 (or equivalent course)

Building on financial statement analysis tools and techniques covered in ACCT545, this course provides advanced analysis of the asset side of the balance sheet, including receivables, inventory, and long-lived assets. Additional coverage includes using financial information in making decisions associated with credit analysis, contracting, and valuation, as well as in-depth study of the sources and uses of cash as identified in the statement of cash flows (operations, investing, and financing).

ECON532 Economics for Financial Planners

3 credits; Prerequisite(s): None

This course explores economic issues relevant to financial planners. Topics include the role of the Federal Reserve, supply and demand topics relating to insurance and taxation, economic growth, economic indicators, and economists. Discussions largely center on the use of economic indicators for investment decisions. Real world examples are studied and research is required for this course.

FINA525 Quantitative Methods

3 credits; Prerequisites: None

This course covers the fundamentals of quantitative concepts and techniques including descriptive statistics, probability distributions, sampling, hypothesis testing, correlation analysis, linear regression, and time-series models.

FINA527 Financial Data Analytics

3 credits; Prerequisites: FINA525 (or equivalent course)

In this course, students are set to master the intricate world of data analytics, tailored for financial applications. Structured around nine pivotal Program Learning Outcomes (PLOs), the course spans from foundational data analytics principles to advanced topics like regression models, time series forecasting, data mining, and cluster analysis, all essential for financial analysis and investment decision-making. It emphasizes developing robust data management, transformation, and visualization skills, alongside understanding and applying various regression and tree models, and mastering data mining techniques and cluster analysis.

Upon completion, students will not only be proficient in handling, preparing, and transforming financial data, but also adept in visualizing and interpreting complex relationships within datasets. They will be equipped to apply advanced analytical methods, including regression analysis, time series forecasting, and cluster analysis, enabling them to analyze intricate financial datasets, derive insightful information, and make informed, data-driven decisions in the finance sector.

FINA565 Security Analysis and Valuation

3 credits; Prerequisites: PFPL520 (or equivalent course)

This course covers the advanced analysis of equity and debt securities including the valuation of common stock, preferred stock, and various types of fixed-income instruments. In regard to common stock, coverage includes valuation techniques including discounted cash flow analysis, price multiples, and the residual income model. Bond features and characteristics including time-to-maturity, types of coupons, callability, and conversion are covered.

Relevant topics include investing strategies, duration, convexity, and risks relevant to securities, including default, credit, interest rate, and reinvestment risk. Additional coverage includes behavioral finance, technical analysis, and the Efficient Market Hypothesis.

FINA575 Corporate Finance

3 credits; Prerequisite(s): PFPL510 and PFPL520 (or equivalent courses)

This course examines the financial structure of corporations with an emphasis on understanding financial statements, time value of money, cash flows, working capital management, capital structure, financing decisions, cost of capital, and capital budgeting techniques.

FINA585 Derivatives and Alternative Investments

3 credits; Prerequisite(s): PFPL520 and FINA565 (or equivalent courses)

This course explores derivatives, alternative investments, and alternative investment strategies. The course covers the mechanics and markets for options, forward and futures contracts, forward and futures pricing, equity options, and interest rate derivatives. Additionally, it covers alternative investments and alternative strategies, including the use of

derivatives in these strategies. Learners will be introduced to hedge funds, real assets, private capital, liquid alternatives, and the use of derivatives and alternative investments in portfolio management.

PFPL522 Behavioral Finance

3 credits; Prerequisite: PFPL520 (or equivalent course)

This course explores behavioral finance and its impact on creating portfolios. Various biases are explored and then applied to real-world case studies. Also explored is the psychology of money, money scripts and disorders, and how past experiences can impact how people view and handle money on a day-to-day basis.

PFPL529 Business Valuation for Financial Professionals

3 credits; Prerequisite(s): PFPL510 and PFPL 520 (or equivalent courses)

The primary objective of the course is to provide students with an understanding of the role business valuation plays in the real world. The course provides a pathway to becoming a business valuation analyst and/or Accredited in Business Valuation (ABV) credential holder or Certified Valuation Analyst (CVA) credential holder. The course introduces basic principles in business valuation and pre-engagement considerations including professional standards such as AICPA VS Section 100. The course covers sources of data, economic and financial statement analysis, the three valuation approaches, cost of capital, and valuation adjustments. It concludes with a discussion of the valuation conclusion and reporting and a brief survey of valuations for financial reporting, intangible assets, and litigation.

PFPL536 Applied Tax Planning

3 credits; Prerequisite: PFPL530 (or equivalent course)

This course provides students with a strong background in the application of income tax concepts, calculations, and planning techniques specific to middle- and higher-income taxpayers. The course begins with an overview of above- and below-the-line deductions, and then moves into an examination of capital gains and losses and like-kind exchanges. We also take an in-depth look at the self-employment tax, the Medicare contribution tax, and the alternative minimum tax.

PFPL556 Applied Estate Planning

3 credits; Prerequisite: PFPL550 (or equivalent course)

This course examines selected issues related to estate planning in a case study-driven format. These include both tax and non-tax aspects of planning for disability and death.

PFPL582 Retirement Planning Strategies (CRPC® Program)

3 credits; Prerequisite(s): None

The Chartered Retirement Planning CounselorSM or CRPC® Professional Designation Program is taught by the College at the graduate level. Students who complete the program earn 3 academic credits at the graduate level that can be applied to the Master of Science in Personal Financial Planning program to fulfill elective requirements.

PFPL583 Retirement Plan Studies (CRPS® Program)

3 credits; Prerequisite(s): None

The Chartered Retirement Plans SpecialistSM or CRPS® Professional Designation Program is taught by the College at the graduate level. Students who complete the program earn 3 academic credits at the graduate level that can be applied to the Master of Science in Personal Financial Planning program to fulfill elective requirements.

PFPL584 Wealth Management Strategies (AWMA[®] or SE-AWMASM Program)

3 credits; Prerequisite(s): None

The Accredited Wealth Management AdvisorSM or AWMA[®] or Sports and Entertainment Accredited Wealth Management AdvisorSM or SE-AWMASM Professional Designation Programs are taught by the College at the graduate level. Students who complete the program earn 3 academic credits at the graduate level that can be applied to the Master of Science in Personal Financial Planning program to fulfill elective requirements.

PFPL585 Principles of Portfolio Management (APMA[®] Program)

3 credits; Prerequisite(s): None

The Accredited Portfolio Management AdvisorSM or APMA[®] Professional Designation Program is taught by the College at the graduate level. Students who complete the program earn 3 academic credits at the graduate level that can be applied to the Master of Science in Personal Financial Planning program to fulfill elective requirements.

PFPL587 Behavioral Finance Strategies (ABFPSM Program)

3 credits; Prerequisite(s): None

The Accredited Behavioral Finance ProfessionalSM or ABFP[®] Professional Designation Program is taught by the College at the graduate level. Students who complete the program earn 3 academic credits at the graduate level that can be applied to the Master of Science in Personal Financial Planning program to fulfill elective requirements.

PFPL588 ESG Strategies (CSRIC[®] Program)

3 credits; Prerequisite(s): None

The Chartered SRI CounselorSM or CSRIC[®] Professional Designation Program is taught by the College at the graduate level. Students who complete the program earn 3 academic credits at the graduate level that can be applied to the Master of Science in Personal Financial Planning program to fulfill elective requirements.

PFPL592 Current Issues in Financial Planning

3 credits; Prerequisite(s): PFPL560 and PFPL570

This course examines current, unique, and/or advanced topics in financial planning of the student's choosing. The culmination of this course will be a well-researched paper.

Admission Requirements and Application Process

Each applicant to the Master of Science in Personal Financial Planning degree program at the College for Financial Planning is required to follow the three-step process for admission and meet the following minimum requirements for either full acceptance or conditional acceptance into the MSPFP program:

Application Process/Checklist

1. Complete and submit the online [Graduate Degree Application for Admission](#)
 - a. The application includes a series of personal essay questions. Applicants are encouraged to review the essay questions and prepare robust answers that showcase their personal and professional goals. Answers to these questions hold significant weight during the review process by the Graduate Admissions Committee. Applications that do not clearly show a thorough understanding of collegiate writing requirements or the applicant's commitment to graduate education may be denied admission.
2. Submit payment of the nonrefundable application fee (800-237-9990, option #3)
3. Order official transcripts
 - a. All transcripts must be sent to the College directly from the college/university where the undergraduate degree was earned. *Transcripts submitted to the College by the student or another third party will not be accepted.*

Physical Transcripts:
College for Financial Planning
Attn: Office of the Registrar
9000 E. Nichols Ave., Suite 200
Centennial, CO 80112

Electronic Transcripts: registrar@cftp.edu

For applicants who previously studied internationally

Applicants whose previous degree was awarded by an institution outside the U.S. are required to provide additional documentation to complete their admissions file:

1. Degree equivalency evaluation
 - a. obtain a U.S. degree equivalency evaluation from an approved third party agency showing degree equivalency
2. English language proficiency
 - a. submit TOEFL or IELTS score report showing the minimum required score has been achieved

Degree Equivalency Evaluation: International Documents/Transcripts

Applicants whose previous degree was awarded by an institution outside the U.S. are required to obtain a equivalency report from an approved third-party agency that is a member of the National Association of Credential Evaluation Services (NACES). A list of approved agencies may be found on the NACES website at www.NACES.org. Evaluation reports must be received by the College directly from the evaluation agency. Student copies are not accepted.

For admission purposes a general document evaluation for U.S. equivalency is sufficient. However, if you are petitioning for transfer credit, a course-by-course evaluation is required.

English Language Proficiency

If your native language is not English and/or your post-secondary education was completed from a school outside the U.S. you must demonstrate English language proficiency by achieving a minimum score (as defined below) on

either the Test of English as a Foreign Language (TOEFL) iBT® exam or the International English Language Testing System (IELTS).

Test of English as a Foreign Language (TOEFL)

The College for Financial Planning code assigned by the test provider (ETS) for reporting TOEFL scores is 7126. You must identify the College using this code on the day the test is taken or submit a follow-up request. Score reports must be received by the College directly from the ETS test provider. For more information, visit the TOEFL test website at <http://www.ets.org/toefl>.

Exam Type: TOEFL iBT® Minimum Required Score: 85

International English Language Testing System (IELTS)

Applicants must identify the College on the day the test is taken or submit a follow-up request. Score reports must be received by the College directly from the test provider. For more information, visit the IELTS test website at <https://www.ielts.org/>.

Exam Type: IELTS Academic Minimum Required Score: 7.0

Admissions Application Deadline

Applications for admission are accepted on a rolling basis. Once submitted, applicants have six months to provide all documentation required for admission. If after 6 months all requirements have not been received by the Registrar's Office, the application will be canceled.

If an application is canceled, all requirements (with the exception of official transcripts) must be resubmitted by the applicant for consideration. Previously submitted documentation will not roll over to the new application.

Admissions Application Review Process

Once all documentation and fees required to support the Master of Science in Personal Financial Planning application have been received, the application file will be reviewed by the Graduate Admissions Committee. Final admissions decisions will be sent to the student in writing.

Admission Application Decision Timeframe

Applicants can expect notification within two weeks of their application status once reviewed by the admissions committee. Accepted students will be assigned one of two status options based on their prior academic history:

Full Acceptance

Must meet one of the following requirements (A, B, C, D, or E):

- A. A bachelor's degree from an accredited U.S. institution with a cumulative GPA of 3.00 or higher
- B. A bachelor's degree with a major in accounting, economics, engineering, finance, mathematics, or statistics from an accredited U.S. institution (recognized by the U.S. DOE) with a cumulative GPA of 2.50 or higher
- C. A graduate degree (master's or doctorate) in any major from an accredited U.S. institution
- D. A bachelor's degree in any major from an accredited U.S. institution AND a GRE or GMAT score at or above the 50th percentile
- E. An equivalent bachelor's degree and/or graduate degree from a foreign institution*

**evaluation from a NACES member organization is required to confirm equivalency*

Conditional Acceptance

Must meet one of the following requirements (A, B, or C):

- A. A bachelor's degree from an accredited U.S. institution with a cumulative GPA of 2.00-2.99
- B. A bachelor's degree in accounting, economics, engineering, finance, mathematics, or statistics from an accredited U.S. institution (recognized by the U.S. DOE) with a cumulative GPA of 2.00-2.49
- C. An equivalent bachelor's degree and/or graduate degree from a foreign institution*

** evaluation from a NACES member organization is required to confirm equivalency*

Students who are conditionally accepted into the Master of Science in Personal Financial Planning degree program are eligible for full acceptance after earning at least 6 credits in the program and achieving a minimum cumulative GPA of 3.00.

College for Financial Planning Alumni Guaranteed Admission

Prospective students who have previously earned a Master of Science degree (any major) from the College for Financial Planning are guaranteed acceptance into the Master of Science in Personal Financial Planning program. Students are required to earn a minimum of 24 credits in unique coursework (courses not applied to the previously-earned College for Financial Planning degree) to graduate from the MSPFP program.

Credit for Prior Learning

The Master of Science in Personal Financial Planning degree program recognizes articulated credit, course substitutions, and transfer credit, each of which are described in further detail below. Approved credit is applied to program requirements upon acceptance.

Maximum Credits

A maximum of three (3) credits will be awarded for each approved course and a maximum of twenty-one (21) credits total may be earned through Credit for Prior Learning. Courses will be applied only once toward degree completion.

Courses Taken at CFFP (internal)

The College has pre-approved certain Professional Designation courses and CFP® Certification Professional Education courses (listed below) completed with the College for Financial Planning as applicable to the Master of Science in Personal Financial Planning degree program. Credits earned may be applied to the program requirements through articulated credit. Articulated credit is the process of applying only the *earned credits* from one College for Financial Planning Program to another. Final grades and quality points are not applied to the program.

Students who complete pre-approved Professional Designation courses and/or CFP® Certification Professional Education courses may request their credits to be applied for articulated credit by contacting either of the following departments:

Academic Advising

advising@cffp.edu

Office of the Registrar

registrar@cffp.edu

Professional Designation Courses			
Course Completed	Eligible Course Articulation	Credits	Requirement Area
Accredited Portfolio Management Advisor SM (APMA [®])	PFPL585 Portfolio Management Studies	3	Elective
Accredited Behavioral Finance Professional SM (ABFP [®])	PFPL587 Behavioral Finance Strategies	3	Elective
Accredited Wealth Management Advisor SM (AWMA [®]), or Sports & Entertainment Accredited Wealth Management Advisor SM (SE-AWMA [®])	PFPL584 Wealth Management Strategies	3	Elective
Chartered Retirement Planning Counselor SM (CRPC [®])	PFPL582 Retirement Planning Strategies	3	Elective
Chartered Retirement Plans Specialist SM (CRPS [®])	PFPL583 Retirement Plan Studies	3	Elective
Chartered SRI Counselor SM (CSRIC [®])	PFPL588 SRI Strategies	3	Elective

CFP® Certification Professional Education Courses			
Course(s) Completed	Eligible Course Articulation	Credits	Requirement Area
FP511 General Financial Planning Principles, Psychology of Financial Planning, and Professional Conduct, <i>or equivalent</i> , AND	PFPL510	3	Core
FP512 Risk Management, Insurance, and Employee Benefits Planning, <i>or equivalent</i>			
FP513 Investment Planning, <i>or equivalent</i>	PFPL520	3	Core
FP514 Tax Planning, <i>or equivalent</i>	PFPL530	3	Core
FP515 Retirement Savings and Income Planning, <i>or equivalent</i>	PFPL540	3	Core
FP516 Estate Planning, <i>or equivalent</i>	PFPL550	3	Core

Courses Taken at other Colleges/Universities (External)

If you completed graduate-level coursework at an external college or university and are petitioning for transfer credit, you must clearly indicate the specific courses within the Graduate Degree Application and submit the following required documentation for consideration:

- Official Transcript sent directly from the previous college/university to the Office of the Registrar
 - Physical and electronic copies are acceptable as long as they are sent directly from the previous college/university. Transcripts cannot be submitted by the student.
- Course description (or syllabus) from the academic year the course was completed

Physical Transcripts:
Office of the Registrar
College for Financial Planning
9000 E. Nichols Ave., Suite 200
Centennial, CO 80112

Electronic Transcripts: registrar@cffp.edu Attn:

Requests for transfer credit are reviewed on a course-by-course basis. Minimum factors considered in the evaluation of coursework include:

- A maximum of 6 semester credits (or equivalent quarter credits) will be accepted
- Course must be graduate level
- Course content must be comparable in scope
- Must be a minimum of three semester credits (or equivalent quarter credits)
- A final grade of “B” or higher
- Institution was accredited at the time of completion by an agency recognized by the U.S. Department of Education

Alternative Education

The Master of Science in Personal Financial Planning is pleased to recognize certain alternative methods of

learning not achieved through traditional coursework at colleges and universities. Students may apply a maximum of 6 credits earned through Alternative Education toward the completion of the graduation requirements.

Requesting Credit for Alternative Education

During the admission process, students should indicate on their application for admission if they plan on requesting credit for alternative education. Once the application for admission has been submitted, please submit documentation of the earned credential to registrar@cftp.edu with the subject *Credit for Prior Learning*. Documentation will be held until an offer of admission has been accepted.

Alternative Education			
Certification	Credits Awarded	Course(s)	Requirement Area
Chartered Alternative Investment Analyst (CAIA)	3	FINA585	Elective
CERTIFIED FINANCIAL PLANNER (CFP®) <i>(verified as active and in good standing)</i>	3	PFPL510	Core
	0	PFPL520, PFPL530, PFPL540, PFPL550 may be substituted with elective courses <i>Academic credits will not be awarded for courses listed above; if CFP® education courses were taken at the graduate level, please petition for transfer credit (maximum of 6 credits)</i>	Elective
Chartered Financial Analyst® (CFA®)	6	Maximum of 6 credits. Students can select up to two of the following courses to apply towards their degree program: ACCT545, FINA565, FINA525, FINA575	Elective
Certified Investment Management Analyst® (CIMA®)	0	Academic credits will not be awarded. Students are eligible to substitute PFPL520 and PFPL570. Credits will need to be replaced with courses of the student's choosing.	Elective
Certified Public Accountant (CPA)	3	Elective	Elective

Graduate Certificate in Personal Financial Planning

Graduate Certificate in Personal Financial Planning

About the Program

Students accepted into the Master of Science in Personal Financial Planning degree program who complete eighteen (18) credits in the following courses and meet the academic eligibility requirements will be awarded a Graduate Certificate in Personal Financial Planning.

Area	Course Code	Course Title	Prerequisite(s)	Credits
Core	PFPL510	Financial Planning Process and Insurance	None	3
	PFPL520	Investment Planning	None	3
	PFPL530	Tax Planning	None	3
	PFPL540	Retirement Planning and Employee Benefits	None	3
	PFPL550	Estate Planning	None	3
Advanced	PFPL600	Case Study in Personal Financial Planning	PFPL510, PFPL520, PFPL530, PFPL540, PFPL550	3
TOTAL CREDITS:				18

Academic Eligibility Requirements

- Successful completion of eighteen (18) credits in required coursework
- Maximum of two courses (six credits) earned through transfer, articulated, and/or alternative education have been used to complete the certificate requirements
- 3.00 minimum cumulative GPA in applicable courses

Petitioning for a Completion Evaluation

Students who believe they have met the requirements to be eligible for the Graduate Certificate in Personal Financial Planning may petition for a completion evaluation. Requests shall be made via email to the Registrar's Office (registrar@cftp.edu). Upon completion of the evaluation, the student will be notified and an 8 1/2" x 11" certificate will be issued within 60 days and mailed to the address on file.



**Master Planner Advanced Studies™,
MPAS® Designation**

Master Planner Advanced Studies™, MPAS® Designation

Eligibility

Graduates of the Master of Science in Personal Financial Planning degree program are eligible to apply for the Master Planner Advanced Studies™, MPAS® designation to recognize their knowledge and educational achievements.

Approval

Students approved to use the MPAS® designation will be issued a physical 8.5" x 11" certificate, a digital badge, and authorization to use the MPAS® designation on correspondence and business cards in accordance with specified guidelines.

Authorization to use the designation is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Designation Renewal

The MPAS® designation requires renewal every two years. To apply for renewal, the following four requirements must be completed:

Requirement 1: Complete 40 CE Credits

To maintain authorized use of the credential, designees are required to complete 40 continuing education credits every two years with any CE provider. Ongoing CE maintains the credibility of our credentials, ensuring designees are knowledgeable on current industry trends in the financial market.

Requirement 2: Comply with the Code of Ethics Components

The Standards of Professional Conduct establishes minimum standards of acceptable professional conduct for persons authorized to use one of the professional designations. The self-disclosure component requires designees to disclose any criminal, civil, self-regulatory organization, or governmental agency inquiry, investigation, or proceeding related to their professional or business conduct. Initial conferment and renewed authorization to use the designation is contingent upon the College for Financial Planning®—a Kaplan Company's review of matters that are either self-disclosed or discovered by the College and required to be disclosed.

Requirement 3: Acknowledge Terms and Conditions Statement

The Terms and Conditions statement outlines the designees' rights to use the College's marks and acknowledges the rights of the College to protect the marks from unauthorized use by individuals or entities.

Requirement 4: Pay Renewal Fee

The nonrefundable renewal fee is \$95 per designation for a two-year period. A nonrefundable late fee of \$10 per designation is incurred if all renewal requirements are not completed, received, and accepted by the College for Financial Planning®—a Kaplan Company by the renewal due date. Designees holding two or more designations may elect to pay a Multiple Designation Renewal Fee of \$95 and create a single renewal date for all their College designations. The \$95 fee covers the renewal fee for all designations for a two-year period.

For more information, please review the Policies and Procedures for Designees section of the Catalog. Specific approved CE topics can be found in the MPAS Subject Topic List.

Master of Science, Financial Analysis

Master of Science in Financial Analysis

About the Program

The Master of Science in Financial Analysis (MSFA) program at the College for Financial Planning is dedicated to the advanced study of financial analysis and to developing financial analysis professionals through higher learning and quality student experiences, focusing on critical thinking, ethics, and lifelong learning.

