

CFP BOARD

CERTIFIED FINANCIAL PLANNER BOARD OF STANDARDS, INC.

Reporting Non-Registered Continuing Education

Before you complete the attached Continuing Education Self-Reporting Form, carefully review the following requirements and definitions. CFP Board's full Continuing Education Standards are available at www.CFP.net/continuing-education.

Please verify that the programs you submit on this form are *NOT* already registered with CFP Board by consulting the searchable list of registered CE programs at www.CFP.net/FindCE. This form is only for reporting completion of continuing education ("CE") programs *NOT* registered with CFP Board (completion of registered CE programs will be reported to CFP Board by the program sponsor or can be self reported online at www.cfp.net/login). The non-refundable review fee is \$25.00 per course. CFP Board will not refund review fees for self-reported CE programs that are already registered with CFP Board.

Please also note that Continuing Education Self-Reporting Forms are processed within 7-10 business days of receipt at CFP Board. CFP[®] professionals are responsible for ensuring that all certification renewal requirements are completed and processed prior to their certification expiration date.

CONTINUING EDUCATION STANDARDS

Reporting Period: CE hours must be earned during the current reporting period, which is a period ending the last day of the CFP[®] professional's renewal month. Any CE hours in excess of the requirement may not be applied to subsequent reporting periods. CE hours earned for any one program may not be split between two reporting periods.

Accepted Topics: CE programs must address one or more of the topics in the current Subject Topics Accepted for CE, which CFP Board may amend at any time. View the current lists of Job Tasks at www.CFP.net/Job-Task-Domains and the list of Principal Topics at www.CFP.net/Principal-Topics.

- CE credit is **NOT** granted for time spent addressing topics of computer hardware and software, marketing, practice management, sales, specific company or product presentations, or for informal discussion groups or pre-licensing programs. CFP Board defines practice management as programs focused on the planning, development and management of a CFP[®] certificant's business operations, including topics such as office management, business model design, budgeting processes, leadership training, and other activities that don't directly contribute to the knowledge, skills and abilities needed for a CFP[®] certificant to provide competent and ethical financial planning to clients.
- The 2 hour CFP Board Ethics CE requirement may **NOT** be submitted for review. CFP Board will not refund review fees for ethics CE programs. All courses used to complete the 2 hour CFP Board Ethics CE Requirement must taken from the list of active CFP Board Ethics CE programs. This list can be generated on CFP Board's website at www.CFP.net/FindCE.

Definitions and Calculation Metrics:

Live Programs will be granted in an initial unit of at least one-hour (minimum of 50 minutes constituting one class hour), with half-hour increments accepted after the initial one hour has been satisfied. Total hours will be rounded down to the last full half hour.

- CFP Board considers Live Programs to be educational sessions in which the instructor or discussion leader is conducting the program in real-time; the instructor or discussion leader and students are engaged in the educational program at the same time.
- Examples (non-inclusive): in-person sessions, seminars, sessions at conferences, panel sessions at conferences, structured discussion groups, live webinars, teleconferences, and college/university courses.

Self-Study will be based upon average completion time (a minimum of 50 minutes of completion time shall constitute one class hour); with half-hour increments accepted after the initial one hour has been satisfied. Total hours will be rounded down to the last full half hour. Exam time may not be included in the average completion time. **Also, each Self-Study Program will require evidence of satisfactory completion, including an examination scored by program provider. The examination will contain at least 10 questions per class hour.** The Self-Study Program will be considered completed satisfactorily only if the professional receives a score of 70% or higher on the examination.

- CFP Board defines Self-Study Programs as those in which the instructor and student are separated by time and location, or programs for which the student engages in the learning activity without an instructor.
- Examples(non-inclusive): pre-recorded audio programs, webcasts, self-paced online courses, compact discs, printed material, videocassettes

REQUIRED DOCUMENTATION

Continuing Education Self-Reporting Forms must be submitted with the following documentation:

Live Programs

1. Certificate of Completion/Attendance or unofficial transcript showing successful completion of program; and
2. Brochure, program outline or program description from the program provider (with actual dates and times), timed agenda or verification of classroom hours attended (minus lunches, breaks, and examination time).

Self-Study Programs

1. Certificate of Completion or unofficial transcript showing successful completion of program; and
2. Official detailed outline/syllabus or course description; and
3. A copy of the final examination that was provided by the program provider, or documentation from the program provider verifying number of examination questions and the final exam grade.

Non-Registered Continuing Education Reporting Form

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Section I: Personal Data

Name: _____

CFP Board ID: _____

Email: _____

Number of Courses Reported: _____

Section II: Completed Courses

For each course, complete all sections and attached the required documentation. Print additional copies of this page as needed for additional course submissions.

Date Completed (mm/dd/yyyy)	Program Name	Program Sponsor Name	Delivery Method (Live or Self-Study)	Hours Requested

Section III: Continuing Education Review Fee - \$25 per program (a \$25 service fee will apply to all returned checks)
 Check (make payable to CFP Board; do not staple check to form)

Amount enclosed: _____ Check number: _____

 MasterCard Visa American Express Discover

Credit Card Number: _____

Name (as it appears on credit card): _____ Expiration date: _____

Section IV: Attestation

I understand and agree to CFP Board's CE Standards and Requirements, including but not limited to those stated on the prior page, including the policies in accepting and granting hours for non-registered CE programs and that payment of the nonrefundable \$25 processing fee does not guarantee acceptance of non-registered CE programs. I understand and agree that CFP Board will not review incomplete Continuing Education Self-Reporting Forms. I understand and agree that if I do not provide all requested information pertaining to the programs listed on this form, CFP Board will automatically deny those programs. To the best of my knowledge, the facts contained herein and in all enclosed attachments and correspondences are accurate and complete. I authorize investigation and/or audit of all statements contained in this form. I understand that misrepresentation or omission of facts is cause for denial or revocation of the right to use the CFP® certification marks.

Signature: _____

Date: _____