The Graduate Degree Program will develop students' skills as highly competent financial analysis professionals. Students will demonstrate this via mastery of the learning objectives within the program. Instructors will use a variety of assessment strategies to develop student competencies in financial analysis. Through a combination of theory and practice, students will study:

- Economic Analysis Utilized in Investment Decision Making
- Financial Statement Analysis
- Quantitative Methods and Analysis Beneficial to Financial Analysis
- The Investment Environment including Financial Markets, Institutions and the Investing Process
- Corporate Finance
- Security Analysis and Valuation
- Alternative Investments, Derivatives and Risk Management
- Advanced Portfolio Management
- Professional Standards and Ethics in the Investments Industry

Program Requirements

Area	Course Code	Course Title	Prerequisite(s)	Credits
Core	ACCT545	Financial Statement Analysis	None	3
	ACCT550	Advanced Financial Statement Analysis	ACCT545	3
	ECON535	Economics for Financial Analysis	None	3
	FINA515	The Financial System, Markets, and Instruments	None	3
	FINA525	Quantitative Methods	None	3
Advanced	FINA565	Security Analysis and Valuation	ACCT545, ACCT550, ECON535, FINA515, & FINA525	3
	FINA575	Corporate Finance	ACCT545, ACCT550, FINA515, FINA525, & ECON535	3
	FINA585	Derivatives and Alternative Investments	ACCT545, ACCT550, FINA515, FINA525, ECON535 & FINA565	3
	FINA595	Portfolio Management	ACCT545, ACCT550, FINA515, FINA525, ECON535, & FINA565	3
Capstone	FINA650	Financial Analysis Capstone	All prior MSFA Courses (27 credits earned in program)	3
Total Credits Required:				30

Course Descriptions

Core Courses

ACCT545 Financial Statement Analysis

3 credits Prerequisite(s): None

This course covers financial statement analysis starting with the origin of financial data and uses of financial reporting. Topical coverage includes revenue recognition and income determination with in-depth analysis of the income statement. Coverage also includes applied financial statement analysis, including cause-of-change, common-size, and trend analyses.

ACCT550 Advanced Financial Statement Analysis

3 credits

Prerequisite(s): ACCT545

Building on financial statement analysis tools and techniques covered in ACCT545, this course provides advanced analysis of the asset side of the balance sheet, including receivables, inventory, and long-lived assets. Additional coverage includes using financial information in making decisions associated with credit analysis, contracting, and valuation, as well as in-depth study of the sources and uses of cash as identified in the statement of cash flows (operations, investing, and financing).

ECON535 Economics for Financial Analysis

3 credits Prerequisite(s): None

This course explores economic issues relevant to financial analysis and investments. Topics include supply and demand, industry structure, central banking and monetary policy, fiscal policy and taxation, economic growth, interest rate determination, inflation, international trade, currency exchange, and economic decision-making.

FINA515 The Financial System, Markets and Instruments

3 credits Prerequisites: None

This course studies the financial system, including financial institutions, instruments, and markets. Topical coverage includes time value of money, diversification, risk and return characteristics of securities, bonds, bond features, bond pricing, stocks, market efficiency, interest rate determination, and the term structure of interest rates.

FINA525 Quantitative Methods

3 credits Prerequisites: None

This course covers the fundamentals of quantitative concepts and techniques, including descriptive statistics, probability distributions, sampling, hypothesis testing, correlation analysis, linear regression, and time-series models.

Advanced Courses

FINA565 Security Analysis and Valuation

3 credits

Prerequisites: ACCT545, ACCT550, ECON535, FINA515 and FINA525 (or equivalent courses)

This course covers the advanced analysis of equity and debt securities, including the valuation of common stock, preferred stock, and various types of fixed-income instruments. Common stock topics include valuation techniques such as discounted cash flow analysis, price multiples, and the residual income model. Bond features and characteristics including time-to-maturity, types of coupons, callability, and conversion are covered. Other relevant topics covered are investing strategies, duration, convexity, and risks relevant to securities, including default, credit, interest rate, and reinvestment risk. Additional coverage includes behavioral finance, technical analysis, and the Efficient Market Hypothesis.

FINA575 Corporate Finance

3 credits

Prerequisite(s): ACCT545, ACCT550, FINA515, FINA525, and ECON535 (or equivalent courses)

This course examines the financial structure of corporations with an emphasis on understanding financial statements, time value of money, cash flows, working capital management, capital structure, financing decisions, cost of capital, and capital budgeting techniques.

FINA585 Derivatives and Alternative Investments

3 credits

Prerequisites: ACCT545, ACCT550, FINA515, FINA 525, ECON535 and FINA565 (or equivalent courses)

This course explores derivatives, alternative investments, and alternative investment strategies. The course covers the mechanics and markets for options, forward and futures contracts, forward and futures pricing, equity options, and interest rate derivatives. Additionally, it covers alternative investments and alternative strategies including the use of derivatives in these strategies. Students will be introduced to hedge funds, real assets, private capital, liquid alternatives, and the use of derivatives and alternative investments in portfolio management.

FINA595 Portfolio Management

3 credits

Prerequisites: ACCT545, ACCT550, ECON535, FINA515, FINA525, and FINA565 (or equivalent courses)

This course studies portfolio construction with a focus on asset allocation and diversification. Additional topics include assessing risk-adjusted performance of portfolios, security selection, performance measurement, and evaluation. The course involves an applied perspective of the “money manager,” including the development of the Investor Policy Statement and understanding objectives and constraints of different types of investors (individual, institutional, etc.).

FINA650 Financial Analysis Capstone

3 credits

Prerequisites: All prior MSFA Courses (or equivalent courses)

This course provides comprehensive coverage of CFA Institute’s Code of Ethics and Standards of Professional Conduct and builds on the learning outcomes embedded throughout the MSFA curriculum through two related components. One component involves a series of short, applied problem sets in CFA examination format focused on economic analysis, quantitative methods, financial statement analysis, corporate finance, fixed income analysis, portfolio management, and ethics. The second component is a multi-part case study developed throughout the course focused on advanced economic analysis, equity analysis, risk analysis, and valuation.

Admission Requirements and Application Process

Each applicant to the Master of Science in Financial Analysis degree program at the College for Financial Planning is required to follow the three-step process for admission and meet the minimum requirements for either full acceptance or conditional acceptance into the MSFA program. Below is a checklist for applicants to use as a guide throughout the admissions process.

Application Process/Checklist

1. Complete and submit the online [Graduate Degree Application for Admission](#)
 - a. The application includes a series of personal essay questions. Applicants are encouraged to review the essay questions and prepare robust answers that showcase their personal and professional goals. Answers to these questions hold significant weight during the review process by the Graduate Admissions Committee. Applications that do not clearly show a thorough understanding of collegiate writing requirements or the applicant's commitment to graduate education may be denied admission.
2. Submit payment of the nonrefundable application fee (800-237-9990, option #3)
3. Order official transcripts
 - a. All transcripts must be sent to the College directly from the college/university where the undergraduate degree was earned. *Transcripts submitted to the College by the student or another third party will not be accepted.*

Physical Transcripts:
College for Financial Planning
Attn: Office of the Registrar
9000 E. Nichols Ave., Suite 200
Centennial, CO 80112

Electronic Transcripts: registrar@cffp.edu

For applicants who previously studied internationally

Applicants whose previous degree was awarded by an institution outside the U.S. are required to provide additional documentation to complete their admissions file:

1. Degree equivalency evaluation
 - a. obtain a U.S. degree equivalency evaluation from an approved third-party agency showing degree equivalency
2. English language proficiency
 - a. submit TOEFL or IELTS score report showing the minimum required score has been achieved

Degree Equivalency Evaluation: International Documents/Transcripts

Applicants whose previous degree was awarded by an institution outside the U.S. are required to obtain a equivalency report from an approved third-party agency that is a member of the National Association of Credential Evaluation Services (NACES). A list of approved agencies may be found on the NACES website at www.NACES.org. Evaluation reports must be received by the College directly from the evaluation agency. Student copies are not accepted.

For admission purposes a general document evaluation for U.S. equivalency is sufficient. However, if you are petitioning for transfer credit, a course-by-course evaluation is required.

English Language Proficiency

If your native language is not English and/or your post-secondary education was completed from a school outside

the U.S. you must demonstrate English language proficiency by achieving a minimum score (as defined below) on either the Test of English as a Foreign Language (TOEFL) iBT® exam or the International English Language Testing System (IELTS).

Test of English as a Foreign Language (TOEFL)

The College for Financial Planning code assigned by the test provider (ETS) for reporting TOEFL scores is 7126. You must identify the College using this code on the day the test is taken or submit a follow-up request. Score reports must be received by the College directly from the ETS test provider. For more information, visit the TOEFL test website at <http://www.ets.org/toefl>.

Exam Type: TOEFL iBT®

Minimum Required Score: 85

International English Language Testing System (IELTS)

Applicants must identify the College on the day the test is taken or submit a follow-up request. Score reports must be received by the College directly from the test provider. For more information, visit the IELTS test website at <https://www.ielts.org/>.

Exam Type: IELTS Academic

Minimum Required Score: 7.0

Admissions Application Deadline

Applications for admission are accepted on a rolling basis. Once submitted, applicants have six months to provide all documentation required for admission. If after 6 months all requirements have not been received by the Registrar's Office, the application will be canceled.

If an application is canceled, all requirements (with the exception of official transcripts) must be resubmitted by the applicant for consideration. Previously submitted documentation will not roll over to the new application.

Admissions Application Review Process

Once all documentation and fees required to support the Master of Science in Personal Financial Planning application have been received, the application file will be reviewed by the Graduate Admissions Committee. Final admissions decisions will be sent to the student in writing.

Admission Application Decision Timeframe

Applicants can expect notification within two weeks of their application status once reviewed by the admissions committee. Accepted students will be assigned one of two status options based on their prior academic history:

Full Acceptance

Must meet one of the following requirements (A, B, C, D, or E):

- A. A bachelor's degree from an accredited U.S. institution with a cumulative GPA of 3.00 or higher
- B. A bachelor's degree with a major in accounting, economics, engineering, finance, mathematics, or statistics from an accredited U.S. institution (recognized by the U.S. DOE) with a cumulative GPA of 2.50 or higher
- C. A graduate degree (master's or doctorate) in any major from an accredited U.S. institution
- D. A bachelor's degree in any major from an accredited U.S. institution AND a GRE or GMAT score at or above the 50th percentile
- E. An equivalent bachelor's degree and/or graduate degree from a foreign institution*

**evaluation from a NACES member organization is required to confirm equivalency*

Conditional Acceptance

Must meet one of the following requirements (A, B, or C):

- A. A bachelor's degree from an accredited U.S. institution with a cumulative GPA of 2.00-2.99
- B. A bachelor's degree in accounting, economics, engineering, finance, mathematics, or statistics from an accredited U.S. institution (recognized by the U.S. DOE) with a cumulative GPA of 2.00-2.49
- C. An equivalent bachelor's degree and/or graduate degree from a foreign institution*
- D. * *evaluation from a NACES member organization is required to confirm equivalency*

Students who are conditionally accepted into the Master of Science in Financial Analysis degree program are eligible for full acceptance after earning at least 6 credits in the program and achieving a minimum cumulative GPA of 3.00.

College for Financial Planning Alumni Guaranteed Acceptance

Prospective students who have previously earned a Master of Science degree (any major) from the College for Financial Planning are guaranteed acceptance into the Master of Science in Financial Analysis program. Students are required to earn a minimum of 24 credits in unique coursework (courses not applied to the previously-earned College for Financial Planning degree) to graduate from the MSFA program.

Credit for Prior Learning

The Master of Science in Financial Analysis degree program recognizes articulated credit, course substitutions, and transfer credit, each of which are described in further detail below. Approved credit is applied to program requirements upon acceptance.

Maximum Credits

A maximum of three (3) credits will be awarded for each approved course and a maximum of nine (9) credits total may be earned through Credit for Prior Learning. Courses will be applied only once toward degree completion.

Courses Taken at the College (internal)

The College has pre-approved the following courses completed with the College for Financial Planning as applicable to the Master of Science in Financial Analysis degree program. Credits earned may be applied to the program requirements through articulated credit. Articulated credit is the process of applying only the *earned credits* from one College for Financial Planning Program to another. Final grades and quality points are not applied to the program.

Program	Completed Course	Approved substitution for
Professional Designation	APMA®	FINA515 (3 credits)
CFP® Certification Professional Education	FP513	FINA515 (3 credits)
Master of Science, Personal Financial Planning	PFPL520	FINA515 (3 credits)
	PFPL570	FINA595 (3 credits)

Students who complete pre-approved courses must earn a minimum final grade of '80% / B-' to be eligible to apply for the MSFA degree program. To request credits to be reviewed, please contact either of the following departments: Academic Advising (advising@cftp.edu) or Office of the Registrar (registrar@cftp.edu).

Courses Taken at other Colleges/Universities (External)

If you completed graduate-level coursework at an external college or university and are petitioning for transfer credit, you must clearly indicate the specific courses within the Graduate Degree Application and submit the following required documentation for consideration:

- Official Transcript sent directly from the previous college/university to the Office of the Registrar
 - Physical and electronic copies are acceptable as long as they are sent directly from the previous college/university. Transcripts cannot be submitted by the student.
- Course description (or syllabus) from the academic year the course was completed

Physical Transcripts:
Attn: Office of the Registrar
College for Financial Planning
9000 E. Nichols Ave., Suite 200
Centennial, CO 80112

Electronic Transcripts: registrar@cftp.edu

Requests for transfer credit are reviewed on a course-by-course basis. Minimum factors considered in the evaluation of coursework include:

- A maximum of 6 semester credits (or equivalent quarter credits) will be accepted
- Course must be graduate level
- Course content must be comparable in scope
- Must be a minimum of three semester credits (or equivalent quarter credits)
- A final grade of “B” or higher
- Institution was accredited at the time of completion by an agency recognized by the U.S. Department of Education

Alternative Education

The Master of Science in Financial Analysis is pleased to recognize certain alternative methods of learning not achieved through traditional coursework at colleges and universities. Students accepted into the Master of Science in Financial Analysis may apply a maximum of nine (9) credits earned via alternative education toward the MSFA graduation requirements.

Financial Designations		
Certification	Course(s)	Credits Awarded
CERTIFIED FINANCIAL PLANNER™ (CFP®)	FINA515	3
Certified Management Accountant (CMA®)	ACCT545, FINA515, & FINA575	9
Certified Public Accountant (CPA)	FINA515 & ACCT545	6
Chartered Alternative Investment Analyst (CAIA®)	FINA515 & FINA585	6
Chartered Financial Analyst (CFA®)	FINA515, FINA525, & FINA575	9
Financial Risk Manager (FRM®)	FINA515 & FINA525	6

National Association of Securities Dealers (NASD) Licensure		
Certification	Course(s)	Credits Awarded
Series 6	FINA515	3
Series 7	FINA515	3
Series 63	FINA515	3
Series 65	FINA515	3

Requesting Credit for Alternative Education

During the admission process, students should indicate on their application for admission if they plan on requesting credit for alternative education. Once the application for admission has been submitted, please submit documentation of the earned credential to registrar@cftp.edu with the subject *Credit for Prior Learning*. Documentation will be held until an offer of admission has been accepted.

Master of Science in Personal Financial Planning Alumni

To recognize the achievements of the College's alumni, students who graduate from the Master of Science in Personal Financial Planning program will be awarded credit in the Master of Science in Financial Analysis program as follows:

Master of Science in Personal Financial Planning	Course(s)	Credits Awarded
Degree Conferred from CFFP	FINA515	3

The Graduate School

Policies, Procedures, and Academic Standards

General Expectations

It is recommended that Master of Science students:

1. regularly reference the course syllabus and determine the due dates for assignments, required course materials, and other course-specific information.
2. have the current address and contact information on file
3. regularly check email; the College uses this form of communication to disseminate important information.
4. study between 15–20 hours per week for each course. The dedicated study time may vary depending on prior education and experience, a course's content, and study habits.

Applying for Admission

Students interested in applying for admission into a Master of Science program are encouraged to review the admission requirements for the desired program carefully. Specific program requirements can be found in the catalog, but guidance can also be found on the College website or by contacting the College's Enrollment Department at 800-237-9990, option #3.

Application Documents Access/Forward/Return Policy

No application, test scores, transcripts, letters of recommendation, or other documents submitted with the application packet will be returned to the applicant or forwarded to another institution/third party. The applicant file is not to be released to the applicant or other third parties.

Academic Terms

There are five terms offered each year, and each term is eight weeks in length. Each term starts on a Monday, and a preview period (if available) will begin a few days prior to the term start date. The College for Financial Planning reserves the right to make changes in materials and offerings as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and contribute to the level of interaction among students.

Add/Drop Policy

The Add/Drop period runs from Monday through Sunday during the first week of each term.

- Students may enroll in a course during this period.
- Students may cancel/drop a course during this period and receive a full tuition refund.
 - Students are strongly encouraged to seek academic advising prior to submitting a request to withdraw. Proper academic advising can provide students with a more well-rounded understanding of how dropping a course may affect academic progress.
 - A request to cancel/drop a course must be made in writing using the [*Withdrawal Request Form*](#) and submitted no later than Sunday, 11:59 pm Central Time of the first week of class.

For specific dates and deadlines, please refer to the Master of Science Academic Calendar.

Course Registration

Registration will open approximately five weeks prior to the first day each term. Students should reference the *Academic Calendar* and College website to review registration dates and course offerings. Once prepared to register, please contact the Enrollment Department for assistance.

Students are encouraged to review their program audit (sent upon acceptance) and schedule an advising appointment with their Academic Advisor prior to registering for their next course.

Course Cancellations

The College reserves the right to cancel courses under certain circumstances. While every attempt will be made to offer courses according to the term schedule, courses may be canceled due to low enrollment, scheduling conflicts, and/or other extenuating circumstances. When a course is canceled, students will be notified at least five (5) calendar days prior to the first day of the scheduled term. If available, students will be offered alternative enrollment options. If no other options are available to suit the student's needs and/or to the student's satisfaction, a tuition refund will be issued.

Out-of-Program Course Registration Requests

Students who have been accepted into the Master of Science in Personal Financial Planning degree program are required to complete each core course (PFPL510, PFPL520, PFPL530, PFPL540, and PFPL550) within the program (if not previously completed or approved for substitution).

Students may request to substitute a core course requirement with a CFP® education program course by contacting either their Academic Advisor or the Registrar's Office. Approval is not guaranteed and students should anticipate taking term-based courses once they have been accepted into the Master of Science program.

Credit Overload

You are expected to complete one course (3 credits) at a time. You may petition for approval to increase your course load in order to complete multiple courses concurrently. Petitions must be in writing and submitted to the Registrar's Office at registrar@cftp.edu. Course load petitions are reviewed on a case-by-case basis and factors such as demonstrated academic ability and cumulative grade point average may be considered.

Requests must be made using the *Credit Overload Request Form* (available from the Graduate Academic Advisor) and sent to the Registrar's Office via email (registrar@cftp.edu) for review. Upon receipt of the request, student eligibility will be determined based on the following criteria:

- Currently in Good Academic Standing
- Minimum 3.50 cumulative GPA in current program
- Minimum of 6 credits completed in program within the past year
 - excludes transfer/articulated/alternative credits
- No course withdrawals (W) or failures (F) within the last 6 months
- No dismissals within that last 6 months
- No unresolved/outstanding Incomplete (I) grades

Declining Transfer Credit

You may enroll in a course that was previously waived or approved for transfer credit with approval. The request must be made in writing, include justification for the retake of waived or transferred coursework, and be submitted to the Office of the Registrar at registrar@cftp.edu.

Leave of Absence

The College permits students with certain documented conditions the opportunity to request a leave of absence. A leave of absence is intended for conditions such as a medical condition for a Family Medical Leave Act (FMLA) circumstance, active military service, or other severe and unanticipated personal circumstance that will prevent you from successfully maintaining Continuous Enrollment in the program and will endure for more than 16 consecutive weeks but no longer than one year.

You must complete and submit the Leave of Absence Request Form prior to the end of the add/drop period of the term in which the leave is desired to the Registrar's Office at registrar@cffp.edu. You are responsible for resolving any grades of incomplete prior to an approved leave of absence and for any related tuition and fees during an approved leave of absence.

If you do not comply with the continuous enrollment policy and have not been granted a leave of absence, you may be dismissed from the program. If you do not resume your studies in the term immediately following the end of an approved leave of absence, you may be dismissed from the program.

Military Leave of Absence

If you are actively serving in the military and receive orders to relocate to an area not conducive to online asynchronous learning, you may request a military leave of absence. You must submit a copy of your orders along with the Leave of Absence Request form to the Extenuating Circumstances Committee at appeals.committee@cffp.edu or fax to 303-220-1810 prior to departing. You are still responsible for any related tuition and fees during an approved military leave of absence. If you do not resume your studies in the term immediately following the end of the military leave of absence, you will be dismissed from the program.

Maximum Time Frame for Degree Completion

Students are allowed five years from the date of acceptance to complete the program. Failure to complete degree requirements within the maximum time frame allowed will result in dismissal from the program.

Program Extensions

If you have verifiable extenuating circumstances, you may petition for a program extension (not to exceed one year) prior to dismissal. The appeal must be made in writing and include a plan for successful completion of remaining degree requirements. Program extension petitions must be submitted to the Office of the Registrar at registrar@cffp.edu.

Grading System

Course instructors submit final grades within four days following the last day of the term, unless an incomplete grade (see Incomplete) is approved. All course activities used to calculate the final course grade are determined by the course instructor and defined in the course syllabus.

Students dismissed from a course receive a final grade of F. Students withdrawn from a course following the add/drop period and before the withdrawal deadline receive a final grade of W.

Letter Grade	Numeric Grade	Quality Points	Included in Credits Attempted	Included in Credits Earned
A	93%-100%	4.0	Y	Y
A-	90%-92.99%	3.7	Y	Y
B+	87%-89.99%	3.3	Y	Y
B	83%-86.99%	3.0	Y	Y
B-	80%-82.99%	2.7	Y	Y
C+	75%-79.99%	2.3	Y	Y
C	70%-74.99%	2.0	Y	Y
F	0%-69.99%	0.0	Y	N
I	Incomplete	-	N	N
W	Withdrawal	-	Y	N
T	Transfer	-	N	Y
CR	Articulated / Alternative Credit	-	N	Y

Incompletes

In situations of verifiable extenuating circumstances, an instructor may approve a temporary grade of incomplete and/or additional time to complete the course assignments. You may be eligible to request an Incomplete under these conditions:

1. You have completed a minimum of 50% of the total course assignments prior to the incomplete request.
2. There is a reasonable expectation that you will earn an overall passing course grade based on work submitted prior to the incomplete request.
3. You initiate an Incomplete Grade Request form, detailing the extenuating circumstance, in advance of the term end date with sufficient time to determine a mutually acceptable plan for completion with the instructor.

The plan for completion is detailed using the *Incomplete Grade Request* form, approved or denied by the instructor, and forwarded to the Registrar for consideration. All completed Incomplete Grade Request forms must be submitted to the Office of the Registrar no later than the term end date.

All missing or incomplete assignments are submitted according to the deadlines as specified on the Incomplete Grade Request form. No deadline may extend later than Sunday at midnight (CT) on the fourth week after the course end date. Missing or incomplete assignments following the agreed upon deadline or Sunday midnight (MT) of the fourth week after the course end date, whichever is earlier, may be assigned zero points and may result in a failing grade for the course. The instructor determines the final grade according to the grading policy defined in the course syllabus.

Satisfactory Academic Progress

To ensure appropriate progress in the Graduate Degree Program, you are required to meet and maintain the following minimum standards:

- Make progress toward the completion of your degree by:
 - enrolling in a minimum of one degree-applicable course within 2 terms from the date of program acceptance (*see Continuous Enrollment below for more information*), and
 - enrolling in a minimum of one degree-applicable course every three consecutive terms (*see Continuous Enrollment below for more information*)
- Maintain a cumulative program grade point average (GPA) of 3.00
- Successful completion of all attempted course(s) with a grade of C or higher

Continuous Enrollment

Students accepted into a Master of Science degree program must enroll and continue in a course beyond the add/drop period within six months of being accepted into the program. Failure to enroll and continue in a course beyond the add/drop period within six months of acceptance may result in dismissal from the program.

The Graduate Degree Program has been designed with a recommended course sequence to promote student success. You are required to complete a minimum of one course every three terms, in addition to a 5-year completion requirement. Failure to complete a minimum of one course every three terms may result in dismissal from the program.

Grade Point Average (GPA)

Cumulative grade point average is calculated by dividing total quality points earned by the total credits attempted. For retaken courses, only the highest grade earned is used in calculating your cumulative GPA.

Quality points are determined by multiplying the number of course credits by the quality point value associated with the final course grade (see grading system policy). Final grades of I, CR, T, and W are not included in GPA calculations.

Course Retakes

If you have withdrawn, been dismissed, or would like to raise a grade, you may reenroll in a course. If you receive a failing grade (F) for a required course you must reenroll in the course to receive a passing grade to satisfy degree requirements. When retaking a course, you will be enrolled under current course enrollment criteria, including payment of tuition and purchasing of study materials. Only the highest grade earned is used in calculating your cumulative GPA, but all course attempts will be recorded on transcripts.

Graduate Academic Standards Committee

The Academic Standards Committee will review students following each term to ensure they are meeting all Satisfactory Academic Progress requirements. Any student not meeting all requirements of Satisfactory Academic Progress may be placed on Academic Warning, Academic Probation, or be dismissed from the program. Once minimum requirements of Satisfactory Academic Progress have been met, and students have satisfied any stated stipulations from the Academic Standards Committee, students may be removed from Academic Warning or Academic Probation.

Students will be notified in writing regarding Academic Standards Committee decisions.

Academic Status

Upon acceptance to and throughout enrollment students will be assigned one of the following academic statuses. Students are encouraged to maintain a status of *Good Standing* throughout enrollment, but do have resources available to assist them should another standing be assigned.

Academic Status	Definition
Academic Probation	The student has completed at least one (1) course in the graduate program and (1) failed (F) the course, or (2) has a program GPA below 3.00, or (3) both (1) and (2), and has not made progress since the last Academic Standards evaluation.
Academic Warning	The student has completed at least one (1) course in the graduate program and (1) failed (F) the course, or (2) has a program GPA below 3.00, or (3) both (1) and (2)
Accepted	The student has received full acceptance into a Master of Science degree program, but no academic credits have been earned from Master of Science courses yet.
Conditional Acceptance	The student has applied and been accepted into a Master of Science degree program by meeting the academic requirements outlined for <i>conditional acceptance</i> . Students in this status are eligible to be moved into Full Acceptance status after earning at least 6 credits in the program and a minimum cumulative GPA of 3.00.
Dismissed	The student was enrolled in the program but has since been dismissed. This status is reserved for College-initiated/involuntary changes.
Good Standing	The student has completed at least one (1) course in the graduate program and has a GPA of 3.00 or higher (excludes articulated (CR) and transferred (T) credit).
Graduate	The student has met all the requirements necessary to complete the program and has graduated from their selected program.
Non-Degree Seeking	The student has not been accepted into the Master of Science program, but is permitted to take a maximum of 6 credits (two Master of Science courses) prior to being admitted.
Pending Graduate	The student has earned at least 24 of the required 30 credits needed to graduate from their program.
Withdrawn	The student was enrolled in the program but has withdrawn. This status is reserved for student-initiated/voluntary requests.

Dismissal

You may be involuntarily dismissed from a course and/or program for justifiable reasons including, but not limited to:

- violation of the student conduct requirements,
- violation of the academic integrity standards,
- failure to enroll and continue in a course beyond the add/drop period within six (6) months of being accepted to the program,
- failure to meet minimum requirements of the Academic Standards policy,
- failure to maintain continuous enrollment,
- failure to return from an approved Leave of Absence, or
- exceeding the maximum allowable time frame for your program.

In instances of course dismissal, if the instructor and/or Academic Advisor cannot contact and/or advise you prior to a course dismissal, they will notify the Office of the Registrar to dismiss you from the course and a final grade of 'F' will be assigned.

Non-Degree Seeking Status

Students are permitted to take a maximum of two Master of Science courses (regardless of program) before being accepted into a graduate degree or certificate program.

Withdrawing from a Course/Program

Master of Science students may voluntarily withdraw from a course after the add/drop period through the end of week 6. Tuition refunds are not available after the add/drop period. A request to withdraw must be made in writing using the [Withdrawal Request Form](#) no later than Sunday, 11:59 pm Central Time of the sixth week of class. A final grade of W will be assigned for the course. For deadlines, please refer to the Master of Science Academic Calendar.

Tuition

Payment of tuition, course materials (textbooks), and shipping and handling (if applicable) is due at the time of registration/enrollment, unless a deferment arrangement has been made. Failure to pay may result in registration being suspended or canceled. A current listing of tuition and fees can be found on the [College's website](#).

Graduation Requirements

Following the completion of all required coursework, the Office of the Registrar performs a graduate audit to confirm all graduation requirements have been satisfied:

- Required courses have been successfully completed and 30 credits have been earned (21 of which have been earned with the College)
- You are in good academic standing (see Academic Standards policy)
- You have a cumulative GPA of 3.00 or higher
- There are no outstanding disciplinary actions

You will be notified via email once the Office of the Registrar has confirmed all requirements have been met and the degree has been conferred. Also included in the written notification from the Office of the Registrar will be information related to your diploma.

Please note, diplomas will only be processed and mailed once the degree has been conferred. Your name will appear on the diploma exactly as it is reflected in your student record. The College will not release diploma and/or official transcript records for any student with an outstanding hold (e.g., collections hold, administrative hold).

College Library

The College Library provides Master of Science students with access to an array of databases providing a broad collection of electronic journals, scholarly articles, and full-text periodicals to complete research required by many classes. The Library can be accessed through the courses offered via the Canvas Learning Management System. Some courses have additional resources, such as *Checkpoint* for tax, estate, and comprehensive case study courses. In addition to the research material and resources provided in each course students can also utilize the *Ask a Librarian* service for research assistance. The *Ask a Librarian* chat feature is available 24 hours, 7 days a week.

Collegewide Policies

Collegewide Policies

Non-Transferable Enrollment and Tuition

Enrollment and/or tuition charges associated with any registration with the College for Financial Planning are not eligible to be transferred from one student to another. Once registration occurs (regardless of whether or not the tuition was paid at the time of registration or pre-approved for deferral) any modifications to a student's enrollment at the College must be initiated by the enrolled student.

Academic Integrity

Students (prospective, current, and former) at the College are expected to fulfill academic obligations through honest and independent effort. Disciplinary actions will be taken for the following offenses. An offense will be considered serious when one or more of the following violations occur:

1. Knowingly furnishing false or misleading information.
2. Falsification, alteration, or misuse of College forms or records.
3. Any joint effort in examinations, assignments, or other academic activity unless authorized by the instructor.
4. Willfully aiding another in any act of academic dishonesty.
5. Unauthorized distribution of copyrighted materials, including, but not limited to, textbooks, online course material, and quiz and exam questions
6. Unauthorized access to College systems.
7. Plagiarism in any form, including, but not limited to:
 - using the work of someone else and submitting it as your own;
 - using another's phrase, sentence, or paragraph without quotation marks and/or citation;
 - using another's ideas or structure without properly identifying the source;
 - intentionally providing incorrect citations and/or references; and/or
 - providing no original thought, even with the use of citations.
8. Unauthorized use of artificial intelligence (AI) technology in any manner to aid in the completion of:
 - College documents;
 - scholarship applications;
 - admission applications; and
 - academic assignments including, but not limited to, written assignments/essays/research papers/etc., discussion board activities (whether graded or ungraded), quizzes, and final exams.

Academic Integrity Disciplinary Procedures

Faculty typically deal directly with students regarding the first instance of an alleged violation. If the situation is not resolved:

1. Alleged violations are forwarded in writing by the instructor to the Academic Integrity Committee by email (academicintegrity@cftp.edu). A fair and impartial review is conducted to determine if a violation occurred. The alleged violation may result in a warning, or it may be subject to further review/investigation.
2. If further investigation is warranted, relevant evidence (e.g., pertinent documents and statements from those involved) is collected. During this investigation you may be removed from class at the discretion of the Academic Integrity Committee.
3. If you are charged with a violation, you will be notified in writing of the specific charge(s) or warning and are allowed 10 days to respond to the Academic Integrity Committee. You may make a statement in your defense. If you do not respond to the written notice, the allegations will be recorded as fact.
4. If a violation is confirmed, disciplinary sanctions are based on the seriousness of the situation, up to and

including: advising by a College staff or faculty member, assignment or course grade is entered as 'F', additional proctoring or alternate assignment requirements may be provided to you, and suspension or dismissal from the course, program, or the College.

Academic Records

The College for Financial Planning is committed to protecting the privacy of each student's academic records. Because of this, only the student of record may initiate changes to their academic records. Changes include, but are not limited to, legal name changes, enrollment in courses and programs, withdrawals, extenuating circumstance petitions, and requests for official academic records.

Academic Record Holds

An Academic Record Hold may be placed on a student's record to restrict enrolling in classes, obtaining a certificate or diploma, and/or receiving approval to use a College for Financial Planning professional designation.

Common reasons for holds may include (this list is not all-inclusive): Nonpayment of tuition and/or fees; Disciplinary action taken by the Office of the Dean, Ethical Conduct Committee, or other authoritative department/individual within the College.

Academic Transcripts/Transcript Requests

Academic transcripts are maintained by the Registrar's Office and reflect academic coursework completed at the College for Financial Planning. Transcripts do not reflect Continuing Education (CE) courses or CFP Exam Prep Review (EPR) courses.

Students can request a copy of their academic transcript by submitting a completed and signed [Transcript Request Form](#). The fee for transcripts is per copy, whether issued to the recipient electronically or physically.

Certificates and Diplomas

Physical certificates and diplomas are awarded in recognition of a student's academic achievement. Mailings occur once per month to acknowledge new program graduates and designees from the month prior.

Printed Names

The name printed on the certificate and/or diploma will reflect what is in the student's academic records at the time. Unless otherwise requested prior to the 1st of the month, all mailings are sent to the primary address on file.

Sizing

Professional designation, CFP® Certification Professional Education program, and graduate certificates are 8 1/2" x 11" in size. Master of Science diplomas are 11" x 14" in size.

Shipping Information

Certificates are mailed via the United States Postal Service (USPS) to the mailing address on file (as displayed on the student's final grade report). Students are encouraged to review this information for accuracy immediately upon course completion. Mailing address updates are accepted at any time, but updates made after the certificate has been mailed will not result in another certificate being mailed unless purchased by the student.

Damaged, Inaccurate, and/or Unreceived Certificates

If you do not receive your certificate within 30 days of the shipping notification email, the certificate was damaged en route, or printed incorrectly due to College error, you may notify the Office of the Registrar to request one

complimentary replacement.

Relevant errors meriting a corrected document may include invalid dates, misspelled text, incorrect program, or a misspelled name (i.e., misspelled according to the official name on record with the College). Name changes and/or changes to a mailing address processed after the original certificate was ordered do not qualify for a complimentary replacement.

Deadlines

Damaged, inaccurate, or unreceived documents must be reported to the Registrar's Office within one year from the date of graduation to be eligible for a complimentary replacement. Requests received more than one year from the date of graduation will require the student to purchase a replacement.

Requesting a Replacement

To request a corrected or replacement document, students must notify the Registrar's Office in writing via email at registrar@cffp.edu. Emails must include the following information:

- Student name
- Student ID Number
- Program
- Date of graduation
- Current mailing address (cannot be a PO Box)

Replacement Certificates (fee required)

Students who would like to order a replacement or additional certificate may do so at any time for a fee. Orders will be processed within 45 days and will be mailed to the address provided during ordering.

If you are ordering a replacement after a legal name change, please be sure the Registrar's Office has processed the Name Change Request prior to ordering to ensure the new document is accurate.

Contact Information

Students, alumni, and designees are required to keep all contact information (legal name, mailing address, phone number, and email address) on file with the College up to date. The College is not responsible for communications (including designation renewal notices), textbooks, and/or certificates not received due to inaccurate contact information.

For questions and/or inquiries, please contact the Student Services Department at 800-237-9990, option #2.

Name Change Requests

The Registrar's Office at the College for Financial Planning is responsible for maintaining accurate student records. The following guidelines will assist you in changing your name on College for Financial Planning records. Requests will update the student's record, including the academic transcript.

1. Submit a completed [Name Change Request Form](#) to request your name be changed on College records.
2. Include at least one legal supporting document
 - a. state or government issued ID (such as a driver's license or passport)
 - b. marriage certificate

- c. divorce decree
- d. birth certificate
- e. social security card
- f. court issued name change

Processed Name Change Requests will not automatically issue an updated transcript, certificate, or diploma to the student. Orders for those documents reflecting the new name on file will need to be placed separately.

Tuition

Payment of tuition, course materials (textbooks), and shipping and handling (if applicable) is due at the time of registration/enrollment, unless a deferment (or other alternate arrangement) has been made. Failure to pay may result in registration being suspended or canceled. A current listing of tuition and fees can be found on the [College's website](#).

Payment Method

Students should verify their payment method and financial information before each tuition payment. Payment methods cannot be modified more than 30 days after a payment has been made. Tuition refunds (when processed) will be returned to the original payment method unless otherwise approved.

Deferred Payments

If a deferred payment is active and the student initiates a course and/or program withdrawal, the payment method on file will immediately be charged for the tuition balance. Failure to pay the cost of tuition/materials/etc. and/or comply with the terms of an approved deferment may result in (1) your account being reported to collections, (2) denial of future deferment requests, and (3) a hold being placed on your account that must be resolved prior to future enrollment(s).

Definition of a Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.
3. CFFP credit earned is based on semester credits. Courses carry three semester credits. It is expected that a student taking a 3-credit course will need to spend approximately 135-144 hours on learning experiences such as reading and study; research; faculty-student interaction; demonstration of defined learning outcomes through assignments, papers and projects; examinations; and assessment of performance.

Student Resources

Student Resources

Prospective Students

We are delighted you are considering the College for Financial Planning as a partner in your journey to advance your education. As a prospective student, you are encouraged to review this catalog prior to registering for any course/program and/or signing an enrollment agreement with the College. For any questions regarding the content of this catalog, please contact registrar@cftp.edu.

Student Responsibility Upon Enrollment

Upon registration in any program, course, review, offering, webinar, etc., the enrolled individual- “student”- becomes responsible for the following:

1. Communicating with the College regarding the status of their registration
2. Ensuring all contact information in their academic record is accurate
3. Reviewing the College Catalog, course requirements, course syllabus (if applicable), and announcements
4. Payment of tuition and fees (including approved deferments)
5. Understanding and abiding by all College policies

Academic Advising

Following acceptance into a Master of Science program or as a Diversity scholarship recipient, you will begin regular contact with an assigned Academic Advisor to discuss goals, time frames, and planned progression toward graduation. Your Academic Advisor can assist in course selection prior to registration, understanding your program requirements and academic records, and help guide you through the College’s and Program’s policies.

Email: advising@cftp.edu

Accessibility & Accommodation Requests (ADA)

The College for Financial Planning®—a Kaplan Company is committed to ensuring that persons with disabilities have full and equal access to our services as provided by the Americans with Disabilities Act (ADA) and implementing regulations. The College will not, on the basis of disability, deny a student access to or otherwise limit a student’s access to or participation in its programs.

ADA Application Process

1. If a specific need is not readily available or activated in your program, submit your request using your preferred method from the options below.
 - a. Complete and submit this [FILLABLE FORM](#) in one step.
 - b. Complete and submit the [DOWNLOAD FORM](#) or please contact the Kaplan Accessibility Team at accessibility@kaplan.com or (954) 515-3411 to get an application emailed or mailed to you. Then send the completed application to one of the following:
 - i. Email: accessibility@kaplan.com
 - ii. Fax: Attn: Kaplan Accessibility Team, (608) 779-8374
 - iii. Mail: Attn: Kaplan Accessibility Team, 1515 West Cypress Creek Road, Fort Lauderdale, FL 33309
2. Once your application is received, you will receive an email from the Kaplan Accessibility Team (KAT) that your application is being reviewed. We may ask additional questions to better understand the nature of the accommodations that may be appropriate. Please be sure to include your contact information with your application.

3. The Kaplan Accessibility Team will coordinate with service teams as necessary to facilitate accommodations.

NOTE: The College does not arrange accommodations on your behalf with the test administrator for the official exam you are seeking to take. You must separately request accommodations with the test maker. More information on how to apply can be found on their website.

Articulation/Transfer Agreement(s)

The College does not currently have any articulation or transfer agreement with any other college or university. Should students be interested in having their prior coursework evaluated for potential transfer credit, please review the policy section for your program of interest or contact the Registrar's Office (registrar@cffp.edu) for assistance.

Enrollment Department

The Enrollment Department is available to assist students interested in registering for courses in any of the College's available programs. Students can also make textbook purchases, tuition payments, and discuss program delivery offering options via the department.

The Enrollment Department is available to assist students Monday through Friday (excluding holidays) from 8:00 am - 5:00 pm Central Time.

Phone: (800) 237-9990, option #3 Email: enroll@cffp.edu Fax: (303) 220-1810

Student Services

The College's Student Services Department is available via phone and email to assist students throughout their enrollment in any of the College's programs. Students may contact Student Services for questions and/or information regarding, but not limited to:

- Testing requirements, deadlines, and information
- Course and Program withdrawals
- Textbooks
- Ordering transcripts
- Name change requests
- Address changes
- Assistance with College policies

The Student Services Department is available to assist students Monday through Friday (excluding holidays) from 8:00 am-5:00 pm Central Time.

Phone: (800) 237-9990, option #2 Email: cffpssc@cffp.edu Fax: (303) 220-1810

Financial Calculators

The College recommends students use either the HP 10bII+ or the TI BA II+ financial calculators. The Master of Science in Financial Analysis program recommends that students use only the TI BA II+.

Throughout our programs, we provide keystrokes and other support for both calculators. In our live and OnDemand classes, we only have time to demonstrate the HP10bII+, but we provide a Workbook and videos for

the TI BA II+ so students can still practice. However, there are [other calculators that are approved](#) for use during the College's examinations. Students choosing to use a calculator other than those recommended will need to refer to their calculator manual or alternative online tutorials for assistance.

Financial Aid

The College does not currently participate in any federal or state financial aid programs. However, students are encouraged to review institutional scholarships offered by the College should assistance with funding their education be necessary.

1098-T, Tuition Statement Form

The College for Financial Planning is not required to and does not issue 1098-T, as we do not utilize Title IV funding. We do encourage students to use their receipts or credit card/bank statements for verification purposes and to work with a tax professional for assistance.

529 Funds

Students should check with their 529 plan to determine coverage.

Tax Identification Numbers

Kaplan Tax ID: 222573250

CFFP Tax ID: 860089098

Transferability of Credits and/or Credentials

The transferability of credits you earn at the College for Financial Planning is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, certificate, or designation you earn at the College for Financial Planning is also at the complete discretion of the institution to which you may seek to transfer. If the degree, certificate, or designation that you earn at the College is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at the College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the College for Financial Planning to determine if your degree, certificate, or designation will transfer.

Student Grievances

To resolve problems that a student may encounter, the College for Financial Planning has established a variety of options. Specific processes such as for extenuating circumstances or grade appeals are listed below.

Occasionally, a student will encounter a problem that they do not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those most involved with the issue. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Most problems are resolved by contacting a faculty or staff member and calmly and honestly communicating their frustrations or concerns. If a problem still exists, the resources and formal processes listed below are available.

Students who find they are particularly pleased with how something has been handled for them, how they were assisted by a particular staff member, or the positive experience they had in a specific class or with the College in general can utilize the same avenues listed below to provide a written compliment or to share their appreciation.

Student Grievances

Any prospective, current, or former student may file a grievance with the College. A grievance may arise from any official faculty or staff action or decision deemed to be unjust or discriminatory by the student. Grievances should be based upon violation of an institutional policy or written standard that protects every student. The goal of this process is to ensure fair and equitable treatment of all students, to hold administrators, faculty and staff accountable for compliance with institutional policies and procedures. Resolution of student complaints, regardless of the outcome, also can improve a student's progress toward completion of a course or program and ultimately success at the institution.

Definition of Grievable Actions

1. Is in violation of written campus policies or procedures, or
2. Constitutes misapplication of College policies, regulations, rules, or procedures. *Grievances may not be used to challenge policies or procedures of general applicability.*

Initiating a Grievance

1. A party or parties to a dispute or grievance are defined as the grievant and/or the respondent(s). The student(s) initiating a grievance must be the student(s) who alleged they were unfairly treated or discriminated against; a grievance cannot be filed on behalf of another individual.
2. To complete the Student Grievance Form, the student must:
 - a. Prepare a specific written statement of how the decision or action is unfair and harmful to the grievant and list the College policies, regulations, or rules that have been violated.
 - b. Compose a brief narrative (including the names of individuals and/or departments and how they are involved, specific dates, times, and other relevant information) to support the allegations made.
 - c. Specify the remedies requested. Remedies under these procedures are generally limited to restoring losses suffered by a student or making changes in College policy, practice, procedures or training. Monetary damages, fines or penalties, or disciplinary action against an individual who is the subject of the grievance are not remedies available to the student under these guidelines.

3. Upon receipt of a completed Student Grievance Form, the Registrar's Office will determine if the grievance is a resubmission of a previously decided grievance. If that is the case, the student will be informed that the matter is not grievable.

Time Limit for Filing a Grievance

A grievance must be filed with the Registrar's Office no later than 90 days after the occurrence of the action on which it is based.

Extenuating Circumstances Petition

Under most circumstances, you will be able to progress through a course or program by adhering to the procedures or soliciting assistance. The College for Financial Planning is committed to the equitable enforcement of its policies and makes reasonable efforts to resolve student concerns. However, in the event you believe your situation warrants a potential exception to College policy, please follow the guidance of the Extenuating Circumstances Policy to have your case reviewed by either Academic Affairs or the College Extenuating Circumstances Committee.

An appeal is a formal request for a change in a decision made related to a College policy. In the event a student has a concern or request that cannot be satisfied through adherence to the College's policies, the student must initiate a formal appeal in writing by completing an [Extenuating Circumstances Petition](#) and providing supporting documentation.

Minimum Requirements

The student requesting a non-academic appeal must:

- Complete an [Extenuating Circumstances Petition](#) in full
- Include supporting documentation that:
 - Clearly shows the extenuating circumstances experienced
 - Falls within the timeframe of the specific enrollment being referenced in the petition
 - Submit petition and documentation via fax (303-220-1810) or email appeals.committee@cffp.edu

Petitions submitted without documentation showing the extenuating circumstances the student experienced will be considered incomplete. Incomplete requests will be held for seven (7) calendar days pending receipt of supporting documentation. After seven days the request will be denied due to insufficient information and the student will need to begin the process again, including the submission of a new petition (previously submitted petitions will not be accepted or utilized for the second request).

Time Limitations

Extenuating Circumstance Petitions must be submitted in writing within one calendar year (365 days) from the last date of enrollment (date of access) for the course, program, or review in reference. Example: Student's late date of access for PFPL560 is 12/16/2024. Last date to submit an appeal is 12/15/2025.

Academic Expectations

Upon receipt of an Extenuating Circumstances Petition, the Committee will review and consider the academic progress of the course/program listed in the petition. In certain circumstances, when records indicate that little to

no progress had been made prior to the event(s) presented, the petition may be denied.

Definitions

The following conditions are examples of appropriate exceptions to College policy when documentation is provided:

- Unforeseen medical incapacitation or physical or mental illness that took place during an active enrollment in a course and/or program
- Death of an immediate family member (e.g. parent, sibling, child, spouse, domestic partner), or someone for whom you are the documented primary caretaker, which took place during an active enrollment in a course and/or program
- Other severe and unforeseen circumstances that took place during active enrollment in a course and/or program that directly impacted the student's ability to satisfy course requirements in a timely manner

Cancellation and withdrawal refund dates are widely publicized. Therefore, petitions based on lack of awareness of dates will not be reviewed. In addition, requests will not be considered if:

- Your circumstances did not take place during an active enrollment in a course and/or program
- You received a final grade or an Incomplete for the course
- You had a pre-existing condition that began or exacerbated prior to enrollment
- You did not have internet access or your computer broke
- Your responsibilities at work increased
- Documentation is not provided

Final Committee Decision(s)/Outcome of the Petition

The decision of the Committee is final and cannot be appealed. Approvals are based, in part, on the short term, well-documented event(s) presented within a petition. Should students be unable to complete their course(s) after an approved petition, the Committee will not consider any additional petitions based on the same circumstance(s) presented in the initial petition (regardless of course).

Grade Appeals

Grade appeals must be based on problems of process and not on differences in judgment or opinion concerning academic performance.

1. A student who wishes to appeal a grade or other academic decision must first contact the course instructor within 30 calendar days of the grade being posted to review discrepancies.
2. If the student is appealing a grade they believe is unfair, a departure from the established grading policy, or a mistake by the College, the student should provide the instructor with a clear explanation of why. Students are encouraged to review the course's grading rubrics and late policies (if applicable) first, as these will often resolve confusion over how the grade was calculated.
3. If the student and instructor are unable to resolve the issue, the student may then submit an appeal, in writing, to the department chair. The appeal must provide substantiating reasons for carrying the appeal forward and include suggested resolutions and documentation of the situation.
4. If the student and department chair are unable to resolve the issue, the student may then submit an appeal, in writing, to the dean. The appeal must provide all information presented to the instructor and to the department

chair.

5. If the student and the dean are unable to resolve the issue, The Provost, or designee, will review and provide a decision, typically within 2 weeks of receiving the original submission of the appeal and all supporting documentation. The decision of the Provost will be communicated in writing and is final.

Discrimination, Harassment or Retaliation

Concerns or complaints pertaining to discrimination, harassment, or retaliation should be directed to the Office of the Registrar. Students who are not satisfied with their resolution may also file a complaint with the [Colorado Department of Higher Education](#), regardless of the state where the program was offered. Additionally, students can also file complaints with their state agency.

Office of the Registrar 9000 E. Nichols Ave. Suite 200 Centennial, Colorado 80112 / Registrar@cftp.edu

Complaints to External Agencies

External agencies are also available to students who have exhausted all other opportunities for resolution.

Colorado Department of Higher Education

The Colorado Department of Higher Education regulates Colorado institutions of higher education. Their complaint policy may be found here: <https://higherred.colorado.gov/Academics/Complaints/FileComplaint.aspx>.

The College for Financial Planning provides instruction to students throughout the world. Students may direct concerns or complaints to regulatory agencies in their state.

Higher Learning Commission

Complaints regarding the institution's ongoing ability to meet the criteria of institutional accreditation may be directed to the Higher Learning Commission. Individuals interested in bringing an appropriate complaint to the attention of the Commission should take some time to compile a complete submission, as outlined below. There is no complaint form.

- Write a cover letter directed to the Commission containing a brief narrative of the facts of the complaint. In most cases, such a narrative need be no longer than a few pages.
- Indicate in your complaint why you believe the issues raised in your complaint are accrediting issues. If possible, please review the Commission's Criteria for Accreditation on the Commission's website prior to writing this section.
- You should also indicate how you believe the Commission can assist you with this matter. Remember that the Commission cannot assist you in understanding your tuition bill, arranging for a refund of tuition, obtaining a higher grade for a course, seeking reinstatement to an academic program, etc.
- Attach documentation to support your narrative wherever possible. (For example, if you make reference in your

complaint to an institutional policy, include a copy of the policy with your complaint.) Helpful documentation might include relevant portions of the catalog, letters or email exchanged between you and the institution, learning agreements, etc.

A few reminders:

- Please type your complaint or print very neatly.
- Please do not use abbreviations or nicknames (e.g., NMS or USC or U of N).
- Sign and date the cover letter.
- Include contact information for future correspondence, with a street address.
- Mail the letter and its attachments to the Commission's office at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413. The Commission does not have an online complaint system and does not accept complaints via email.

Please note: the Commission will not consider complaints that are not in writing and do not contain the elements noted here. The Commission's complaint policy precludes it from considering matters more than 5 years old.

The Commission will acknowledge your complaint within thirty days of receiving it and let you know whether your complaint is complete and whether it raises issues that are related to accrediting requirements or whether it is an individual dispute outside the jurisdiction of the Commission's complaint policy.

Email questions to complaints@hlcommission.org

Bureau for Private Postsecondary Education

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA. Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Scholarships

CFP® Certification Education Program Diversity Scholarships

The College continues its commitment to bringing the best to the financial planner workforce and the people it serves through building and diversifying its ranks.

Our program awards up to 60 scholarships annually to qualified individuals seeking to complete the education requirement needed to obtain CFP® certification and who are from an underrepresented population within the financial planning field, which might include differences based on gender identity, race, ethnicity, disability, and sexual orientation.

Each scholarship covers the full cost of enrollment which includes:

- 9-21 months for required education (self-study classes)
- 3 months for Exam Prep Review (choice of Onsite, Live Online or OnDemand classes)

Our scholarships prepare awardees to sit for the CFP® exam one year after the start of the scholarship. Up to 30 scholarships will be awarded two times per year (totaling up to 60 scholarships annually). Scholarships are awarded at the end of January and May each year and students would enroll in March and July respectively upon acceptance of the scholarship.

Eligibility Requirements

Applicants must meet the following requirements:

- Must be a U.S. resident
- Must have a bachelor's degree from a regionally accredited institution or the equivalent of a bachelor's degree from an institution outside of the United States
- Must not be a student who is currently enrolled in a CFP® certification education program or CFP® certification education course through the College for Financial Planning®—a Kaplan Company
- Must intend to register for the one-year CFP® Certification Education Program through College for Financial Planning®—a Kaplan Company and be committed to the following:
 - Starting the one-year program based on the awarded scholarship start date. Depending on when a recipient is awarded a scholarship, class cohorts would start in March, July, or November.
 - An average of 15 hours of class and coursework time each week to successfully keep pace with the structured-pace program.
- Must demonstrate a strong work ethic, significant achievements in the classroom or workplace and the highest personal integrity (see application below)
- Must come from an underrepresented population within the financial planning profession. The applicant must demonstrate how they represent an underrepresented demographic, which might include differences based on gender, race, ethnicity, disability, sexual orientation, etc.
- Industry experience is strongly preferred but is not required

Important Note: Students who are currently enrolled in a CFP® certification education program or CFP® certification education course through the College for Financial Planning®—a Kaplan Company are not eligible to apply. Scholarship applications received from students who are currently enrolled will be automatically withdrawn.

Application Procedures

Students interested in applying for a diversity scholarship must complete the application online via the [College website](#). Applicants are required to complete the following:

1. Diversity Scholarship Application (online)
2. Letter of Reference
3. Completion of required essay questions

Application Deadlines

Up to 30 scholarships will be awarded two times a year (totaling up to 60 scholarships annually). Prospective applicants should visit the College's website for more information.

Requirements to Maintain the Scholarship

- provide an official transcript of completed bachelor's degree from an accredited U.S. institution or an equivalent transcript evaluation if the bachelor's degree was awarded by an institution outside of the United States.
- remain in good academic standing for the entirety of the program (all courses must be completed by the course deadline with a minimum grade of 70%)
 - Failure to remain in good academic standing will result in a forfeiture of the scholarship and require self-pay should you wish to complete the program.

Maximum Time Frame for Completion

Recipients of the CFP® Certification Education Program Diversity Scholarship must complete the program's academic requirements within two years of the initial program enrollment start date.

Merit Scholarships

The College for Financial Planning®—a Kaplan Company awards merit scholarships annually to individuals who show significant potential or have already achieved outstanding success in finance, financial planning, and/or financial analysis and show promise of being future industry leaders. Our merit scholarships are in honor of achievements of individuals in the financial planning industry and offered for the education programs below.

Our merit scholarships cover tuition for enrollment in the College's CFP® certification education, professional designation, or Master of Science degree program. The application deadline for all merit scholarships is June 30 of each year and selections are announced on or before July 31.

Note: Additional printed materials, extension, and reinstatement fees are not included in the scholarship award.

Eligibility Requirements

Students who are currently enrolled in any education program or course through the College for Financial Planning®—a Kaplan Company are not eligible to apply. Scholarship applications received from students who are currently enrolled will be automatically withdrawn.

Applicants must meet the following requirements:

- Must be a U.S. resident
- Must not be a student who is currently enrolled in any education program or course through the College for Financial Planning®—a Kaplan Company
- Must have a bachelor's degree from a regionally accredited institution or the equivalent of a bachelor's degree from an institution outside of the United States if applying for either a merit scholarship for CFP® certification or Master of Science degree program. (Note: A bachelor's degree may not be required if applying for certain professional designation scholarships.)
- If applying for a merit scholarship for CFP® certification or Master of Science degree program, must have the following experience:
 - CFP® certification - must have between two (2) and seven (7) years experience in the financial planning profession
 - Master of Science degree program - must have five (5) or more years experience in financial planning
- Must provide a copy of their current resume (see application below)
- A written response related to your goals and achievements (see application below)
- A written response to the following question: If this scholarship is an investment in you, what will be the financial planning industry's return on investment? (500-750 words)
- One (1) letter of recommendation from a professional contact

Enrollment Expectations and Deadlines

For certain merit scholarships, applicants awarded scholarships must also agree to enroll in and complete their education program as follows:

- David M. King CFP® Certification Merit Scholarship
 - Enroll within 90 days of being awarded the merit scholarship in either the College's structured pace or self-paced education program, and
 - Complete the education program within two years
- Ginger E. Current Designation Program Merit Scholarship
 - Enroll within 90 days of being awarded the merit scholarship in a designation program, and
 - Complete the program within 120 days after receiving online access
- Loren Dunton Master of Science Degree Program Merit Scholarship
 - Apply for the Master's program within 90 days of being awarded the merit scholarship, and
 - Complete the program within five years

Application Procedure

Students interested in applying for a merit scholarship must complete the application online via the [College website](#). In addition to the online application, applicants are required to complete the following:

1. Resume
2. Letter of Reference
3. Completion of required essay questions

Freedom Scholarships

The College for Financial Planning®—a Kaplan Company awards Freedom Scholarships annually to individuals active, reserve, or retired military personnel and show promise of being future industry leaders.

Our Freedom Scholarships cover tuition for enrollment in the College's CFP® certification education, professional designation, or Master of Science degree program. The application deadline for these scholarships is Memorial Day of each year and selections are announced on or before June 30.

Note: Additional printed materials, extension, and reinstatement fees are not included in the scholarship award.

Eligibility Requirements

Students who are currently enrolled in any education program or course through the College for Financial Planning®—a Kaplan Company are not eligible to apply. Scholarship applications received from students who are currently enrolled will be automatically withdrawn.

Applicants must meet the following requirements:

- Must be a U.S. resident
- Must not be a student who is currently enrolled in any education program or course through the College for Financial Planning®—a Kaplan Company
- Must have a bachelor's degree from a regionally accredited institution or the equivalent of a bachelor's degree from an institution outside of the United States if applying for either a scholarship for CFP® certification or Master of Science degree program. (Note: A bachelor's degree may not be required if applying for certain professional designation scholarships.)
- If applying for a scholarship for CFP® certification or Master of Science degree program, must have the following experience:
 - CFP® certification - must have between two (2) and seven (7) years experience in the financial planning profession
 - Master of Science degree program - must have five (5) or more years experience in financial planning
- Must provide a copy of their current resume (see application below)
- A written response related to your goals and achievements (see application below)
- A written response to the following question: If this scholarship is an investment in you, what will be the financial planning industry's return on investment? (500-750 words)
- One (1) letter of recommendation from a professional contact

Application Procedure

Students interested in applying for a merit scholarship must complete the application online via the [College website](#). In addition to the online application, applicants are required to complete the following:

1. Resume
2. Letter of Reference
3. Completion of required essay questions

Veterans Resources

The College for Financial Planning is committed to assisting military students, family members, and DOD civilians in pursuing their education goals in the financial services industry. This could include earning one of the College's professional designations, preparing for CFP Board's educational requirements, or earning a graduate degree.

Reduced tuition is available for military members and spouses as well as Freedom Scholarships for Military Service Members & Veterans for all of our program offerings

The scholarships cover tuition for enrollment in the College's CFP® certification education, professional designation programs, and Master of Science degree programs (MS in Personal Financial Planning or MS in Financial Analysis).

Prospective students are encouraged to contact the college directly for information on applicable programs:

Enrollment

Enroll@cftp.edu

800-237-9990, option# 3

Where To Go When You Need Assistance

Administrative Policies.....	Student Services
Academic Advising	
Diversity Scholarship Recipients.....	Academic Advising
Master of Science students (current).....	Academic Advising
Alumni Association.....	alumni@cffp.edu
Certificates and Diplomas.....	Student Services
Course Assignments/Requirements.....	<i>Contact your course faculty/instructor</i>
Enrolling into a course and/or program.....	Enrollment
Extenuating Circumstances.....	Student Services
Designations	
General Inquiries.....	Alumni Operations
Audits.....	Alumni Operations
Renewals.....	Alumni Operations
Verifications.....	Alumni Operations
Grade Reports/Enrollment Verifications.....	Registrar
Graduation Requirements.....	Registrar
Master of Science Admissions.....	Enrollment
Name Change Requests.....	Registrar
Scholarships.....	Enrollment
Student Portal/Classroom Login Assistance.....	Student Services
Testing Requirements/Course Deadlines.....	Student Services
Textbooks/materials.....	Enrollment or Student Services
Transcript Requests.....	Registrar
Tuition	
Deferrals.....	Enrollment
Payments.....	Enrollment
Refunds.....	Enrollment
Withdrawals (course/program).....	Student Services

Enrollment: 800-237-9990, option #3 or enroll@cffp.edu

Student Services: 800-237-9990, option #2 or cffpssc@cffp.edu

Registrar: registrar@cffp.edu

Academic Advising: advising@cffp.edu

Faculty: InstructorLink (via the online classroom) *Please note: this link is only available to current students*

Alumni Operations: renewals@cffp.edu

Stackable Education Reference Chart

Stackable Credit Toward Professional Designations, CFP® Certification, and Master of Science degree programs									
Designation	CFP® Certification Course Credit							MS, Personal Financial Planning	MS, Financial Analysis
	FP511	FP512	FP513	FP514	FP515	FP516	FP517		
AAMS®	Approved substitution* (0 credits)								
ADPA®									
ABFP®								Articulated Credit (3 credits)	
APMA®			Approved substitution* (3 credits)					Articulated Credit (3 credits)	Approved substitution for FINA515 (3 credits)
AWMA® or SE-AWMA®			Approved substitution* (3 credits)					Articulated Credit (3 credits)	
CRPC®					Approved substitution* (3 credits)			Articulated Credit (3 credits)	
CRPS®								Articulated Credit (3 credits)	
CSRIC®								Articulated Credit (3 credits)	
FPQP®	Approved substitution* (0 credits)								
WMS SM	Approved substitution* (0 credits)								

**Students utilizing approved course substitutions toward the CFP Education Program's graduation requirements must complete all courses within the program before the substitution will be applied to their academic records.*

Disclosures

Bureau for Private Postsecondary Education (BPPE)

The College for Financial Planning is registered with the Bureau for Private Postsecondary Education (BPPE) to offer online courses in the state of California. The state of California established the Student Tuition Recovery Fund (STRF) for those who are eligible.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

8. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Qualified Faculty

The selection and retention of qualified individuals to join College for Financial Planning faculty is crucial to the success of the College. In addition to academic qualifications, faculty are expected to have a personal commitment to their field of study. More information about the College’s faculty can be found on [the website](#).

Policies and Procedures for Designees

(Individuals approved to use a professional designation)

Initial Requirements

In addition to the requirements outlined below, all students enrolled in one of the College's education programs are bound by the College's Policies and Procedures outlined on the College's website and/or within the College Catalog.

The requirements for obtaining a designation are as follows:

1. Education

Successful completion of the requisite course of study with the College is required. The program content includes both theoretical and practical application of the material.

- Each professional designation program is designed for 120-180 hours of self-study, unless otherwise noted
- The FPQP® and WMSSM programs are designed for 80 hours of self-study
- MPAS® is a 30 credit-hour graduate degree program

2. Examination

Designed to test the student's ability to synthesize complex concepts and apply theoretical concepts to real-life situations, individuals must pass an online, timed, end-of-course examination covering the cumulative content for each designation.

Note: The MPAS® designation is exclusively available to graduates of the Master of Science in Personal Financial Planning program. The degree program requires students to earn a minimum of 30 credits to graduate and complete courses that require a combination of assignments, projects, research, and papers.

3. Designation Application

After the successful completion of an eligible program, individuals may apply for authorization to use the professional designation. This application requires the student to

- acknowledge adherence to the Standards of Professional Conduct*, and
- to disclose any investigations or legal proceedings relating to professional or business conduct*, and
- acknowledge adherence to the Terms and Conditions governing the use of the College's Marks*.

The College for Financial Planning reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements.

**Please refer to the section of the Catalog entitled Code of Ethics for details on this requirement.*

Deadline to Apply

Students must complete the Designation Application within six months of completing the program. Failure to complete and submit the Designation Application within this time frame will result in termination of the individual's candidacy. If an individual wishes to apply for authorization to use the Marks in the future, they will be required to reenroll in the program and meet all other initial designation requirements in place at the time of the request.

For the MPAS® designation, students who wish to apply for authorization after their candidacy has been terminated must complete 40 hours of content-specific continuing education within a 12-month period in lieu of reenrolling in the program, pay a reinstatement fee, and meet all other initial designation requirements in place at the time of the request.

Authorization to Use the Designation

Students who successfully fulfill the designation requirements receive a certificate and authorization to use the designation on correspondence and business cards [in accordance with specified guidelines](#).

Authorization to use one of the College's professional designations is granted for an initial period of two years. Continued use of the designation requires the designee to renew prior to the end of the authorization period. Subsequent authorization periods are two years in length.

Professional Designations Toolkit and Marks Usage Guidelines

The College has developed the [Professional Designations Toolkit](#) to support our professional certification holders in creating communications and awareness about the credential(s) you have earned and what that means to the clients you serve.

In addition, the professional designations [marks usage guidelines](#) provides information for how the College's certification marks may be used by those individuals who have successfully completed the requirements of a designation program(s), are currently complying with the Standards of Professional Conduct and ongoing renewal requirements.

Renewal Requirements

Following initial conferment of one of the College's professional designations, authorization for continued use of the credential must be renewed every two years at the end of the authorization period. Subsequent authorization periods are two years in length.

Each designee applying for renewal is required to:

1. Submit a renewal application

An online renewal application (available via home.kaplanlearn.com) must be completed prior to the expiration of a designee's authorization period in order to renew a designation. This form requires the designee to acknowledge adherence to the Standards of Professional Conduct and to disclose any investigations or legal proceedings relating to their professional or business conduct. Additionally, designees must acknowledge adherence to the College's Terms and Conditions governing the use of the College's Marks. The College reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements.

2. Pay a renewal fee

As part of the renewal requirements, designees pay a nonrefundable renewal fee for each designation being renewed. A nonrefundable late fee is incurred per designation if all renewal requirements are not completed, received, and accepted by the College by the renewal due date.

3. Report continuing education (CE)

A CE requirement is effective immediately upon initial conferment of the designation. As part of the online renewal process, designees execute an electronic attestation statement confirming appropriate CE credits have been earned during their two-year authorization period. A wide variety of program types are accepted for CE. Specific criteria can be found under *Continuing Education Standards*.

Method of Contact

The College for Financial Planning uses email as its primary communication method. It is the responsibility of the designee to provide accurate contact information to the College for Financial Planning and to notify the College promptly when there is a change in this information.

Notification Timeline

Prior to the expiration of a designee's authorization period, an email notice may be sent to the designee's email address on file at the time. Individuals who do not complete and submit all renewal requirements to the College for Financial Planning by the renewal due date are assessed a nonrefundable late fee per designation.

Deadline for Renewal

Designations may be renewed up to 120 days prior to the renewal due date. Designations not renewed on or before the renewal date will go into an "expired" status. Designations in expired status are not authorized to be used by the designee.

Designees are given a two-year grace period from the renewal date to renew their designation (late fees may apply). In the event the designation is not renewed within the grace period the designation will permanently expire. Designations that have permanently expired will require the student to reenroll in the program and satisfy all current requirements for candidacy to use the designation.

Expiration Due to Noncompliance with Requirements

Individuals who have not complied with the renewal requirements within 60 days following their expiration date are subject to receiving a *Cease and Desist* notification. This notice advises individuals that, due to their failure to comply with the renewal requirements, their right to use the designation has ended and they must cease all use of the Mark(s). Continued use of the Mark(s) in such circumstances is an unauthorized use and deemed a violation of the Terms and Conditions. The College actively monitors the use of its Marks and reserves the right to take all necessary legal steps to protect them.

Reinstatement after Expiration

An individual may request the College to reinstate their right to use the certification or designation over two (2) years following the renewal date by fulfilling all outstanding renewal requirements and paying all outstanding fees. In the event the College reinstates the individual's right to use the certification or designation, the reinstatement will backdate to the original renewal date.

Individuals who do not petition for reinstatement and gain approval within two (2) to six (6) years following their renewal date are ineligible for reinstatement. Instead, they must re-enroll in the education program and meet all current initial certification or designation requirements at the time of their request.

For the MPAS® certification, individuals who do not fulfill all outstanding renewal requirements within two years following the expiration date must complete 40 hours of content-specific continuing education within a 12-month period and pay a reinstatement fee in addition to meeting the initial certification requirements in place at the time of the request.

Each designee applying for reinstatement is required to:

A. Submit the Professional Designation Renewal Application.

The Designation Renewal Form requires designees to provide updated personal and professional information, acknowledge adherence to the Standards of Professional Conduct and to disclose any investigations or legal proceedings relating to their professional or business conduct. Additionally, designees must acknowledge adherence to the College's Terms and Conditions governing the use of the College's Marks. The College reserves the right to verify the accuracy of the executed statements and may conduct random audits to ensure compliance with disclosure requirements.

B. Submit the Professional Designation Reinstatement Request Form.

The Professional Designation Reinstatement Request Form is designed for individuals seeking to restore their professional designation after it has lapsed. To be considered for reinstatement, applicants must complete and submit this form, providing detailed information about why they believe an exception to the College's Policies and Procedures should be made, as well as the reason for the lapse.

C. Report continuing education (CE):

A CE requirement is effective immediately upon initial conferment of the designation. As part of the request for reinstatement, designees execute an electronic attestation statement confirming appropriate CE credits have been earned during their two-year authorization period. A wide variety of program types are accepted for CE. Specific criteria can be found under Continuing Education Standards.

Upon receiving your submissions, the Designation Reinstatement Committee will review your application thoroughly. We will then contact you with further information and outline the next steps in the process. Please note that the reinstatement process can take up to 30 days from the receipt of your reinstatement documents to the final decision on whether your designation is reinstated or denied. If you have any questions or need additional assistance, please reach out to us at renewals@cffp.edu.

Voluntary Relinquishment

Individuals who are currently authorized to use one of the College's designations, and whose professional conduct is not under review by the College, may choose to voluntarily relinquish their authorization to use the Marks.

Individuals must notify the College by completing the *Professional Designation Voluntary Relinquishment* form that they are voluntarily relinquishing their rights to use one of the College's Marks. Please note that renewal fees paid to the College are nonrefundable. The Professional Designation Voluntary Relinquishment form is available [online](#).

Please note: Relinquished designations are not eligible for reinstatement. Individuals must reenroll in and complete the current professional designation program (if open for enrollment) to be eligible to apply for use of the designation again.

Code of Ethics

The Code of Ethics requires compliance with the following three components:

1. adherence to the Standards of Professional Conduct;
2. self-disclosure of prior allegations or violations; and
3. adherence to the Terms and Conditions.

Standards of Professional Conduct

Individuals credentialed by the College for Financial Planning are required to adhere to the following five tenets of professional conduct. These tenets embody the ethical and professional ideals that are fundamental to the College's professional designations.

1. Integrity

Provide professional services with integrity, honor, fairness, and dignity and maintain client trust and confidence.

2. Objectivity

Maintain objectivity and impartiality with respect to services rendered and advice given.

3. Competency

Maintain an adequate level of knowledge and skill and effectively apply that knowledge while recognizing its limitations.

4. Confidentiality

Keep client information confidential, disclosing only when authorized or compelled by law.

5. Professionalism

Comply with all laws and regulations as required and applicable, refraining from actions that bring dishonor to you or your profession.

Self-Disclosure of Prior Allegations

Prior to initial authorization to use the College's Marks, and upon each subsequent renewal, you must disclose whether you have ever been involved in any criminal, civil, self-regulatory organization, or governmental agency

inquiry, investigation, or proceeding.

Please be aware that, if you disclose matters on your initial application, or if the College for Financial Planning discovers matters that are required to be disclosed, your authorization to use the College's Marks may be delayed pending the College's review of the matters. The College may elect to delay its decision on matters that are pending.

The College may verify your employment record, qualifications, and disciplinary history through FINRA's Central Registration Depository (CRD). All disciplinary information obtained will be reviewed by the College or appointed agent.

The following criteria are used when reviewing an individual's self-disclosure(s) and will result in denial, revocation, or suspension of use of the College's Marks:

- Felony conviction for theft, embezzlement, tax fraud, or other financial or tax-related crimes.
- Revocation or suspension, for reasons other than administrative, of a financial, insurance, or tax professional license or registration including, but not limited to, registered securities representative, broker/dealer, insurance, accountant, investment advisor, or financial advisor.
- Revocation or suspension, for reasons other than administrative, of an attorney license.
- Felony conviction for any violent crime.
- Two or more personal or business bankruptcies.

All other transgressions will be reviewed on a case-by-case basis.

Terms and Conditions

The College for Financial Planning awards professional designations to individuals who meet the initial and ongoing designation requirements. The use of the College's Marks is further contingent upon compliance with the Terms and Conditions. Individuals agree to this statement upon initial conferment of a designation and upon each subsequent renewal of that designation. A copy of the Terms and Conditions is [found on our website](#) under *Requirement 3*.

Disciplinary Process

Monitoring

The College reserves the right to monitor for compliance any individual using the College's Marks. Any alleged violations discovered will be subject to the Disciplinary Procedures outlined below.

Disciplinary Procedures

An alleged violation of any of the College's Policies and Procedures shall be subject to a fair and impartial process in determining whether or not a violation has occurred and carried out in accordance with the Disciplinary Procedures in this section.

Upon receipt of an alleged violation, the College will conduct an investigation in a prompt and reasonable manner. A designee who is charged with a violation shall be notified of the specific charge(s) in writing by a Charging Letter and shall be given ten (10) days to submit a written response to the designated College official. Failure of a designee to respond to the Charging Letter will be taken as an admission of truth of the charges.

In those instances where the College determines the conduct does not warrant a Charging Letter, it may choose to issue a Warning Letter and/or provide counseling to the designee.

For instances where the designee has self-disclosed transgressions that are deemed potential violations the designee shall be notified in writing by a Notice of Investigation Letter and shall be given ten (10) days to submit additional information to the designated College official.

After the College's investigation is completed and the designee has responded to the Charging or Notice of Investigation Letter, the Ethical Conduct Committee shall be convened to review the file and make findings and recommendations. The Committee shall consist of at least three (3) individuals who have no prior involvement with the designee or the investigation. These will, however, generally be employees of the College.

Designees shall be afforded the opportunity to address the Committee to make a statement in their defense. This may be done via teleconference. The amount of time to be afforded to the designee may be reasonably limited by the Committee. Designees are not entitled to representation by an attorney or any other third party at any point in the process. Tape, digital, or other electronic recording of the Committee meeting is not permitted.

The Committee delivers a summary report, generally containing Findings of Fact, Conclusions, and Recommendations to the Chair of the Ethical Conduct Committee. The decision shall be communicated to the designee. If a violation is found, disciplinary sanctions shall be based on the seriousness of the situation and may include, but are not limited to:

- Reprimand;
- Suspension, for a period to be determined by the College, not to exceed one (1) year;
- Revocation.

In those instances where designees are found to be in violation in accordance with the proceeding specified above, they may appeal the decision to the Provost of the College. The decision of the Provost is final and shall be communicated directly to the designee.

Complaint Procedures

Filing a Complaint Against a Current Designee

Complaints against a designee may be filed by the designee's client, a designee's employer, or any other individual with whom the designee has established a formal business engagement for purposes of providing asset management, retirement planning, or financial planning services to that individual. Complaints may be filed using the [Complaint Submission Form](#) found on the College's website. The College for Financial Planning investigates all complaints and its Ethical Conduct Committee determines whether allegations are justified and whether the conduct warrants disciplinary action.

Continuing Education Standards

CE Hour Requirements

Designees are required to complete sixteen (16) continuing education credits (hours) per designation within the two-year authorization period. In most cases, the same course may fulfill requirements for two or more designations. MPAS® designees are required to complete forty (40) continuing education credits within the two-year authorization period.

Earning CE Hours

CE hours must be earned during the current authorization period, which is a two-year period. CE hours earned in excess of the requirement may not be applied to subsequent authorization periods. CE hours earned for any one program may not be split between two authorization periods.

Program Requirements

The College for Financial Planning does NOT maintain a list of pre-approved CE sponsors and their courses. It is the designee's responsibility to obtain CE from credible sources whose programs:

- are of an acceptable program type as outlined below;
- address one or more topics listed in the *Subject Topic Lists* section of the College Catalog;
- contribute to increasing the professional competency;
- are developed and conducted by persons qualified in the subject matter and familiar with generally accepted standards for course design;
- are current and correct in program content;
- provide documentation by the sponsor to the attendee; and
- are at least 50 minutes in length.

Acceptable Program Types

- Live presentations (conferences, workshops, courses, seminars, live webcasts)
- Virtual (teleconferences)
- Self-Study with end-of-course assessment tool (printed material, periodicals, audio/video CDs, electronic media, online)
- Teaching
- Authorship
- Coursework for obtaining professional licenses or designations

Subject Topics Accepted for CE Credit

Continuing education credits must cover one or more of the topics specific to each designation. See the *Subject Topic List* section of the College Catalog for more information.

Credit for Live Presentations

Programs are accepted for CE credit in ½ credit increments. One CE credit hour equates to a minimum of 50 minutes of classroom presentation. For example, a 75-minute program equals 1.5 credits. Real-time courses offered over the internet, i.e., live webcasts, are accepted for CE credit as outlined in this paragraph.

Courses offered by colleges and universities (including community colleges) are accepted for the following credit provided they cover topics listed in the Subject Topics Accepted for CE Credit:

- semester credit = 15 CE hours (3 semester credits = 45 CE hours)
- quarter credit = 10 CE hours (3 quarter credits = 30 CE hours)

Both credit and non-credit courses will be accepted. For non-credit courses, each 50-minute class session may be counted as one CE hour.

Credit for Virtual Programs

Credit for teleconferences is determined by the time spent participating in the teleconference. See Credit for Live Presentations for details.

Credit for Self-Study Programs

Self-study programs are defined as courses completed outside of a classroom environment using printed material, periodicals, audio and/or video recordings, electronic, or online media. Satisfactory completion must include a written or online examination, which shall be graded by the sponsor, with a passing score of 70% or higher.

Self-study programs must meet the Program Requirements described above and require the designee's registration with the program sponsor.

Credit for self-study programs is determined as recommended by the program sponsor. The following methods are acceptable for sponsor use in determining self-study credit: average completion time, pilot study, credit assigned by other licensing or credentialing organizations through a formal course registration process, one credit for every 10 exam questions.

Credit for Coursework for Obtaining Professional Licenses and Designations

Credit is accepted for coursework taken to obtain professional designations and licenses within the current authorization period provided the content of the coursework covers one or more of the topics listed in the Subject Topics Accepted for CE Credit and the delivery of the course complies with an acceptable program type. Please refer to Credit for Self-Study Programs or Credit for Live Presentations to determine the amount of credit for your particular designation or license coursework.

Licenses or designations that do not require coursework cannot be counted for CE credit.

Credit for Teaching

Credit as an instructor, discussion leader, or speaker:

- is accepted for meetings or engagements that are directed to financial services professionals provided topics covered are listed in the Subject Topics Accepted for CE Credit.
- is accepted for courses taught at a regionally-accredited institution of higher education provided topics covered are listed in the Subject Topics Accepted for CE Credit.
- is allowed on the first presentation only per authorization period on the basis of two CE credits for each hour of class or presentation time. For example, an instructor may claim four hours for teaching a
- two-hour class.
- is not accepted for presentations designed primarily for persons not engaged in financial services (e.g., presentations to the general public, presentations for marketing purposes, television and radio talk shows).

Credit for Authorship

A maximum of eight credits is allowed for authorship of published articles and books relating to the Subject Topics Accepted for CE Credit provided they contribute to increasing the professional competency of the author. Credit may be claimed during the authorization period in which the article or book is published. Short newspaper articles, Q&As, and company newsletter articles for clients are not accepted for credit.

Reporting and Recordkeeping

Reporting CE Hours

At the end of the two-year authorization period, designees must attest that the requisite amount of CE has been completed in the Subject Topics Accepted for CE Credit. The College for Financial Planning reserves the right to verify the accuracy of the executed statement and may conduct random audits to ensure compliance with continuing education requirements. If audited, designees must submit documentation in support of the required CE hours. Courses taken from the College for Financial Planning are exempt from audit.

Documentation

Each designee must retain documentation of CE hours for two years after the end of the authorization period. Documentation confirming attendance should not be sent to the College for Financial Planning unless specifically requested. The College for Financial Planning may request these documents at any time up to two years following the end of an authorization period.

Documentation may be a grade report or transcript for activities involving an examination.

For other programs, a written confirmation of attendance (i.e., Certificate of Attendance, Certificate of Completion, etc.) from the sponsoring organization is acceptable and must include the following:

1. the designee's name
2. name of program
3. name of CE sponsor
4. date of program
5. location (or virtual if web-based)
6. number of CE credits, and
7. signature of sponsor representative

In addition, an agenda showing the topics addressed and the time allotted for each topic should be retained.

Failure to Comply

Each designee is responsible for demonstrating full compliance with the CE requirement. The College for Financial Planning may at any time request documentation in support of any statement executed by the designee.

Unsupported, misstated, or fraudulent reporting of CE credits is a violation of the Terms and Conditions. Such reporting is cause for action by the College for Financial Planning and may be grounds for disciplinary action up to and including revocation of the designation. See the sections entitled Monitoring and Disciplinary Procedures for further information.

Failure to fulfill and attest to the completion of the required CE hours by the end of the authorization period will result in non-renewal of the designation, precluding any use of the Marks.

Audits

The College for Financial Planning conducts random audits of attestation statements for the most recent authorization period. Individuals must respond to the notice of audit within 30 days. Failure to respond to the notice of audit is a violation of the terms and conditions and may be grounds for disciplinary action up to and including revocation of the designation.

When audited:

- The designee is notified of the audit and asked to send documentation of the required CE hours.
- The CE hours and supporting documentation are reviewed by the College for Financial Planning and a determination is made as to whether the hours are accepted or denied.
- The designee receives confirmation from the College for Financial Planning regarding the audit and any further action needed.

If any CE hours are denied during the audit and a deficiency results, the designee will be given 60 days to report and document additional hours to cure the deficiency. The designee will remain authorized to use the Marks during this 60-day period.

If the deficiency is not cured within the 60-day period, a deficiency notice will be sent noting the individual is no longer authorized to use the Marks. Unsupported or misstated CE reporting is a violation of the terms and conditions and may be grounds for disciplinary action up to and including revocation of the designation.

Waivers

Requests for a waiver of the CE requirement due to extenuating circumstances will be reviewed on a case-by-case basis. Written requests along with supporting documentation should be made to the College for Financial Planning, Attn: Designation Renewals, 9000 E. Nichols Ave., Ste 200, Centennial, CO 80112 or via email to renewals@cftp.edu.

Release of Designee Information to the Public

The College for Financial Planning makes available the following information through telephone, email responses, or through its website regarding individuals who are currently, or who once were, authorized to use one of the College for Financial Planning's professional designations:

- Whether an individual has ever been conferred one of the College for Financial Planning's professional designations, the date of that conferment, the expiration date or, if not currently authorized to use the designation, the date on which the authorization to use the designation expired, was revoked, suspended, or otherwise terminated.
- If the individual is currently authorized to use one of the College for Financial Planning's professional designations.

The College provides this same information in the form of a list to industry organizations—specifically the financial services firms that employ individuals authorized to use one of the College’s professional designations—for purposes of compliance or as otherwise deemed appropriate by the College for Financial Planning.

Publication of Disciplinary Action

When grounds for discipline have been established, the College may decide to publish the fact of the disciplinary action (reprimand, suspension, or revocation) along with the identification of the designee on the College’s website. In some cases, such as if the Committee determines that there are extreme mitigating circumstances, it may decide to withhold public notification.

Extenuating Circumstances

The College for Financial Planning applies its policies and procedures to all students and designees consistently and uniformly. Administrative exceptions to College policy may be granted when deemed appropriate for extenuating circumstances that can be supported with documentation. The College’s Extenuating Circumstances Committee reviews appeals from individuals when circumstances exist that either fall outside the criteria used to grant administrative exceptions or when there is evidence that the policies and procedures have not been applied to the individual as stated. The decision of the Extenuating Circumstances Committee is final.

For more information about Extenuating Circumstances and filing a petition, please refer to the Collegewide Policies > Extenuating Circumstances section of the catalog.

Disclaimer

The College for Financial Planning reserves the right to amend or expand the requirements to obtain or maintain the rights to use its trademarks without notice. Designees are responsible for staying up-to-date and meeting the current standards.

Continuing Education (CE)

Subject Topic Lists

AAMS®: Accredited Asset Management SpecialistSM

Module 1: The Asset Management Process

Chapter 1: The Asset Management Process

- The Cycle of Financial Life
- Establishing Trust
- Step 1: Gathering Data
- Step 2: Establishing Financial Goals
- Step 3: Analyzing Information
- Step 4: Making and Implementing Recommendations
- Step 5: Monitoring Performance

Chapter 2: Establishing an Investment Policy Statement

- The Purpose and Importance of an Investment Policy Statement
- Attributes of a Sound Investment Policy Statement
- The Client's Role

Chapter 3: Dealing With Change

- Market Change and the Investor
- The Problem of Short-Term Volatility
- Fear and Greed
- Irrational Investors
- Change is Inevitable
- The Changing Client

Chapter 4: Practice Management and Client Relationships

- The Business Planning Process
- The Attributes of a Good Business Plan
- Setting Business Goals
- The Client-Adviser Relationship
- The Adviser's Role

Module 2: Risk, Return, and Investment Performance

Chapter 1: Risk

- Systematic (Non-Diversifiable) Risk
- Unsystematic (Diversifiable) Risk

Chapter 2: The Risk/Return Relationship

- Measuring Risk
- Risk-Adjusted Returns

Chapter 3: Managing Risk in Portfolios

- Risk Reduction Through Diversification
- Client Time Horizons and Portfolio Risk
- Time Value of Money (TVM) Calculations
- Practical Approaches to Creating Client Portfolios

Chapter 4: Measuring Investment Performance

- Excess Return
- Risk-Adjusted Measures of Return
- Performance Benchmarks

- The Importance of Time Periods

Module 3: Asset Allocation and Selection

Chapter 1: Asset Allocation

- The Brinson Study
- Implications for Investment Professionals and Their Clients
- Returns of Major Asset Classes
- The Variability of Returns
- The Critical Importance of Time Horizons in Asset Allocation
- Related Theory
- Practicing Asset Allocation
- Approaches to Asset Allocation

Chapter 2: Asset Classes, Characteristics, and Performance

- Common Stocks
- Preferred Stock
- Bonds and Other Debt Instruments
- Investment Characteristics and Performance
- Real Estate
- Mutual Funds
- Exchange-Traded Funds (ETFs)
- Exchange-Traded Notes (ETNs)

Chapter 3: Stock Valuation Methods

- Sources of Corporate Stock Value
- A Model for Common Stock Valuation
- Price/Earnings Ratios
- Price/Sales Ratios

Chapter 4: Bond Valuation Methods

- Factors Determining the Value of a Bond
- Non-Interest-Rate Factors in Bond Pricing
- Rules of Thumb for Bond Values

Chapter 5: Fundamental Analysis

- Fundamental Analysis Methodology
- Economic Analysis
- Industry Analysis
- Company Analysis

Chapter 6: Technical Analysis & Market Timing

- Hirt, Block, and Basu
- Burton Malkiel
- Charles Ellis
- Moving Averages

Module 4: Investment Strategies

Chapter 1: The Importance of Investment Strategies

- The Requirements of Strategy
- Investment Strategy and Investment Policy
- “Buy-and-Hold”: The Benchmark Strategy

Chapter 2: Commonly Used Investment Strategies

- Dollar Cost Averaging (DCA)
- Value Averaging
- Implementing the Dollar Cost and Value Averaging Strategies
- Investing With Economic Cycles
- Value Investing
- Growth Stock Investing
- Small Stock Investing

Chapter 3: Active vs. Passive Management and the Contrarian Perspective

- Wealth Allocation Framework
- The Contrarian Strategy
- The Low P/E Strategy

Chapter 4: Bond Strategies

- Ladder Strategy
- Barbell Strategy
- Tax Swap
- Pure Yield Pickup Swap
- Substitution Swap

Chapter 5: The Enemies of Effective Strategy

- Unrealistic Expectations
- The Emotional, Undisciplined Client
- Inadequate Time Horizons

Module 5: Taxation of Investments

Chapter 1: Taxes and Investments

- Basic Tax Formula
- Total Income and Gross Income
- Alternative Minimum Tax
- The Kiddie Tax
- General Tax Strategies in Investing

Chapter 2: General Income Tax Principles

- The Progressive Federal Tax System
- The Marginal Tax Rate
- When Income Is Received for Tax Purposes
- Capital Gains and Losses

Chapter 3: Taxation of Investment Products

- Stocks
- Fixed-Income Securities
- Tax-Exempt Securities
- Mutual Funds
- Life Insurance and Annuities

- Real Estate Limited Partnerships
- Real Estate Investment Trusts
- Net Investment Income Tax

Module 6: Investing for Retirement

Chapter 1: Assessing Retirement Needs

- Where the Money Goes—Now and During Retirement
- Inflation and Erosion of Purchasing Power

Chapter 2: Sources of Retirement Income

- Social Security Benefits
- Pension and Profit Sharing Income
- Retirement Savings and Investment Income
- Other Sources of Retirement Income

Chapter 3: Accumulating Capital for Retirement

- Strategies to Accumulate Retirement Income Sources

Chapter 4: Accumulating Retirement Funds in Tax-Deferred Arrangements

- The Pros and Cons of Tax-Deferred Arrangements
- Types of Tax-Deferred Plans
- Nonrefundable Tax Credit for Employee Contributions
- Summary: Accumulating Retirement Funds in IRAs, TSA/403(b) Plans, and 401(k) Plans

Chapter 5: Retirement Distributions

- Timing Periodic Retirement Distributions
- Minimum Distribution Requirements
- Common Distribution Options of Employer-Provided Qualified Retirement Plans
- Terminating Employees and the Distribution Process
- Investment Considerations
- Summary

Chapter 6: Investment Planning During Retirement

- Asset Allocation and Investment Selection Considerations
- Withdrawal Considerations

Module 7: Deferred Compensation and Other Benefit Plans

Chapter 1: Comparison of Qualified versus Non-Qualified Plans

- Major Differences
- Internal Revenue Code Section 409A

Chapter 2: Methods of Funding

- Unfunded Plans
- Informally Funded Plans
- Section 83 Plans

Chapter 3: Types of Nonqualified Plans Used for Retirement Funding

- Salary Reduction Plans
- Excess Benefit Plans
- Supplemental Executive Retirement Plans (SERPs)
- Top Hat Plans
- Section 457 Plans

Chapter 4: Life Insurance Plans

- Key Employee Life Insurance
- Executive Bonus Plans
- An Analysis of Informal Funding with Life Insurance

Chapter 5: Equity-Based, Incentive Compensation Plans

- Introduction
- Background Information on Equity-Based Compensation Plans
- Basic Characteristics of Stock Options
- Increase in the Use of Stock Options and Equity-Based Benefits
- Oversight of Equity-Based Compensation Plans
- Basic Characteristics of ISOs and NSOs
- Restricted Stock Plans
- Phantom Stock Plans
- Stock Appreciation Rights
- Performance Unit or Share Plans

Module 8: Insurance Products for Investment Clients

Chapter 1: The Purposes of Life Insurance

- Family Needs—Risk of Death to an Income Earner
- Creating a Retirement Nest Egg
- Insurance for Estate Planning
- Serving Business Needs

Chapter 2: Measuring the Need for Life Insurance

- The Insurance Needs of the Individual Client
- Two Commonly Overlooked Risks

Chapter 3: Types of Life Insurance

- Term Life Insurance
- Permanent Life Insurance
- Life Insurance Taxation
- Borrowing Against Cash Value Policies
- Withdrawals from Cash Value Policies
- Dividend Options for Policy Owners

Chapter 4: Settlement Options

- Installment Payment Options
- Income for Life
- Estate Planning Arrangements

Chapter 5: Annuities

- Immediate Annuities
- Deferred Annuities
- Annuity Variations
- Annuity Costs
- Tax Benefit
- Tax-Free Exchanges

Module 9: Estate Planning for Investment Clients

Chapter 1: The Nature and Objectives of Estate Planning

- The Estate Planning Team
- Formulation, Coordination, and Monitoring of the Plan
- The Unauthorized Practice of Law

Chapter 2: Estate Transfer Taxes

- Evolution of the Federal Transfer Tax System
- Valuation
- The Federal Unified Transfer Tax System
- The Federal Gift Tax
- The Federal Estate Tax
- Calculation of the Estate Tax
- The Federal Generation-Skipping Transfer Tax (GSTT)
- Marital Deduction and Bypass Planning

Chapter 3: Estate Transfer Techniques During Life

- Outright Gifts
- Trusts
- Trusts for Minors

Chapter 4: Estate Transfer Techniques at Death

- Probate Transfers
- Will Substitutes
- Ownership and Titling of Property
- Transfer by Contract
- Intestate Succession Statutes

Chapter 5: Planning for Incapacity

- Management of Property
- Personal and Medical Care Decision Making

Module 10: Fiduciary, Ethical, and Regulatory Issues for Advisers

Chapter 1: History of U.S. Financial Regulation

- Introduction
- The Regulated Environment of Modern Investing
- Securities Industry Self-Regulation
- Doing Business in a Litigious Age

Chapter 2: Forces Changing Financial Services

- Trust in Financial Services

- Changes in the Structure of Individual Firms
- Increasing Emphasis on Price and Transactions vs. Relationships
- Increased Competition, Complexity, and Pace
- The Difficulty of Supervising Technical Specialists
- The RAND Study
- The Challenge of Language and Terminology
- Credentials Can Be Misleading

- Common Sources of Ethical Conflict

Chapter 3: The Fiduciary Standard

- Rules-Based and Principle-Based Approaches
- Who is a Fiduciary?
- SEC Regulations
- Disclosure Has Limited Benefits
- Impact of Fees on Retirement Accounts

Chapter 4: Fiduciary and Ethical Duties in Financial Advising

- The Asset Management Process
- Best Practices for Advisers

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Module 1: Expected Utility Theory

Chapter 1: Neoclassical Economics

- Rational Preferences
- Utility Maximization
- Relevant Information

Expected Utility theory

Risk Attitude

Allais Paradox

Framing

Psychological Perspectives on Economics

Prospect theory, Framing, and Mental Accounting

Prospect theory

- Key aspects of Observed Behavior
- Value Function
- Lottery Tickets and Insurance
- Weighting Function
- Hypothetical Value and Weighting Functions
- Examples and Other Issues

Framing

- Prospect theory and Nonmonetary
- Outcomes
- Integration vs. Segregation

Mental Accounting

- Opening and Closing Accounts
- Evaluating Accounts
- Closure, Integration, and Segregation

Principles of Behavioral Economics

Module 2: Heuristics and Biases

Perception, Memory, and Heuristics

- Perception
- Memory
- Framing Effects
- Ease of Processing and Information
- Overload
- Heuristics

Familiarity and Related Heuristics

- Familiarity
- Ambiguity Aversion
- Diversification Heuristic
- Status Quo Bias and Endowment Effect
- Heuristics and Biases, Prospect theory, and Emotion

Representativeness and Related Biases

- Conjunction Fallacy
- Base Rate Neglect
- Gambler's Fallacy vs. Hot Hand
- Overestimating Predictability
- Availability, Recency, and Salience

Anchoring

- What Explains Anchoring
- Anchoring vs. Representativeness
- Fast and Frugal Heuristics
- Response to Critique

Review of Daniel Kahneman's Thinking Fast and Slow

Module 3: Overconfidence

Miscalibration

- Definition
- Calibration Tests

Other Strains of Overconfidence

- Better than Average Effect
- Illusion of Control
- Excessive Optimism
- Overconfidence in More than One Sense
- Equally Overconfident People
- Consistently Overconfident People

Factors Impeding Correction

- Biases Interfering with Learning
- Overconfidence as Unmitigated Flaw

Aspects of Investor Psychology

Module 4: Implications of Heuristics and Biases for Financial Decision-Making

Financial Behaviors Stemming from Familiarity

- Home Bias
- Distance, Culture, and Language
- Local Investing and Informational Advantages
- Investing in an Employer or Brands

Financial Behaviors Stemming from Representativeness

- Good Companies vs. Good Investments
- Chasing Winners
- Availability and Attention-Grabbing

Anchoring to Available Economic Cues

- Experimental Study of Real Estate Appraisals
- Anchoring vs. Herding and Analysts

Module 5: Implications of Overconfidence for Financial Decision-Making

Overconfidence and Excessive Trading

- Overconfident Traders Simple Model
- Evidence from the Field
- Evidence from Research

Demographics and Dynamics

- Gender and Overconfidence
- Dynamics of Overconfidence

Under Diversification and Excessive Risk Taking

Excessive Optimism and Analysts

Module 6: Individual Investors and the force of Emotion

Moods of Investors and Markets

Pride and Regret

Disposition Effect

- Empirical Evidence
- Prospect theory as Explanation
- Other Explanations
- Evidence from Research

House Money

- Evidence of House Money Effect
- Prospect theory and Sequential Decisions Affect

Investor Sentiment in the Stock Market

Module 7: Debiating, Education, and Client

Management Can Bias Be Eliminated?

- Steps Required to Eliminate Bias
- Strategies for Helping Those Affected by Bias

Debiating Through Education

- Psychographic Profiling, Personality Types, and Money Attitudes
- Optimizing Education

Client Management Using Behavioral Finance

- Traditional Process of Asset Allocation Determination
- Using Behavioral Finance to Refine Process

Module 8: Neurofinance and the Trader's Brain

Expertise and Implicit Learning

Neurofinance Description

Neurofinance Insights

Expertise and Emotion

Review of Nudge

Module 9: Behavioral Explanations for Anomalies

Earnings Announcements and Value vs. Growth

- Lagged Reactions to Earnings Announcements
- Value Advantage

Momentum and Reversal

- Three Models to Explain Momentum and Reversal

Rational Explanations

- Inappropriate Risk Adjustment
- Fama-French Model
- Explaining Momentum
- Temporary Deviations from Efficiency and the Adaptive Markets Hypothesis

Module 10: Behavioral Factors for Stock Market Puzzles

Equity Premium Puzzle

- Equity Premium Definition
- Equity Premium Puzzle Explanation

Real World Bubbles

- Tulip Mania
- Tech/Internet Bubble

Experimental Bubbles Markets

- Design of Bubbles Markets
- Learning Outcomes of Experiments

Behavioral Finance and Market Valuations

Excessive Volatility

- Price Movement
- Demonstrating Excessive Volatility
- Volatility forecasts and the Spike of 2008

Markets in 2008

Module 11: Behavioral Investing

Anomaly Attenuation, Style Peer Groups, and Style Investing

Refining Anomaly Capture

- Using Accounting Data
- Using Volume
- Momentum and Reversal
- Momentum and Value

Multivariate Approaches

Style Rotation

Enhancing Portfolio Performance Using Behavioral Finance

- Early Evidence
- Description of Behavioral Investing

Review and Synthesis of Behavioral Finance

Module 12: Retirement Savings Behavior and Improving DC Plans

Worldwide Move to DC Pensions

- DBs vs. DCs
- Problems Faced by DC Investors

Saving with Limited Self-Control and Procrastination

- Amount to Be Saved
- Limited Self-Control
- Exponential and Hyperbolic Discount Functions
- Procrastination
- Evidence of Retirement Preparedness

Asset Allocation Confusion

- Documenting the Problem
- "Correct" Asset Allocations
- Moving toward a Solution
- Education as the Answer

Improvements in DC Pension Design

- Automatic Enrollment
- Scheduled Deferral Increase Programs
- Asset Allocation Funds
- Moving toward the Ideal 401(K)

Heuristics and Biases in Retirement Savings Behavior

Annuity Puzzle

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Module 1: Wealth Transfers for Domestic Partners

Chapter 1: Definitions, Scope & Goals

- Definitions
- Scope
- Goals

Chapter 2: Basic Wealth Transfer Techniques

- Overview of Wealth Transfer Techniques
- A Closer Look at Selected Wealth Transfer Techniques
- Intestate Situations
- Will Substitutes

Chapter 3: Specific Wealth Transfer Differences Involving Domestic Partners

- Application of Basic Wealth Transfer Techniques to Domestic Partners
- Joint Ownership of Property by Domestic Partners
- Application to Domestic Partners

Chapter 4: Alternative Planning for Wealth Transfers by Domestic Partners

- Federal Transfer Tax Exclusion and Exemption Amounts
- Lifetime Transfer Techniques for Domestic Partners
- Wealth Transfer Techniques for Domestic Partners at Death
- Application to Domestic Partners

Module 2: Federal Taxation Issues for Domestic Partners

Chapter 1: Income Tax Issues

- Overview of the Federal Income Tax
- Filing Status
- Individual Income Tax Rates
- Total (or Gross) Income
- Adjustments to Income
- Reductions to AGI
- Basis
- Adjusted Basis
- Capital Assets
- Capital Gains and Losses
- Capital Gain Rates

- The Alternative Minimum Tax (AMT)
- Miscellaneous Income Tax Issues
- Application to Domestic Partners

Chapter 2: Gift Tax Issues

- Inter Vivos Versus Testamentary Transfers
- Questions
- An Overview of the Federal Gift Tax
- Application to Domestic Partners

Chapter 3: Estate Tax Issues

- An Overview of the Federal Estate Tax
- Application to Domestic Partners

Chapter 4: Generation-Skipping Transfer Tax Issues

- The Federal Generation-Skipping Transfer Tax (GSTT)
- Application to Domestic Partners

Chapter 5: Alternative Federal Tax Planning for Domestic Partners

- Alternative Income Tax Planning
- Alternative Gift Tax Planning
- Alternative Estate Tax Planning
- Alternative Planning for the Generation-Skipping Transfer Tax

Module 3: Retirement Planning and Relationship Issues for Domestic Partners

Chapter 1: Retirement Demographics and Trends

- Retirement—A Time of Growing Significance
- Changing Demographics
- Lack of Retirement Planning
- Goals

Chapter 2: Social Security and Medicare

- Social Security's Funding Source
- Social Security Basics
- The Family Maximum
- Tax Treatment of Social Security Benefits
- Social Security Summary
- Medicare

- Medicare Coverage, Eligibility, and Benefits
- Military Benefits
- Application to Domestic Partners

Chapter 3: Employer-Sponsored Retirement Plans

- Qualified Plans
- Application to Domestic Partners

Chapter 4: Individual Retirement Plans

- IRA Basics
- Taxes
- Roth IRAs
- Roth Conversions
- When does establishing a Roth IRA make sense?
- Application to Domestic Partners

Chapter 5: Distributions from Qualified Retirement Plans and Traditional and Roth IRAs

- In-Service Distributions
- Loans
- Qualified Domestic Relations Order (QDRO)
- Distributions: Defined Benefit Plans
- Distributions: Defined Contribution Plans
- Distributions from Traditional IRAs
- Minimum Distribution During Owner's Life
- Minimum Distribution Requirements Following Owner's Death
- Nondeductible IRAs
- Application to Domestic Partners

Chapter 6: Retirement Planning for Domestic Partners

- The Differences in Planning for Domestic Partners
- Application to Domestic Partners

Module 4: Planning for Financial, Medical, & End of Life Needs of Domestic Partners

Chapter 1: Definitions, Scope, and Goals

- Definitions
- Scope
- Goals

Chapter 2: The Need to Plan for Disability

- Disability
- The Emergency Fund
- Long-Term Care Insurance
- Application to Domestic Partners

Chapter 3: Failing to Plan for Incompetence

- Nature of Incompetence
- Results of Not Preplanning for an Incompetent Person's Personal Care or Financial Affairs
- Results of Not Preplanning an Incompetent Person's Medical Care
- Application to Domestic Partners

Chapter 4: Help with Financial Needs

- Reasons for Preplanning for Management of Financial Affairs
- Planning Techniques for a Non-minor's Financial Affairs
- Application to Domestic Partners

Chapter 5: Help with Medical Needs

- Preplanning for Medical Care Needs
- Application to Domestic Partners

Chapter 6: Help with End-of-Life Needs

- Planning for End of Life Needs
- Application to Domestic Partner

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Module 1: Investment Risk and Return Analysis

Chapter 1: Types of Investment Risk

- Risk and Diversification
- Types of Risk

Chapter 2: Risk and Return Analysis—Standard Deviation and Correlation

- Weighted-Average Return
- Standard Deviation of a Single Asset
- Semivariance
- Coefficient of Variation
- Covariance (COV)
- Correlation Coefficient (R)
- Changing Correlations
- Coefficient of Determination (R^2)
- Portfolio Standard Deviation

Chapter 3: Risk and Return Analysis—Beta Coefficient

- Beta Coefficient
- Weighted-Average Beta

Chapter 4: Quantitative Analysis

- Modeling and Simulation (Multiple Scenario Analysis)
- Selecting Individual Securities
- Building a Portfolio

Module 2: Modern Portfolio Theory and Performance Evaluation of Equities

Chapter 1: Modern Portfolio Theory

- Markowitz Portfolio Theory
- Efficient Frontier
- Optimal Portfolio
- Capital Market Theory
- Arbitrage Pricing Theory
- Diversification
- Efficient Portfolios
- Risk Tolerance Measurement
- Asset Allocation Strategies

Chapter 2: The Efficient Market Hypothesis

- What is an Efficient Market?
- Forms of the Efficient Market Hypothesis
- Validity of the EMH Forms
- Stock Market Anomalies
- Technical Analysis
- Fundamental Analysis
- Active Versus Passive Management
- Arbitrage Pricing Theory
- Foreign Investing

Chapter 3: Equity Valuation

- Intrinsic Value
- Valuation Method Alternatives
- Valuation Exercise—Global Company
- Summary

Chapter 4: Security Performance Evaluation

- Security and Portfolio Performance Evaluation
- Jensen's Alpha
- Sharpe Ratio
- Treynor Ratio
- Information Ratio (IR)
- Determining the Market Rate
- Asset Class Benchmarks
- Risk-Adjusted Performance
- Historical Mutual Fund Comparisons

Module 3: Debt and Fixed Income Features

Chapter 1: Features of Fixed-Income Securities

- The Importance of Liquidity—Cash and Cash Equivalents
- Overview of Bond Features
- Risks Associated With Investing in Bonds
- The Bond Market Structure
- The United States Debt Market

Chapter 2: Asset-Backed Securities

- Mechanics
- Minimum Investment
- Regulatory Concerns
- Cost and Taxation
- Benefits
- Risks
- Suitability

Chapter 3: Mortgage-Based Products

- Mechanics
- Collateralized Mortgage Obligations (CMOs)
- Credit Default Swaps (CDSs)
- Regulatory Concerns

Chapter 4: Preferred Stock

- Traditional Preferred versus Trust Preferred

Chapter 5: Yield Curves

- What is a Yield Curve?
- How to Construct a Yield Curve
- Term Structure of Interest Rates
- Using Yield Curves to Make Investment Decisions

Module 4: Debt and Fixed Income Valuation and Analysis

Chapter 1: Bond Valuation

- Prices and Yields
- Bond Calculations

Chapter 2: Duration and Convexity

- Duration Computations
- Change in Bond Price Using Duration
- Convexity

- Summary—Price-Yield Relationships

Chapter 3: Bond Volatility and Constructing Portfolios

- Risk and Volatility
- Immunization
- Hedging Against Interest Rate Changes
- Bond Swaps
- Bond Investment Decisions

Chapter 4: Convertible Bonds

- Conversion Value
- Bond Investment Value
- Investment Premium and Conversion Premium
- Forced Conversion
- Convertible Sample Calculations
- Summary of Convertible Bond Relationships
- Convertible Preferred Stock

Module 5: Mutual Funds and Other Pooled Investments

Chapter 1: Mutual Funds

- Mutual Funds: Overview
- Mutual Fund Pricing
- Mutual Fund Taxation
- Mutual Fund Investment Objectives
- Closed-End Funds

Chapter 2: Unit Investment Trusts

- Characteristics
- Organization
- Types of Unit Investment Trusts

Chapter 3: Other Pooled Investments

- Exchange-Traded Notes (ETNs)
- Guaranteed Investment Contracts (GICs)
- Stable Value Funds
- Business Development Companies (BDCs)
- Managed Accounts

Chapter 4: Exchange-Traded, Leveraged, and Inverse Funds

- Exchange-Traded Funds (ETFs)
- Leveraged and Inverse Funds
- Regulatory Concerns
- Suitability

Chapter 5: Selecting a Mutual Fund

- Investment Objective
- Investment Policies and Holdings
- Mutual Fund Investing: Potential Pitfalls
- Mutual Fund Selection

Module 6: Investing in Real Assets

Chapter 1: Tangible Assets

- Pros and Cons of Tangible Assets
- Gold
- Natural Resources

Chapter 2: Real Estate

- Types of Real Estate
- Advantages and Disadvantages of Real Estate Investing
- Forms of Real Estate Ownership
- Types of Publicly Traded REITs
- Factors to Consider in Selecting REITs
- Income Property Valuation

Chapter 3: Non Traded and Private REITs

- Public Non Traded REITs
- Private REITs

Module 7: Derivatives and Structured Products

Chapter 1: Options

- Options Basics
- Option Alternatives
- Option Pricing Models
- Low-Basis Concentrated Securities
- Warrants
- Rights Offerings

Chapter 2: Futures Contracts

- Futures Concepts
- Hedging
- Taxation of Options and Futures
- Managed Futures

Chapter 3: Hedge Funds

- What is a Hedge Fund?
- Minimum Investment and Investor Qualifications
- Regulations
- Hedge Fund Costs/Fees
- Risks
- Hedge Fund Strategies
- Summary

Chapter 4: Private Equity

- Venture Capital
- Leveraged Buyouts
- Mezzanine Financing
- Distressed Debt
- Summary

Chapter 5: Structured Products

- Principal-Protected Structured Products
- Market-Linked CDs
- Contingent Convertible Bonds (CoCos)

Module 8: Taxation of Investments and the Regulatory Environment

Chapter 1: Taxes and Investments

- Types of Taxes to Which Individuals Are Subject
- Basic Tax Formula
- Alternative Minimum Tax
- The Kiddie Tax
- General Tax Strategies in Investing

Chapter 2: General Income Tax Principles

- The Progressive Federal Tax System
- The Marginal Tax Rate
- When Income is Received for Tax Purposes
- Capital Gains and Losses

Chapter 3: Taxation of Investment Products

- Stocks
- Fixed-Income Securities
- Tax-Exempt Securities
- Mutual Funds
- Life Insurance and Annuities
- Real Estate Limited Partnerships
- Net Investment Income Tax
- Real Estate Investment Trusts
- Taxation of MLPs

Chapter 4: The Regulatory Environment

- The Regulated Environment of Modern Investing
- Securities Industry Self-Regulation
- Doing Business in a Litigious Age

Module 9: Ethical Considerations, Investment Strategies, and Retirement Needs Analysis

Chapter 1: Ethical Considerations

- Trust In Financial Services
- Forces Changing the Securities Industry
- The RAND Study
- The Challenge of Language and Terminology
- Credentials Can Be Misleading
- The Fiduciary Standard
- SEC Regulations
- Impact of Fees on Retirement Accounts
- The Fiduciary Duty
- ERISA Section 404(c)
- The Asset Management Process
- Best Practices for Advisers

Chapter 2: Investment Strategies

- The Requirements of Strategy
- Buy-and-Hold: The Benchmark Strategy
- Timing Strategies
- The Contrarian Strategy
- Small Stock Investing
- The Small Firm Effect
- Active versus Passive Management
- The Enemies of Effective Strategy

Chapter 3: Retirement Needs Analysis

- Normal Expenses and Potential Increases
- Expenses Taken from Retirement Funds
- Inflation
- Health Care Issues
- How Much Money Will Be Needed for Retirement?
- Monte Carlo and Beyond
- Sequence of Returns
- Safety Net
- Leaving a Bequest

Chapter 4: "Safe" Withdrawal Rates

- William Bengen
- Jonathan Guyton
- Income versus Cash Flow

Module 10: Behavioral Finance, Client Suitability, and Constructing Portfolios

Chapter 1: Behavioral Finance

- Studying Investor Behavior
- Cognitive/Belief Perseverance Errors
- Cognitive/Processing Errors
- Emotional Biases
- Summary

Chapter 2: Client Suitability

- Data Gathering
- Analyzing the Financial Statements
- Clients' Needs, Constraints, and Unique Circumstances

Chapter 3: Establishing Financial Goals

- Life Cycle Analysis
- Establishing Trust with the Client
- Analyzing Information

- Managing Client Expectations
- Making and Implementing Recommendations
- Monitoring Performance

Chapter 4: Client Attitudes Toward Money and Investing

- Investor Types
- Investor Personalities
- Doing Business with Different Personality Types

Chapter 5: Establishing an Investment Policy Statement (IPS)

- Investment Policy Statements (IPS)
- Other Attributes of a Sound Investment Policy Statement
- Constructing an IPS
- The Role of the Client When Developing an IPS
- Dealing with Change and Future Challenges
- Future Challenges for Advisers

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Module 1: Getting to Know Your High Net Worth Client

Chapter 1: Who is the High Net Worth Client?

- Wealthy Investors in the U.S.
- Worldwide Investors
- Understanding Your Client
- Satisfaction with Advisers
- Financial and Life Goals
- The Generations
- Digital Contact
- High Net Worth Men and Women
- Charitable Giving and Social Impact
- International Clients
- Types of High Net Worth Clients

Chapter 2: Establishing Trust

- Distrust of Financial Institutions
- Levels of Trust
- The Demographics of Trust
- Initial Judgment of Advisers
- What a Financial Planner Can Do to Build Trust
- Emotional Intelligence (EI)
- Family Concerns
- Fraud
- Concerns for Older Clients

Chapter 3: Teamwork

- Working With a Team
- Working in a Team for a Financial Institution
- Coaching and Therapy
- Getting Technological Help
- Artificial Intelligence (AI)

Chapter 4: Meeting the Client's Goals

- Goals-Based Planning
- Wealth Allocation Framework
- Wealth Adviser Process: Steps 4, 5, and 6

Module 2: Investment Risk, Return, and Performance

Chapter 1: Risk

- Systematic (Nondiversifiable) Risk
- Unsystematic (Diversifiable) Risk
- Client Attitudes Toward Risk

Chapter 2: The Risk/Return Relationship

- Measuring Risk
 - Risk-Adjusted Returns

Chapter 3: Managing Risk in Portfolios

- Risk Reduction Through Diversification
- Client Time Horizons and Portfolio Risk
- Practical Approaches to Creating Client Portfolios

Chapter 4: Measuring Investment Performance

- Excess Return
- Risk-Adjusted Measures of Return
- Performance Benchmarks
- The Importance of Time Periods

Module 3: Advanced Investment Products and Strategies

Chapter 1: Investment Strategy

- The Requirements of Strategy
- Buy-and-Hold: The Benchmark Strategy
- Investing With Economic Cycles
- The Contrarian Strategy
- Small Stock Investing
- Active versus Passive Management
- The Enemies of Effective Strategy

Chapter 2: Real Estate

- Real Estate as an Investment
- Types of Real Estate
- Advantages and Disadvantages of Real Estate Investing
- Common Forms of Real Estate Ownership
- Types of Publicly Traded REITs
- Factors to Consider in Selecting REITs
- Income Property Valuation
- Non Traded REITs
- Private REITs
- Summary

Chapter 3: Hedge Funds

- What is a Hedge Fund?
- Minimum Investment and Investor Qualifications
- Regulations
- Hedge Fund Costs/Fees
- Risks of Investing in a Hedge Fund
- Hedge Fund Strategies
- Summary

Chapter 4: Private Equity and Managed Futures

- Venture Capital
- Leveraged Buyouts
- Mezzanine Debt
- Distressed Debt
- Private Equity Summary
- Managed Futures

Chapter 5: Addressing the Impact of Behavioral Finance

- Conservatism
- Confirmation
- Representativeness
- Illusion of Control Bias
- Hindsight Bias
- Anchoring
- Mental Accounting
- Framing
- Availability
- Loss Aversion
- Overconfidence
- Self-Control
- Status Quo Bias
- Endowment Bias
- Regret Aversion
- Summary

Module 4: Considerations for Business Owners

Chapter 1: The Legal Forms of Conducting Business

- Characteristics, Advantages, and Disadvantages of Different Types of Businesses
- Tax Minimization for Business Enterprises

Chapter 2: Retirement Plans

- Types of Plans

Chapter 3: Property and Liability Risk Issues for High Net Worth Clients

- Client Profiles
- Risk Management Techniques
- Property Risks for the High Net Worth Client
- International Risks

Chapter 4: Personal, Security, and Professional Risks

- Entertaining Guests
- Serving on a Board
- Personal Security Risks
- Professional and Employer Risks

Chapter 5: Life and Disability Insurance for the Wealthy Client

- Life Insurance
- Annuities
- Disability Insurance

- Finding and Using the Right Tools

Chapter 6: Exit Planning for the Small Business Owner

- A Primer on Exit Planning
- The Steps in the Exit Planning Process
- Potential Exit Planning Paths
- Valuing an Unlisted Business
- Buy-Sell Agreements Between Existing Shareholders

Module 5: Income Tax Planning for High Net Worth Clients

Chapter 1: Tax Planning Situations

- Estimated Taxes
- Underpayment Penalty
- Investment Interest Expense
- Self-Employment Tax (SECA)
- Alternative Minimum Tax

Chapter 2: Taxes and Investments

- Capital Gains and Losses
- Net Unrealized Appreciation (NUA)
- Qualified Charitable Distributions
- Medicare Contribution Tax
- A Note about State Income Taxes
- Making Use of Lower Marginal Income Tax Brackets

Module 6: Executive Benefits Planning for High Net Worth Clients

Chapter 1: Introduction to Nonqualified Plans

- Qualified Plans
- Qualified Plans—ERISA Requirements
- Nonqualified Deferred Compensation Plans
- Regulation of Nonqualified Deferred Compensation Plans: Section 409A

Chapter 2: Methods of Funding

- Unfunded Plans
- Informally Funded Plans
- Funded Plans

Chapter 3: Types of Nonqualified Plans Used for Retirement Funding

- Elective (or “Pure”) Nonqualified Plans
- Non-Elective (or “Supplemental”) Nonqualified Plans

Chapter 4: Nonqualified Deferred Compensation Plans and Taxation

- Deferral Agreement
- Constructive Receipt Doctrine
- Economic Benefit Doctrine
- Assignment of Income Doctrine
- Code Section 83

- Federal Estate Taxes
- Federal Gift Taxes
- Income in Respect of a Decedent
- Social Security and Unemployment Taxes (FICA and FUTA)

Chapter 5: Other Forms of Executive Compensation

- Stock Options and High Net Worth Individuals
- Incentive Stock Options (ISOs)
- Nonqualified Stock Option Plans (NSOs)
- Tax Comparison: ISOs versus NSOs
- Other Equity-Based Compensation Plans
- Stock Bonus Plans
- Life Insurance Plans
- Severance Plans

Module 7: Estate Planning for High Net Worth Clients

Chapter 1: The Nature of Estate Planning

- The Objectives of Estate Planning
- The Estate Planning Team
- Unauthorized Practice of Law
- Reviewing the Client's Current Estate Plan

Chapter 2: Federal Transfer Taxes

- Federal Unified Transfer Tax System
- Federal Gift Tax
- Federal Estate Tax
- Federal Generation-Skipping Transfer Tax

Chapter 3: Inter Vivos and Testamentary Transfers

- Inter Vivos Transfers
- Testamentary Transfers

Chapter 4: Tax Reduction Techniques

- Charitable Deductions
- Partial Interest Charitable Transfers
- Total Interest Charitable Transfers
- Tax Reduction Techniques for Retained Interests
- Tax Reduction Techniques for Retirement Assets
- Tax Reduction Techniques for Future Generations
- Spouses and Tax Reduction Techniques

Chapter 5: Asset Protection Strategies

- Insurance
- Split Asset Ownership
- Asset Protection Trusts
- Pertinent Provisions in Estate Planning Docs

Chapter 6: Business Succession Planning

- Closely Held Business with Multiple Owners
- Family Limited Partnerships

- Buy-Sell Agreements
- The Funding Mechanism

Module 8: Fiduciary and Regulatory Issues for Financial Services Professionals

Chapter 1: History of U.S. Financial Regulation

- Introduction
- Trust In Financial Services
- The Regulated Environment of Modern Investing
- Securities Industry Self-Regulation
- Doing Business in a Litigious Age

Chapter 2: Forces Changing Financial Services

- Forces Changing the Securities Industry
- The Landmark RAND Study
- The Challenge of Language and Terminology
- Credentials Can Be Misleading

Chapter 3: The Fiduciary Standard

- Three Different Standards
- Rules-Based and Principle-Based Approaches
- Who is Currently a Fiduciary?
- Highlights of the Vacated DOL Fiduciary Standard
- SEC Regulation Best Interest
- Disclosure Has Limited Benefits
- Impact of Fees on Retirement Accounts—How Big is the Pie?
- The Fiduciary Duty
- Fiduciary Liability Under ERISA Section 404(c)

Chapter 4: Formal Ethical Codes and the Investment Professional

- Introduction
- The Fiduciary Standard and CFP Professionals
- Big Five Personality Traits and Advisers
- Best Practices for Advisers

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Module 1: Maximizing the Client Experience During the Retirement Planning Process

Chapter 1: Retirement Planning Trends and Challenges

- Trends in Retirement Planning

Chapter 2: Step 1—Establish and Define the Client-Counselor Relationship

- The Retirement Planning Process
- The Role of the Retirement Counselor

Chapter 3: Step 2—Gather Client Data, Including Goals and Expectations

- Gathering Data
- Data Survey Form
- Assets, Liabilities, and Net Worth
- Cash Flow Statement
- Determining Goals

Chapter 4: Step 3—Analyzing Client Information to Determine Retirement Savings Need

- Income Needs
- Determining the Retirement Savings Need
- Save Early and Often

Chapter 5: Steps 4, 5, and 6

- Step 4—Develop and Present Financial Planning Recommendations and/or Alternatives
- Make it the Client's Plan
- Presenting the Plan
- Step 5: Implement the Financial Plan Recommendations
- Step 6: Monitor the Financial Plan Recommendations

Module 2: Principles and Strategies When Investing for Retirement

Chapter 1: Investment Policy

- Attributes of Sound Investment Policy

Chapter 2: Asset Classes, Characteristics, and Performance

- Common Stocks
- Fixed-Income Securities
- Cash Equivalents
- Real Estate

- Returns of Major Asset Classes Over Time

Chapter 3: Portfolio Management Principles

- Systematic and Unsystematic Risk
- Managing Risk Through Diversification
- Measuring Risk
- Risk-Adjusted Returns

Chapter 4: Asset Allocation Principles

- The Importance of Time Horizons in Asset Allocation
- The Role of Risk Tolerance in Asset Allocation
- Asset Allocation Strategies

Chapter 5: The Asset Allocation Process—A Practical Application

- The Four Steps of Asset Allocation
- Securities Selection and Market Timing
- Changing Allocations Over Time

Chapter 6: Stock Investment Strategies

- Strategy and Investment Policy
- Buy-and-Hold: The Benchmark Strategy
- Timing Strategies
- Contrarian Strategy
- Value Investing
- Growth Stock Investing
- Small-Stock Investing

Chapter 7: Bond Investment Strategies

- Bond Valuation
- Bond Price Volatility
- Ladder Strategy
- Barbell Strategy

Module 3: Understanding Social Security, Military, and Government Benefits

Chapter 1: The Origin of Social Security

- Social Security Basics

Chapter 2: Estimating Future Benefits

- Eligibility
- Calculation of Benefits Payment Amount
- Milestones to Know

Chapter 3: When to Begin Retiree Benefits

- Estimating Life Expectancy
- Other Considerations
- Social Security Spousal Benefits
- Does it Pay to Delay?
- Summary of the Claiming Decision

Chapter 4: Benefits Available to a Covered Workers' Spouse, Survivors, and Ex-Spouse

- Windfall Elimination Provision and Government Pension Offset Provision
- What if Your Client is Divorced?
- Does a Single Client Still Have Options?
- What if the Client Made a Mistake?
- Spouse Retirement Benefit Reduction for Starting Early
- Survivor Benefits
- The Family Maximum

Chapter 5: The Future of Social Security

- To Learn More
- Contacting the Social Security Administration

Chapter 6: Military Benefits

- Introduction to the Military
- Military Pay
- Military Retirement
- Military Reserves
- Veterans Affairs (VA) Benefits for Service Members
- Transitioning Out of the Military
- Selected Resources for Further Research

Chapter 7: Federal, State, and Local Government Benefits

- Introduction
- Federal Government Employment
- Congressional and Presidential Retirement Plans
- State and Local Government Employees

Module 4: Bridging the Income Gap: Identifying Other Sources of Retirement Income**Chapter 1: Traditional IRAs**

- IRA Basics
- Taxes
- Statutory Requirements
- Deductible IRAs

Chapter 2: Roth IRAs

- Roth IRA Basics
- When Does Establishing a Roth IRA Make Sense?

- Framing the Decision
- Roth Conversions

Chapter 3: Annuities

- Features of Annuities
- Distribution Options
- Taxation of Annuity Distributions
- Fees and Expenses
- Annuity Regulation
- Longevity Annuities

Chapter 4: Mutual Funds and Exchange-Traded Funds

- What is a Mutual Fund?
- Convenience for Shareholders
- Types of Mutual Funds
- Exchange-Traded Funds (ETFs)
- Mutual Fund Returns
- Mutual Funds and Retirement Planning

Chapter 5: Life Insurance

- Term Life
- Permanent Life
- Insurance vs. Investment
- Settlement Options
- Life Insurance as a Retirement Planning Tool

Chapter 6: Home Equity

- Sell and Downsize
- Refinancing

Chapter 7: Post-Retirement Employment

- Working Beyond Full Retirement Age

Module 5: Navigating Health Care Options in Retirement**Chapter 1: The Affordable Care Act and Health Savings Accounts**

- Purpose of Health Insurance
- The Affordable Care Act
- Policy Types
- Policy Features and Benefits
- Health Savings Accounts

Chapter 2: Planning for Incapacity

- Introduction
- Management of Property
- Personal and Medical Care Decision Making

Chapter 3: Medicare

- Medicare Overview
- Medicare Part A
- Medicare Part B: Physician's Coverage

- Medicare Part D: Prescription Drug Coverage

Chapter 4: Medigap

- Gaps in Health Care Coverage
- Medigaps
- Medigap Insurance Plans

Chapter 5: Medicare Advantage Plans (Medicare Part C)

- The Balanced Budget Act of 1997
- Medicare Advantage (Part C)

Chapter 6: Medicaid

- Eligibility
- Benefits

Chapter 7: Long-Term Care

- What is Long-Term Care?
- Long-Term Care Settings
- The Cost of Care
- Long-Term Care Insurance
- Common Riders
- Is LTCI Worth the Money?
- Alternative Funding for Long-Term Care

Module 6: Making the Emotional and Financial Transition to Retirement

Chapter 1: The Retirement Decision

- Can I Afford it?
- Checklist of Preretirement Items
- Emotional Preparedness

Chapter 2: Early Retirement

- A Matter of Time
- Reduced Retirement Plan Benefits
- Social Security and Health Care Expenses for Early Retirees
- Forced Retirement
- Distributions and the Early Retiree
- Early Retirement Summary

Chapter 3: Corporate Early Retirement Incentives

- Open Window Plans
- Is This a Good Deal? A Framework for Analyzing an Early Retirement Offer
- Severance Plans
- Rules and Limits

Chapter 4: The Reality of Delayed Retirement

- Trend Toward Retiring Later
- Low Savings Rates
- The Future
- Late Retirement and Retirement Plan Distributions

Chapter 5: Making the Transition to Retirement

- This is Not Our Parents' Retirement
- What Does Retirement Mean to Your Client?
- Phased Retirement
- Planning a "Second Act"
- When Will You Know it's Time?

Module 7: Designing Optimal Retirement Income Streams

Chapter 1: Pre Retirement Distributions

- In-Service Withdrawals
- Hardship Withdrawals
- Loans

Chapter 2: Lump Sum Options

- Take the Money—Pay the Taxes
- Defer Receipt Through a Rollover

Chapter 3: Distributions and Taxation

- Taking Distributions Too Early
- Too Little or Too Late
- The Problem of Having Many Plans
- Roth IRA Distributions
- Employer Stock Distributions

Chapter 4: Survivors and Beneficiaries

- Qualified Joint and Survivor Annuity (QJSA)
- Qualified Optional Survivor Annuity (QOSA)
- Qualified Preretirement Survivor Annuity (QPSA)
- Required Minimum Distributions for Beneficiaries
- About Taxes
- QDROs

Chapter 5: Variability in Retirement Planning Assumptions

- Longevity Risk
- Inflation
- Investment Return
- Monte Carlo Analysis

Chapter 6: Creating Sustainable Income Streams

- Systematic Withdrawals and the 4% Rule
- Bucket Strategies
- Floor-and-Upside Strategies
- Reconsidering Asset Allocation: Creating a Smarter "Glidepath"
- Use of Annuities
- Importance of Tax-Efficient Distributions
- Putting It All Together

Module 8: Achieving Tax and Estate Planning Objectives in Retirement

Chapter 1: Taxation of Distributions from Taxable Accounts

- Mutual Funds
- Sale of a Mutual Fund: Capital Gains and Losses
- Taxation of Stock Returns

Chapter 2: Distributions from Tax-Deferred Accounts

- Tax Treatment of IRA Distributions
- Too Early, or Too Late

Chapter 3: Distributions from Tax-Exempt Accounts

- Roth IRA Distribution Rules

Chapter 4: Taxation of Annuities

- Accumulation Phase
- Annuity Payments

Chapter 5: Taxation of Home Sales, Social Security, Life Insurance, and Tax Diversification

- Section 121
- Partial Exclusion Resulting From Nonqualified Use
- Taxation of Social Security Benefits
- Life Insurance Proceeds
- The Importance of Tax Diversification

Chapter 6: Introduction to Estate Planning

- What is an Estate?
- Caution: Beware of the Unauthorized Practice of Law

Chapter 7: Transferring Property by Will and Will Substitutes

- Wills
- Probate
- Will Substitutes

Chapter 8: The Federal Gift and Estate Tax

- Evolution of the Federal Transfer Tax System
- The Federal Unified Transfer Tax System
- Valuation

- Basis in Property
- The Federal Gift Tax
- The Federal Estate Tax

Chapter 9: Estate Planning Strategies for the Retiree

- What is a Trust?
- Estate Planning for Married Couples
- Planning for Minor Children

Module 9: Fiduciary, Ethical, and Regulatory Issues for Advisers

Chapter 1: History of U.S. Financial Regulation

- Introduction
- Trust in Financial Services
- The Regulated Environment of Modern Investing
- Securities Industry Self-Regulation
- Doing Business in a Litigious Age

Chapter 2: Forces Changing Financial Services

- Forces Changing the Securities Industry
- The Landmark RAND Study
- The Challenge of Language and Terminology
- Credentials Can Be Misleading

Chapter 3: The Fiduciary Standard

- Three Different Standards
- SEC Regulation Best Interest
- Disclosure Has Limited Benefits
- Impact of Fees on Retirement Accounts—How Big is the Pie?
- The Fiduciary Duty
- Fiduciary Liability under ERISA Section 404(c)

Chapter 4: Formal Ethical Codes and the Investment Professional

- Introduction
- The CFP Board Code of Ethics and Standards of Conduct
- Best Practices for Advisers

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Module 1: Introduction to ERISA and the Fiduciary Standard

Chapter 1: Fundamentals of ERISA

- What Makes a Plan Qualified?
- Who Can Establish a Qualified Plan?
- Retirement Plan Service Providers
- How to Establish a Plan
- The Plan Approval Process
- Government Reporting
- Plan Administrator
- ERISA Bonding Requirement

Chapter 2: The Fiduciary Standard and ERISA

- The Fiduciary Duty
- Fiduciary Liability under ERISA Section 404(c)
- Fiduciary Roles under ERISA

Chapter 3: Advisers Working with Plan Participants

- ERISA Revisited
- Trust in Financial Services
- The RAND Study
- The Challenge of Language and Terminology
- Credentials Can Be Misleading
- Three Different Standards
- Rules-Based and Principle-Based Approaches
- Who is Currently a Fiduciary?
- The Vacated DOL Fiduciary Standard
- SEC Regulations
- Disclosure Has Limited Benefits
- How Big is the Pie?
- Best Practices for Advisers

Module 2: Employer-Funded Defined Contribution Plans

Chapter 1: An Overview of Defined Contribution Plans

- Types of Defined Contribution Plans
- Employer Eligibility
- Employee Eligibility
- Employer Contributions
- Vesting
- Social Security Integration

Chapter 2: Profit Sharing Plans

- Introduction
- Employer Eligibility
- Employer Contribution Formulas

Chapter 3: Stock-Based Plans

- Stock Bonus Plan
- Employee Stock Ownership Plans (ESOPs)

Chapter 4: Cross-Tested Profit Sharing Plans

- Age-Weighted Profit Sharing Plans
- New Comparability Profit Sharing Plans

Chapter 5: Defined Contribution Plans Compared

- Similarities
- Differences

Module 3: Participant-Directed Retirement Plans

Chapter 1: 401(k) Profit Sharing Plans

- “Not Currently Available” Requirement
- Eligibility
- Sources of Contributions
- Vesting of Contributions
- Nondiscrimination
- Distributions
- Permitted Disparity Not Applicable to 401(k) Elective or Matching Contributions
- Roth 401(k) Plans
- Safe Harbor Contribution Requirements

Chapter 2: 403(b) Plans

- Overview of Section 403(b) Plans
- Qualified Employers
- Eligible Employees
- ERISA Requirements for Certain 403(b) Plans
- Legal Requirements Unique to Certain 403(b) Plan Sponsors
- Roth 403(b) Plans

Chapter 3: 457(b) Plans

- Eligible Employers
- Eligible Employees
- Eligible Plan
- Contributions
- Distributions
- In-Service Distributions
- Loans
- 457 Governmental Plan Rollovers
- Transfers
- Trust Requirements for Section 457 Governmental Plans
- Constructive Receipt Requirements for Section 457 Nongovernmental Plans
- Roth 457(b) Plan
- 401(k), 403(b), and 457 Plans Compared

Module 4: Retirement Plan Solutions for Small Business Owners

Chapter 1: SIMPLE Plans

- Eligibility
- Contributions
- Tax Consequences
- Deadlines
- Distributions
- Establishing a SIMPLE Plan
- Reporting Requirements
- Advantages of SIMPLE IRAs

- Disadvantages of SIMPLE IRAs
- The SIMPLE 401(k) Plan
- SIMPLE 401(k) and Regular 401(k) Compared

Chapter 2: The Simplified Employee Pension (SEP)

- Eligibility
- Establishing a SEP
- Contributions
- Pro Rata Contributions
- Distributions
- Advantages of SEPs
- Disadvantages of SEPs
- SARSEPs
- Plan Comparison

Chapter 3: SEP vs. SIMPLE Plan Selection for Business Owners

- Maximizing Contributions
- The Burden of Funding
- Employer Flexibility
- Covered Employees
- Forms for Establishing Plans

Chapter 4: Defined Benefit Plans for Small Business Owners

- Traditional Defined Benefit Plans
- Cash Balance Plans

Module 5: Retirement Plan Selection, Design, and Implementation

Chapter 1: Selecting the Appropriate Employer-Sponsored Plan

- Choosing to Implement an Employer-Sponsored Retirement Plan
- Plan Selection: The Decision-Making Process
- Summary of Plan Selection Process
- Making a Recommendation
- Retirement Plan Selection: A Case Study

Chapter 2: Designing ERISA-Compliant Plans

- Employers Eligible to Establish a Plan
- Employee Eligibility Requirements
- Limitations on Benefits and Contributions
- Actuarial Assumptions (DB Plans)
- Investment of Employer Contributions
- Vesting
- Definition of Normal Retirement Age (NRA)
- Normal Form of Benefits
- Survivor Benefits Required for Pension Plans
- Prohibition of Assignment or Alienation of Plan Benefits

Chapter 3: Approaches to Implementing Qualified Plans

- Pre Approved Retirement Plans
- Individually Designed Plans
- The IRS Determination Letter
- Plan Document
- Adopting the Plan—Legal Steps
- ERISA Investment Management
- Summary

Chapter 4: Plan Amendments

- Amending Pre Approved Plans
- Amending Individually Designed Plans
- Voluntary Correction Program (VCP)
- IRC Restrictions on Amendments

Module 6: Administering ERISA-Compliant Plans

Chapter 1: The Role of a Plan Administrator

- The Plan Administrator
- Reporting and Disclosure Responsibilities
- Plan Record Keeping and the Statute of Limitations
- Valuation of Plan Assets
- Monitoring Plan Expenses
- Fee Disclosure Responsibility
- Participant-Directed Investments
- Summary

Chapter 2: Complying with IRC Qualification Requirements

- Eligibility Requirements
- Vesting
- Minimum Coverage Rules
- Minimum Participation Requirement: 50/40 Test
- 401(k) Nondiscrimination Testing
- Top-Heavy Rules
- Minimum Funding Requirements

Chapter 3: Avoiding Noncompliance Penalties

- Common Pitfalls: Defined Contribution Plans
- Common Pitfalls: Defined Benefit Plans
- Fixing Plan Mistakes

Chapter 4: Plan Termination

- Permanency Requirement
- Full Termination
- Partial Termination
- Consequences of Plan Termination
- Frozen Plans
- Allocation of Assets Following Plan Termination
- Employer Reversions
- Merger, Consolidation, Spin-Off, or Transfer of Plan Assets or Liabilities

Module 7: Working with Plan Participants

Chapter 1: Designing Effective Participant Education Programs

- The Need for Retirement Education

Chapter 2: Administering Pre Retirement Distributions

- In-Service Distributions
- Hardship Withdrawals
- Loans
- Taxation of Early Withdrawals (Pre-59½)

Chapter 3: Administering Post-Retirement Distributions

- Lump Sum Distributions
- Cash Distributions
- Rollovers

- Annuity Income Options
- Required Minimum Distribution

Chapter 4: Distributions Following the Participant's Death

- Survivor Annuity Rules for Qualified Plans
- RMD Following Owner's Death

Chapter 5: Approaching Other Plan Participant Issues

- Creditor Claims
- QDROs
- The Problem of Unlocatable Participants
- Best Practices When Working with Plan Participants

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Module 1: The Foundations and History of Sustainable Investing

Chapter 1: An Introduction to SRI and ESG

- What is SRI?
- What is ESG?

Chapter 2: The Origins of Investing for Impact

- Religious Traditions and Investing
- Modern Era (1900–Present)
- US SIF Trends Report (2020)

Chapter 3: The Basics of Sustainable Finance

- The Role of Sustainability in Economics and Financial Systems
- The Three Stages of Sustainable Finance
- Planetary Boundaries
- Additional Reading for Sustainable Finance

Chapter 4: An Introduction to the UN Sustainable Development Goals (SDGs)

- History of the Sustainable Development Goals
- An Introduction to the SDGs
- The Business Case for Investing in the SDGs
- Relationship to Sustainable Finance
- Additional Reading on the SDGs

Chapter 5: The Importance of Sustainability in Financial Services

- Common ESG Myths
- Why is Sustainable Investing Important for Financial Services?
- Holding Back on Impact Investing
- How Sustainable Investing Can Add Value to Your Work

Module 2: Sustainable Investing Strategies

Chapter 1: The Basics of Sustainability Approaches and Best-in-Class

- The Four Major Sustainable Investing Approaches
- Motivations for Sustainable Investing Strategies
- Limitations
- The Importance of ESG Screens
- Best-in-Class Strategy
- Positive Approaches

Chapter 2: Exclusionary (Negative) Screening

- Exclusionary Screens
- Exclusionary Strategies

Chapter 3: ESG Integration

- What is ESG Integration?
- What ESG Integration is not

- Qualitative vs. Quantitative Analysis in ESG Integration
- US SIF: ESG Integration in Practice
- US SIF Recommendations for ESG Integration
- Best Practices for ESG Integration
- Considerations for Using ESG Integration in Investment Analysis

Chapter 4: Sustainability-Themed Investing

- Thematic vs. Sustainability-Themed
- Basics of Thematic Investing
- Developing a Themed Portfolio
- Developing a Sustainability-Themed Portfolio

Chapter 5: Greenwashing vs. Commitment to Sustainability

- What is “Greenwashing”?
- How to Avoid Greenwashing with Sustainable Assets

Module 3: Shareholder Advocacy, Stewardship, and Corporate Responsibility

Chapter 1: Shareholder Advocacy

- What is Shareholder Advocacy?
- Tier 1
- Tier 2
- Public Policy
- Shareholder Advocacy Success Stories

Chapter 2: Current Trends in Shareholder Advocacy

- Institutions and Money Managers Involved in Investor Advocacy
- Highlights from Recent Proxy Seasons

Chapter 3: Corporate Social Responsibility (CSR)

- The Strength of Intangible Assets
- Long-Term Corporate Mindset

Chapter 4: Corporate Sustainability Disclosures

- The SEC and ESG Reporting
- US Congressional Discussions of 2019
- Empirical Studies on the Importance of ESG Disclosures
- Optimizing Capital Markets through ESG Disclosures

Chapter 5: Community Investing

- Retail Investors

- Accredited Investors
- Asset Managers

Module 4: ESG Performance, Risk, and Rating Metrics

Chapter 1: ESG and Market Risks

- Exogenous and Endogenous Risks
- Reasons for the Rise in Endogenous Risk
- Ramifications of Endogenous Risk for Financial Advisers
- Sustainable Investing and Modern Portfolio Theory

Chapter 2: The Basics of Impact Reporting and Performance

- The Demand for Impact Reporting
- What is Impact Reporting?
- Impact Reporting Checklist
- How to Design a Social Impact Report
- The Five Dimensions of Impact
- Impact Investment Reporting
- Impact Reporting Tools for Financial Advisers

Chapter 3: ESG Scores, Ratings, and Rankings

- ESG Data Spending on the Rise
- The Link Between ESG and Investment Performance
- Introduction to ESG Scores
- Current State of ESG Measurements
- Risk Measurements
- Controversy and Headline Risks
- ESG Risk Materiality Matrixes

Chapter 4: ESG Reports, Ratings, and Methodology

- Bloomberg
- Corporate Knights
- Dow Jones Sustainability Indices (DJSI)
- Institutional Shareholder Services Inc.
- MSCI
- RepRisk
- Sustainalytics (Morningstar)
- Thomson Reuters
- Institutional Investors and ESG Investment Products

Chapter 5: Avoiding the Pitfalls of ESG Score Analysis

- ESG Score Myths
- ESG Score Considerations
- Limitations of ESG Ratings

Module 5: Portfolio Construction and Incorporating Sustainable Investing into Financial Advising

Chapter 1: Sustainable Investing in Asset Management

- Introduction to the Asset Management Process

Chapter 2: Establishing Goals and Refining Emotional Intelligence

- Discussing Sustainable Investing with Your Clients
- Gathering Data
- Establishing Financial Goals
- The Importance of Emotional Intelligence
- Emotional Intelligence and Financial Planning

Chapter 3: The Investment Policy Statement (IPS)

- The Relationship Between Client and Adviser
- The Investment Policy Statement (IPS)
- Dealing with Future Challenges

Chapter 4: ESG in Equity Selection and Portfolio Construction

- ESG in Equity Selection
- ESG in Portfolio Construction

Chapter 5: Pooled ESG Investments

- ESG Investment Options by Asset Class
- A Closer Look at Mutual Funds and ETFs

Chapter 6: Monitoring Portfolio Performance and Mindful Trading Practices

- Mindful Practices in Active Portfolio Management
- Monitoring Portfolio Performance
- When Change is Prudent and Necessary

Module 6: The Fiduciary Standard and Communicating the Value of Sustainable Investing

Chapter 1: ESG and the Fiduciary Duty

- ESG Analysis is Important to Fiduciaries

Chapter 2: Fundamentals of ERISA and the Fiduciary Standard

- The Fiduciary Standard
- The Fiduciary Duty

Chapter 3: Advisers Working with Plan Participants

- The Five-Part Test
- Trust in Financial Services
- Three Different Standards
- Rules-Based and Principle-Based Approaches
- Who is Currently a Fiduciary?
- Highlights of the Vacated DOL Fiduciary Standard
- SEC Proposals
- Disclosure Has Limited Benefits
- Impact of the Vacated DOL Rule

Chapter 4: The Department of Labor Bulletins and Rules on ESG

- Interpretive Bulletin 94-1
- Calvert Investments Advisory Opinion
- Interpretive Bulletin 2008-01
- Interpretive Bulletin 2015-01
- Interpretive Bulletin 2016-01
- Field Assistance Bulletin 2018-01
- Final Rule to Protect Americans' Retirement Investments (2020)
- Non-Enforcement of ESG Rules and Proxy Voting (2021)
- Prudence and Loyalty in Selecting Plan Investments and Exercising Shareholder Rights
- Anti-ESG State Legislation

Chapter 5: Sustainability and Defined Contribution Plans

- Why Should an Employer Consider Offering Socially Conscious Funds?
- Adding ESG Investments to a 401(k) Plan

Chapter 6: Developing Your Sustainable Investing Practice

- Incorporating Sustainable Investing into Your Practice
- Moving Forward with Sustainable Investing

Module 7: Current and Future Opportunities in Sustainable Investing

Chapter 1: The Need for Sustainability

- Mitigation and Adaptation
- The United States Climate Assessment
- Grantham's "The Race of Our Lives"
- The Circular Economy

Chapter 2: Individual Investor Interest in Sustainable Investing

- Millennial Investors
- Female Investors and Leaders
- State and Local Politics
- ESG Opportunity Trends

Chapter 3: Global Trends in Sustainable Investing

- Global Perspective from the Global Sustainable Investment Alliance (GSIA)
- Regional Highlights
- Emerging Markets Investing for Impact
- GSIA Sustainable Investor Poll on TCFD

Chapter 4: Staying Current in ESG

- The Industry Today
- Internet Resources
- Research Providers
- Conferences and Events
- Notable White Papers
- Books
- Additional Courses and Education Programs

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MODULE 1: Principles of Financial Planning

Chapter 1: Personal Financial Planning and Financial Goals

- Personal Financial Planning
- Areas of Financial Planning
- Personal Financial Goals
- Why People May Not Plan
- How the Financial Planning Process Helps to Accomplish Goals

Chapter 2: Steps in the Personal Financial Planning Process

- Step 1: Understanding the Client's Personal and Financial Circumstances
- Step 2: Identifying and Selecting Goals
- Step 3: Analyzing the Client's Current Course of Action and Potential Alternate Courses of Action
- Step 4: Developing the Financial Planning Recommendations
- Step 5: Presenting the Financial Planning Recommendations
- Step 6: Implementing the Financial Planning Recommendations
- Step 7: Monitoring Progress and Updating Financial Planner Compensation

Chapter 3: Knowledge Required for Appropriate Analysis and Plan Creation

- Knowledge Required for Analysis and Development of Recommendations

Chapter 4: Client Behaviors, Communication, and Counseling Principles

- Client Behaviors
- Nondirective and Directive Counseling Skills

Chapter 5: Ethical and Regulatory Issues for the Financial Planning Professional

- Ethical Issues
- The Fiduciary Standard
- Financial Planning Professionals
- Regulatory Issues
- A Promising Future

MODULE 2: Cash Management and the Use of Debt

Chapter 1: Financial Statements

- Overview
- Statement of Financial Position (Personal Balance Sheet)
- Cash Flow Statement

Chapter 2: Financial Situation Analysis

- Financial Ratios

Chapter 3: Credit and Debt

- Credit and Debt

- Types of Consumer Credit
- Buying vs. Leasing
- Protecting the Credit User
- How much debt is acceptable?

Chapter 4: Budgeting

- Creating a Budget
- Implementation
- Monitoring

Chapter 5: Closely Held Business Forms

- Forms of Business
- Operation of the Closely Held Business

MODULE 3: The Time Value of Money

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- Publicly Held Corporation's Compensation Deduction Limitation

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Health & Welfare Benefit Plans, the Other Employee Benefits

- ERISA
- Employee Benefit Plans
- Plan Design Considerations

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- Purpose of Group Life Insurance
- Appropriate Coverage
- Types of Basic Group Life Insurance Coverage
- ERISA Requirements

Income Tax Consequences of Group Life Insurance

- Tax-Free Death Benefits

Group Health & Disability Plans

- Group Health Insurance
- Funding for Group Health and Other Benefits
- Group Disability
- Nondiscrimination Requirements

Income Tax Consequences of Group Health & Disability Coverage

- Group Major Medical Coverage
- Group Disability Insurance

Group Insurance Provisions Required by the Federal Government

- COBRA
- HIPAA (Health Insurance Portability & Accountability Act)
- Family and Medical Leave Act

The Definition of & Need for Estate Planning

- Estate Planning
- Basic Estate Planning Definitions
- Purpose of Estate Planning

The Goals of Estate Planning

- Nonfinancial Goals
- Financial Goals
- Common Estate Planning Mistakes, Pitfalls, and Weaknesses

The Estate Planning Process

- Establishing and Defining the Client-Planner Relationship

- Gathering Client Data Including Goals
- Analyzing and Evaluating the Client's Financial Status
- Developing and Presenting Recommendations
- Implementing the Recommendations
- Monitoring the Implemented Recommendations
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The Estate Planning Team

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- Formulation, Coordination, and Monitoring of the Plan
- The Practice of Law
- Regulation of Estate Planning

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Probate

- Property Interests Affected by Probate
- The Meaning of Probate
- The Objectives and Process of Probate
- Laws and Circumstances Affecting Estate Distribution at Death
- The Location of Probate
- Probate Advantages
- Probate Disadvantages
- The Requirements for a Valid Will
- Types of Wills
- The Clauses of a Will
- Amendment or Revocation of a Will
- Intestate Situations
- Characteristics of Intestate Succession Laws
- Disadvantages of Intestacy

Will Substitutes

- Right of Survivorship
- Beneficiary Designation
- Advantages of a Will Substitute
- Disadvantages of a Will Substitute

Achieving Estate Planning Goals at Death

- Estate Planning Goals

The Federal Estate Tax

Basic Features of the Federal Estate Tax Calculation of the Estate Tax

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- Estate Tax Deductions
- Adjusted Taxable Gifts: Code Section 2001
- Credits Allowed Against the Tentative Tax

Planning Issues Involved in Meeting Estate Tax Objectives

- Estate Tax Planning
- Marital Deduction Planning
- Bypass Planning
- Charitable Deduction Planning
- Estate Tax Status
- Client Objectives

The Federal Gift Tax

Basic Features of the Federal Gift Tax

- Federal Gift Tax
- Special Valuation for Certain Intra Family Transfers
- Lifetime Transfer
- Gifted Asset

Calculation of the Gift Tax

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- Transfers That Are Exempt From the Gift Tax
- Reductions in Total Calendar Year Gifts

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- Effect Upon Future Lifetime Gifts

- Effect Upon a Donee Spouse's Estate Tax Calculation
- #### **Estate Planning Issues Related to Generation-Skipping Transfer Tax & Income Tax**

Generation-Skipping Transfer Tax Issues

- Direct Skips
- Indirect Skips
- Credits Against the GSTT

Income Tax Issues

- Individual Taxpayers
- Trusts as Taxpayers
- Estates as Taxpayers
- Businesses as Taxpayers

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Intrafamily Estate Transfer Planning

- Inter Vivos Versus Testamentary Transfers
- Intrafamily Gifts
- Intrafamily Transfers Involving a Sale
- Selecting an Asset

Transfer of Closely Held Business Interests

- A Closely Held Business With Multiple Owners
- The Solely Owned Business
- Gift Tax Implications
- Non Tax Implications

Life Insurance Planning

- Uses for Life Insurance
- Planning Objectives

Estate Liquidity & Postmortem Actions

Estate Liquidity Analysis

- Estate Shrinkage
- Estate Liquidity Planning

Premortem Liquidity Planning

- Reducing the Cash Needs of an Estate
- Increasing the Cash Available to an Estate
- Reducing Cash Needs—Client Analysis
- Increasing the Cash Available to an Estate—Client Analysis

Postmortem Liquidity Planning

- Postmortem Actions Available to the Personal Representative
- Postmortem Actions Available to Persons Other Than the PR

Estate Planning for Special Situations: Incapacity, Family Arrangements & Selecting Fiduciaries

Managing Personal & Financial Affairs of an Incompetent Person

- Incompetency
- Consequences of Not Preplanning for an Incompetent Person's Personal Care or Financial Affairs
- Preplanning for an Incompetent Person's Personal Care and Financial Affairs

Providing for an Incompetent Person's Medical & End-of-Life Needs

- Consequences of Not Preplanning an Incompetent Person's Medical Care
- Preplanning for Medical Care and Disposition of the Remains of an Incompetent Person

Estate Planning for Selected Variations in Traditional Family Arrangements

- Divorce (Non-Child-Related Issues)
- Divorce and Remarriage (Blended Families)
- Adoption

- Wealth Transfers by or to Noncitizens

Estate Planning for Cohabitation or Nontraditional Family Arrangements

- Variations from a Traditional Family Arrangement
- Clarifying Obligations and Property Rights for Unmarried Cohabitants
- Controlling One's Estate and Benefiting Nonrelatives in a Nontraditional Family at Death

- Eliminating or Minimizing Transfer Taxes in a Nontraditional Family
- Tax Planning Techniques for Unmarried Cohabitants
- Controlling Medical Treatment and Disposition of Remains in a Nontraditional Family

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- Fiduciaries

Module 1: Getting to Know Your High Net Worth Client

Chapter 1: Who is the High Net Worth Client?

- Wealthy Investors in the U.S.
- Worldwide Investors
- Understanding Your Client
- Satisfaction with Advisers
- Financial and Life Goals
- The Generations
- Digital Contact
- High Net Worth Men and Women
- Charitable Giving and Social Impact
- International Clients
- Types of High Net Worth Clients

Chapter 2: Establishing Trust

- Distrust of Financial Institutions
- Levels of Trust
- The Demographics of Trust
- Initial Judgment of Advisers
- What a Financial Planner Can Do to Build Trust
- Emotional Intelligence (EI)
- Family Concerns
- Fraud
- Concerns for Older Clients

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- Working in a Team for a Financial Institution
- Coaching and Therapy
- Getting Technological Help
- Artificial Intelligence (AI)

Chapter 4: Meeting the Client's Goals

- Goals-Based Planning
- Wealth Allocation Framework
- Types of Publicly Traded REITs
- Factors to Consider in Selecting REITs
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- Risks of Investing in a Hedge Fund

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- Unsystematic (Diversifiable) Risk
- Client Attitudes Toward Risk

Chapter 2: The Risk/Return Relationship

- Measuring Risk
- Risk-Adjusted Returns

Chapter 3: Managing Risk in Portfolios

- Risk Reduction Through Diversification
- Client Time Horizons and Portfolio Risk
- Practical Approaches to Creating Client Portfolios

Chapter 4: Measuring Investment Performance

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- Risk-Adjusted Measures of Return
- Performance Benchmarks
- The Importance of Time Periods

Module 3: Advanced Investment Products and Strategies

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- The Requirements of Strategy
- Buy-and-Hold: The Benchmark Strategy
- Investing With Economic Cycles
- The Contrarian Strategy
- Small Stock Investing
- Active versus Passive Management
- The Enemies of Effective Strategy

Chapter 2: Real Estate

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- Types of Real Estate
- Advantages and Disadvantages of Real Estate Investing
- Common Forms of Real Estate Ownership

- Private REITs
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- What is a Hedge Fund?
- Hedge Fund Strategies
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Chapter 4: Private Equity and Managed Futures

- Venture Capital

- Leveraged Buyouts
- Mezzanine Debt
- Distressed Debt
- Private Equity Summary
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Chapter 5: Addressing the Impact of Behavioral Finance

- Conservatism
- Confirmation
- Representativeness
- Illusion of Control Bias
- Hindsight Bias
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- Mental Accounting
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- Availability
- Loss Aversion
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- Self-Control
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- Characteristics, Advantages, and Disadvantages of Different Types of Businesses
- Tax Minimization for Business Enterprises

Chapter 2: Retirement Plans

- Types of Plans

Chapter 3: Property and Liability Risk Issues for High Net Worth Clients

- Client Profiles
- Risk Management Techniques
- Property Risks for the High Net Worth Client
- International Risks

Chapter 4: Personal, Security, and Professional Risks

- Entertaining Guests
- Serving on a Board
- Personal Security Risks
- Professional and Employer Risks

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- Life Insurance
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- Finding and Using the Right Tools

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- A Primer on Exit Planning
- The Steps in the Exit Planning Process
- Potential Exit Planning Paths
- Valuing an Unlisted Business
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- Self-Employment Tax (SECA)
- Alternative Minimum Tax

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- Qualified Charitable Distributions
- Medicare Contribution Tax
- A Note about State Income Taxes
- Making Use of Lower Marginal Income Tax Brackets

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- Qualified Plans—ERISA Requirements
- Nonqualified Deferred Compensation Plans
- Regulation of Nonqualified Deferred Compensation Plans: Section 409A

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- Elective (or “Pure”) Nonqualified Plans
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Chapter 4: Nonqualified Deferred Compensation Plans and Taxation

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- Constructive Receipt Doctrine
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- Assignment of Income Doctrine
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- Stock Options and High Net Worth Individuals
- Incentive Stock Options (ISOs)
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- Tax Comparison: ISOs versus NSOs
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- The Objectives of Estate Planning
- The Estate Planning Team
- Unauthorized Practice of Law
- Reviewing the Client's Current Estate Plan

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- Federal Estate Tax
- Federal Generation-Skipping Transfer Tax

Chapter 3: Inter Vivos and Testamentary Transfers

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- Partial Interest Charitable Transfers
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- Split Asset Ownership
- Asset Protection Trusts
- Pertinent Provisions in Estate Planning Docs

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- Family Limited Partnerships

- Buy-Sell Agreements
- The Funding Mechanism

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- Introduction
- Trust In Financial Services
- The Regulated Environment of Modern Investing
- Securities Industry Self-Regulation
- Doing Business in a Litigious Age

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- Forces Changing the Securities Industry
- The Landmark RAND Study
- The Challenge of Language and Terminology
- Credentials Can Be Misleading

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- Rules-Based and Principle-Based Approaches
- Who is Currently a Fiduciary?
- Highlights of the Vacated DOL Fiduciary Standard
- SEC Regulation Best Interest
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- Impact of Fees on Retirement Accounts—How Big is the Pie?
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- The Fiduciary Standard and CFP Professionals
- Big Five Personality Traits and Advisers
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- Challenges to Working with Athletes and Entertainers

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